Lightcliffe ACADEMY

A member of ABBEY MULTI ACADEMY TRUST

Lightcliffe Academy

Policies & Procedures

Health and Safety Policy

Approved on	22nd October 2026
Approved by	Abbey MAT Board of Trustees

Last reviewed on	22nd October 2026
Next review due	22nd October 2027

In Partnership to
Educate, Nurture and Empower

Amendment record

ISSUE NUMBER	SECTION NUMBER/TITLE	REASON FOR UPDATE	AMENDED BY	DATE OF AMENDMENT
2	4.9 Educational Visits	Removing information pertaining to educational visits approval and referring to the offsite visits policy.	Helen Pratten	03.10.2022
2	4.16 Infection Control	Update due to 'Living with Covid' guidance.	Helen Pratten	03.10.2022
3	Appendix 6- How to report an Incident, Accident, or a Near-Miss	Changed Arena to state exchange due to the change in systems. Added a flowchart for guidance	Chrissy Lee Overend	02/02/2024
3	Appendix 2- Contractors Questionnaire	Added please include Asbestos Awareness training where applicable. Please provide and SSIP accreditations you hold and supply certification.	Chrissy Lee Overend	02/02/2024
3	4.13 First Aid	Changed Arena to state exchange due to the change in systems.	Chrissy Lee Overend	02/02/2024
3	Appendix 5- New and Expectant mothers risk assessment	Template change now included in the WASP template on exchange.	Chrissy Lee Overend	02/02/2024
4	4.25 Minibus	Changes to persons authorised to drive the minibus	Chrissy Lee Overend	21/08/2024
5	Appendix 6- How to log an Accident/Incident	Updated how to log an incident due to the change in the incident reporting system.	Chrissy Lee Overend	21/08/2024

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1. Abbey MAT Health and Safety Policy Statement

The purpose of each of the Abbey Multi Academy Trust's (the Trust) Academy Health and Safety Policies is to indicate the Trust's commitment to achieving a safe working environment for all staff, students/pupils and visitors connected with our sites and activities.
Each Academy Policy will be reviewed annually by the Facilities & Estates Manager and ratified by the Trust Board Directors.

General statement of intent

1. The Trust Board Directors recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974 and all the supporting regulations in order to provide a safe and healthy workplace for all its employees, students/pupils and visitors to the Trust's premises.

The Trust Board Directors will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:

a) Plant, equipment and systems of work that are safe;
b) Safe arrangements for the use, handling, storage and transport of articles and substances;
c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
d) A safe place of work and access to it;
e) A healthy working environment and adequate welfare facilities.

Although it is the legal duty of the Trust Board Directors to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with the Trust's Health and Safety objectives at all times.

An external Health and Safety Practitioner, currently supplied through Safety2Business, provides competent technical advice on health and safety matters where necessary to assist such employees in their task and to provide legal and best practice advice when required.

The Trust Board Directors will ensure that adequate resources are made available to achieve the Trust's primary aim of staff and pupil safety.

The Trust Board Directors expect all staff to risk assess the impact of their

activities in relation to themselves and third parties. Staff are expected to inform their appropriate line manager of any safety concerns and, if appropriate, these concerns should be passed on to the Trust Board Directors for action if necessary.

2. Introduction

The Academy will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Academy will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The Academy.

The Academy is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc. Act 1974 (HASWA) and associated Regulations.

The Academy will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Academy's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures.
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, pupils and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on Academy premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including pupils) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The Academy's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;

- develop and maintain a positive and proactive health and safety culture;
- ensure the management team affords health and safety matters equal priority to other management functions;
- Provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- ensure the co-operation of all staff in the operation of this policy;
- ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout The Academy.

The Academy is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal and the Local Governing Body.

This Policy requires the commitment, co-operation and active involvement of all Academy employees to ensure its success and effectiveness.
All contractors and consultants working for The Academy are required to comply with this Policy.

The Academy will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Academy will review this Policy Statement at least annually.

The Academy will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any Academy employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

SIGNED: 	DATE:2026
HEADTEACHER	
SIGNED:	DATE:
ON BEHALF OF GOVERNORS	

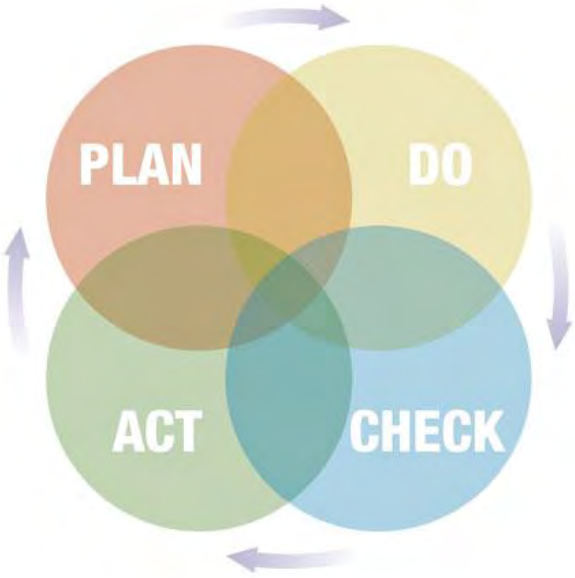
Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should be integrated within the management system that is already in place for the School. The arrangements when implemented however, will depend on the size and nature of the school and will require the following factors to be considered when integrating them into any management system:

- Planning
- Organisation
- Control
- Monitoring and review

This health and safety policy includes a management structure and arrangements developed for the School to ensure compliance with the law and can be integrated within the present School Management System.

The flow diagram below provides a pictorial representation of good management practises in health and safety.



3. Organisation and Health and Safety Responsibilities

The Academy recognises that the promotion of health and safety is an essential function of good management.

One of the principle objectives of these arrangements is to involve everybody in the workplace and create a safe and healthy working environment and achieve a high

standard of health and safety which is essential to the efficient operation of the Academy.

The prime responsibility for safe operations and safe place of work rests clearly on all levels of Management and this principle must be pursued with diligence. However, Management cannot exercise this responsibility without the active co-operation of all the employees.

All policies and procedures, risk assessments and safe working practices will be periodically reviewed and amended accordingly and changes will be brought to the attention of all employees.

The Governors, Principal/Head of School, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others personal safety in any of the academy activities, both on and off site.

The Board of Trustees and Governors

The Board of Trustees and Governors has the responsibility for ensuring that reasonable measures are put in place to ensure the health, safety and welfare of employees, students, visitors and other people affected by the establishment's activities. To this end the governing body will:

Trustees:

- Produce a Trust-wide health and safety policy and devise appropriate procedures for managing health and safety related issues
- Provide leadership on health and safety matters and ensure any decisions reflect its Health and Safety intentions.
- Provide leadership on health and safety matters and any decisions reflect its Health and Safety intentions.
- Ensure an effective management structure for the implementation of Health and Safety.

- Receive termly reports from the Principal/Head of each academy on Health and Safety
- Ensure senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in place.
- Ensure a system of communication and consultation with employees is established.
- Ensure risks identified at academy level inform the overall Trust risk management strategy
- Trust-wide health and safety policies and procedures are reviewed in light of the results of internal and external audits
- Undertake appropriate checks to ensure that actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- Ensure that the all academies have access to competent health and safety advice.

Governors:

- Adopt the Trust health and safety policy, making contextual amendments where appropriate, and ensure appropriate procedures for managing health and safety related issues are in place
- Ensure that there are appropriate means and resources to properly discharge their health and safety obligations.
- Ensure the Trust's management structure for the implementation of Health and Safety in place within the academy.
- Receive and action regular and routine health and safety reports from the Principal/Head of School to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- Review performance and plans for health and safety, at least annually and set health and safety standards and objectives across the whole Academy and for each department.
- Ensure a health and safety plan of continuous improvement is created and monitored for progress against agreed targets.
- Promote the active participation of employees in improving Health and Safety performance
- Ensure a risk management programme is developed and implemented across the Academy
- Monitoring systems are in place to monitor the effectiveness of the academy risk control
- Health and safety policies and procedures are reviewed in light of the results of internal and external audits
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.

Principal / Head of School

The day-to-day responsibility for all Academy health, safety and welfare organisation and activity rests with the Principal, who will:

- Ensure the effective implementation of the health and safety policy.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy.
- Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that Academy staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- Ensure that this Policy is reviewed and brought to the attention of all staff.
- Ensure that health and safety is adequately resourced with time, people and finances.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management.
- Ensure suitable persons are nominated to undertake key health and safety functions.
- Ensure a system of communication and consultation with employees is established.
- Ensure effective training programmes have been put in place.
- Provide a termly report on the safety performance of the academy to the Board of Trustees
- Bring to the attention of the governing body any significant health and safety issues in addition to providing termly report on the safety performance of the academy.
- Ensure that risk assessments are carried out and arrangements made to manage the risk.
- Ensure the workplace is environmentally safe and safe working methods are adopted with specific instructions where necessary.

- Ensure that accidents, incidents, work related ill health and dangerous occurrences are reported, investigated and where appropriate, preventative measures taken.

Senior Leadership Team

The Senior Leadership Team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head of School/ Principal. Specifically, the Deputy Head and Assistant Head Teachers, and any other member of staff with supervisory responsibilities will:

- Actively lead the implementation of the Health and Safety Policy
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures taking account of any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the school and that this is then translated into written safe methods of working practice. Ensure risk assessments are reviewed regularly
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- Inform students, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Ensure issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- Ensure equipment is maintained in a safe condition and statutory examinations are planned, completed and recorded
- Personal protective equipment is provided and worn by staff and students, and that staff and students are instructed in its use.
- Ensure that any safety issues that cannot be dealt with are referred to the Head of School/ Principal teacher
- Ensure that hazardous substances are stored, transported, handled and used in a safety manner according to manufacturer's instructions and established rules and procedures.
- Ensure that agreed safety standards are maintained, particularly those relating to housekeeping
- Ensure that all relevant safety documents including DfE guides etc. are maintained and made available to all employees
- Perform regular health and safety inspections within their department as required by the Head of School / Principal.

- Collate accident reports and ensure the forms are adequately completed
- Ensure that qualified first aid personnel and facilities are provided to address potential hazards on the site.
- Ensure that arrangements for fire safety are implemented and that all relevant checks are carried out.

Trust Health and Safety Coordinators

Facilities and Estates Manager will:

- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Review the policy for compliance in line with the Trusts objectives for health and safety.
- Where necessary and in conjunction with S2B, report accidents under RIDDOR to the HSE.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Ensure that Trust preferred contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Perform annual health and safety inspections of all academies.

Secondary and Primary Academy Health and Safety Leads will:

- Lead by example.
- Ensure statutory examinations are planned, completed and recorded.
- Ensure the effective implementation of the health and safety policy.
- Ensure that school buildings and plant are maintained in accordance with required. standards and records of servicing and maintenance are retained and kept up to date
- Details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Ensure risk assessments are carried out and reviewed on a regular basis.

- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste.

Site Superintendent

The Site Superintendent will:

- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises.
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- Ensure contractors are briefed on site safety before any work takes place and prior to each working session;
- Ensure all relevant statutory signs and notices are provided and displayed in prominent positions.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Ensure safe access and egress is provided and maintained at all times throughout the site.
- Communicate with staff on health and safety issues relating to building and maintenance and the work of contractors
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the Academy.
- Ensure safe systems of work are developed and implemented
- Ensure that relevant risk assessments are carried out and reviewed on a regular basis.
- Encourage staff to report hazards and raise health and safety concerns
- Ensure any safety issues that cannot be dealt with are referred to the Head of School/Principal for action.

Curriculum Subject Leaders and Support Service Leaders

These managers are responsible for implementing the safety policy within the areas for which they are responsible (i.e. the Academy's and services under their leadership and any specific areas of responsibility delegated by the Head of School/ Principal). In particular, they are responsible for ensuring:

- Activities under their control are carried out, so far as reasonably practicable, safely and without risk to health.
- Arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment.
- Individual employees are aware of their responsibilities for health and safety.
- Ensure that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- New staff receive a departmental induction covering policies, and departmental procedures.
- Resolve health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them.
- Ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Academy, on the activities and equipment for which they are responsible.
- For lower risk departments, ensure that class room checklists are completed on a regular basis for all their departmental rooms.
- Relevant health and safety information is communicated to all staff.
- First aid procedures are complied with.
- All accidents/incidents occurring in their area of control are reported and an incident report form is completed, and carrying out a preliminary investigation if necessary;
- Staff are aware of fire evacuation and other emergency procedures.
- Hazardous substances are stored, transported and used in a safe manner according to the manufacturer's instructions and established rules and procedures.

Teachers

The safety of Student/pupils in all learning environments on and off site is the responsibility of the teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Actively lead the implementation of the Health and Safety Policy.
- Supervise their staff and students to ensure that the lessons and activities are carried out safely.
- Raise any health and safety concerns outside their control related to their class area with their immediate manager.
- Exercise effective supervision of students/pupils and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Ensure that appropriate and direct supervision is provided for students/pupils;
- Give clear instructions and warnings to students/pupils as often as necessary.
- Ensure that the Academy's behaviour policy is followed in all activities.
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff.
- Set a good example and follow safe working procedures personally.
- Ensure the use of protective clothing and guards where necessary.
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents.
- Alert more senior staff to any health and safety concerns.
- Build in safety education in curriculum planning.
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- For any planned off site visits, ensure the School Off Site visits procedure is adhered to.
- Accidents, ill health and near miss incidents at work are investigated, recorded and reported to the Head of School/Principal.
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- Equipment is maintained in a safe condition.
- Any safety issues that cannot be dealt with are referred to the Head of school/Principal for action.
- Hazardous substances are stored, transported handled and used in a safe manner according to manufacturer's instructions and established rules and procedures.

- Agreed safety standards are maintained, particularly those relating to housekeeping.
- All relevant safety documents including CLEAPSS, AFPE, DfES Guides etc. are maintained and made available for all employees.
- Health and safety rules are followed by all staff and students.

NB. Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

All Employees

All employees are expected to:

- Take due care of their own health and safety and that of other persons working with them.
- Take due care of pupils' safety, taking account of the pupils' ability to manage risk and guard against common dangers.
- Co-operate with the governing body so far as is necessary to enable it to meet its responsibilities for health and safety.
- Use work equipment provided correctly in accordance with manufacturer's instructions and training.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Report any damage to the site or any fixtures, fittings or equipment.
- Raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the Academy's Head of School/Principal.
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the Academy.
- Co-operating fully with their Line Manager or Responsible Person on all matters pertaining to their health and safety at work.

- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their supervisor.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Observe safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Dress sensibly and safely for their particular work environment or occupation.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Attending local health and safety and safety induction on their first day of employment.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

Visitors

All visitors are:

- Required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate areas.
- Whilst on site, all visitors and contractors must wear a visitors' badge. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.

Students / Pupils

All students/pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Shared Site Users *(this section is only required if appropriate to your academy)*

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The academy as the primary site user will have the lead responsibility.

All shared users of the academy site must agree to:

- Co-operate and co-ordinate with the academy on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities.
- Maintain a high standard of health and safety compliance which is at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users.
- Meet the insurance requirements of the academy.
- Familiarise themselves with and communicate to their employees/users, the academy health and safety arrangements.

The academy will ensure that:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted with on health and safety matters.
- The academy health and safety arrangements are made available to shared users.

Lettings

The school has a lettings policy which is available upon request by emailing contactus@lightcliffeacademy.co.uk. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with Lightcliffe Academy on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities.

Lightcliffe Academy will ensure that:

- Premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.

- Adequate arrangements for emergency evacuation are in place and communicated.

Contractors

- Will be made aware of the company's health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the academy.
- Will co-operate with the academy in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the academy are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison, inform and co-operate as necessary with the academy.
- Will ensure that all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.
- Will ensure that they sign into the premises prior to undertaking any work at the premises.

4. Arrangements for Health and Safety

Accident Reporting Procedures

The Academy defines an accident as:
An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The Academy defines a near miss as:
An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The Academy defines a dangerous occurrence as:
An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown in the RIDDOR flowchart (Appendix 1).

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the First Aid Lead will dial 999 call and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information for employees that is entered into the accident file will be kept for a minimum of three years.

Accidents that occur to contractors on site must be reported to the Academy office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

RIDDOR and Employees

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises: -

- Accidents which result in death or major injury must be reported immediately.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:

- A fracture, other than to fingers, thumbs or toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of the skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

See RIDDOR website for a full list of major injuries or contact The Trust H&S Lead

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between pupils, should be dealt with in accordance with the Academy's policy for behaviour management

Reportable Diseases
Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on Lightcliffe Academy premises are normally reportable by their employer.

It is the responsibility of the Principal to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Principal will seek advice from their S2B Risk Consultant or via the HSE website www.hse.gov.uk.

RIDDOR and pupils and other people who are not at work
Injuries to pupils and visitors who are involved in an accident at the Academy or an activity organised by the Academy are only reportable under RIDDOR if:

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Specified injuries and diseases only apply to employees. If a pupil is absent from Academy following an incident this is not reportable.

How to decide if an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the Academy should consider whether the incident is caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a pupil's death or they are taken from the scene of the accident to hospital.

PE

Not all sports injuries to pupils are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- The condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- There was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

Records Management

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils. Accidents that occur on the Academy premises or while undertaking work on behalf of the Academy must be reported to the Principal.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident. Relevant risk assessments, method statements or safe operating instructions may require revision following a near miss incident.

Asbestos

The Academy will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are in place.

This will be achieved by minimising exposure through the management of asbestos containing materials in the premises by the following arrangements.

The premises will be surveyed by a competent person to identify whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos containing material will be assessed regularly by a competent person to

ensure that airborne asbestos fibres are not present or formed in the workplace and asbestos will be repaired or removed as appropriate.

A written Management Plan will be produced that sets out the location of all asbestos containing materials and how this will be managed. The plan and register will be made available to all relevant parties and will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

The following staff who may come into contact with asbestos containing materials through the course of their work have received appropriate training and information such that they can recognise potential ACMs and know what precautions to take.

[INSERT STAFF LIST]

Procedures to deal with asbestos related incidents will be put in place (including the provision of information and warning systems).

The Head of School/Principal is the responsible person for the Asbestos Management Plan and Register, its upkeep and the person who problems should be reported to as this person has received the relevant training. A copy of the Asbestos survey is kept by the Site Superintendent and contractors must read and understand it BEFORE starting work at the academy. Adequate steps will be taken to ensure that contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed by the HSE will be used for the removal of asbestos containing materials.

Staff should be instructed not to drill holes or affix things to walls without obtaining approval from the Head of School/Principal.

For more information, see the Asbestos Management Plan

Consultation with Employees

We acknowledge that we have a duty to consult with our employees regarding matters affecting their health and safety whilst at work. This will be done through staff meetings, 1-1 meetings and surveys.

Contractors

As site occupiers we will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to our employees, other persons on our site and the public. Contractors work activities will be monitored by the Head of School/Principal and Superintendent. Senior Leadership Team are authorised to 'stop' any works considered to be unsafe. In certain circumstances contractors may be asked to leave the site.

Precautions should be taken to ensure the safety of visitors and pupils to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons.

The Academy will carry out the following precautions:

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Work will take place during the holidays/ out of normal Academy hours where possible.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised and energy source positively locked off.
- Petroleum spirit, compressed gas and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

In order to ensure that competent contractors are appointed, the Academy will:

- Review all sub-contract companies who undertake work by issuing contractors questionnaires (Appendix 2), which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been

completed and the documents assessed, the contractors will be placed on an approved list for future consideration.

- All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the nominated person in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the Academy will be removed from the approved list.
- After a contractor has undertaken work, the relevant member of the Management team will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by the Academy for use by contractors the equipment will be tested at least annually by a competent person.

Construction (Design & Management) Regulations 2015

Planning

Before the commencement of any construction work the Academy will gather health and safety information relating to the proposed project. For larger projects the Academy will seek support and advice from appropriately trained and experienced experts to assist with the CDM regulations.

Information will be sought (initially at tender stage) from the following wherever possible:

- The Academy;
- Designers;
- Contract documents;
- Other contractors;
- Specialist contractors and consultants;
- Trade and contractor organisations;
- Equipment and material suppliers;

- HSE guidance;
- British standards.

The Academy will seek information relating to the history of the work site and its surroundings with particular attention paid to:

- Unusual features which may affect the work;
- The presence of contaminants such as asbestos;
- Overhead and underground services;
- Unusual ground conditions;
- Public rights of way;
- Nearby Academies, footpaths or railways.

In projects where the CDM regulations apply the Academy will examine the pre-construction stage health and safety plan for any relevant information.

Construction, Design & Management (CDM) 2015 – Principal Contractor

Under the construction (Design and Management) Regulations 2015, the Academy may be required to act in the capacity of a Principal Contractor.

The Academy's key duties as a contractor appointed on a project will be to:

- Formulate a Construction Phase Health & Safety Plan before any works commence on site (Commercial and Domestic Works).
- Plan, manage, monitor and coordinate the construction phase.
- Ensure that any person appointed by the Academy has the necessary skills, knowledge and experience to carry out their work activities.
- Plan and manage risks associated with the Construction Works (i.e. Plant and Equipment, Information, Instruction and Training, Supervision on site).
- Provide visible leadership through Site Manager's actions.
- Have a systematic approach to managing workers.
- Have a systematic approach to effective monitoring of the project.
- Coordinate contractors under Academy control.
- Provide suitable site inductions.
- Prevent unauthorised access to site.
- Provide welfare facilities.
- Liaise with the Principal Designer.
- Advise clients of their responsibilities.

Health and Safety file

A Principal Designer need only be appointed where there is more than one contractor involved in a project and only then is a Health and Safety File needed.

It is for the Principal Designer to produce with the help of The Academy (having produce Pre-Construction Information) to put together a Health & Safety File. The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment, or demolition, such as:

a) a brief description of the work carried out;
b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
d) hazardous materials used (e.g. lead paints and special coatings);
e) information regarding the removal or dismantling of installed plant and equipment i.e. any special arrangements for lifting such equipment);
f) health and safety information about equipment provided for cleaning or maintaining the structure;
g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services;
h) information and as-built drawings of the building, its plant, and equipment i.e. the means of safe access to and from service voids and fire doors.

The file should not include things that will be of no help when planning future construction work such as:

- Pre-construction information;
- The construction phase plan;
- Contractual documents;
- Safety method statements etc.

Information must be in a convenient form, clear, concise, and easily understandable.

Construction Phase Plan

Where we are required to put together a Construction Phase Plan, the plan will contain, as a minimum:

a) a description of the project such as key dates and details of key members of the project team;
b) how the work will be managed;
c) the health and safety aims for the project;
d) the site rules;
e) arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
f) arrangements for involving workers;
g) site induction;
h) welfare facilities; and
i) fire and emergency procedures.

Permits to work

When any hazardous work is undertaken (by Contractors or Academy staff) a Permit to Work should be used (Appendix 3). This would include any works producing flames, producing heat or sparks, working at height, live work on electricity supply systems, or work in confined spaces (this list is not exhaustive). The purpose of a permit to work is to ensure that any high risk or hazardous work is properly planned and authorised. The permit specifies any precautions to be taken and highlights any prohibited activities.

A permit to work specifies the date, time and location of the work, and ensures any persons affected by the work is aware and provides a record of the work, the precautions and the equipment used. An example of a permit to work is included in Appendix 3. Use of permits to work on the Academy site will be managed and coordinated by the site staff/Premises Manager.

Selection and control of sub-contractors

The Academy accepts that in any client/contractor relationship, both parties will have duties under health and safety law. The Academy will clearly identify all aspects of work that they want the sub-contractor to do. This process should consider the health and safety implications of the proposed work and should follow the stages described below.

- All contractors working for the Academy must follow site rules:
- All contractors must be suitably inducted on to the site.
- Suitable footwear must be worn at all times, when necessary footwear should be fitted with Toe Protection.
- Ear defenders must be worn whilst using cutting tools and when undertaking noisy activities. If necessary, the area should be cordoned off to prevent any access and exposure to unauthorised personnel.
- When undertaking work activities involving working above head height suitable hard hats must be worn
- Safety goggles must be worn when cutting and drilling tools are being used.
- Under no circumstances are any contractors permitted to eat, drink or smoke in any other areas that are not specifically designed for the purpose.

- All contractors are required to seek the permission of the senior person present prior to using any welfare facilities provided by the Academy.
- When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.
- All extension leads are checked daily for breaks and cuts and where necessary damaged extension leads are shortened or discarded.
- All lifting slings, lifting equipment and lifting accessories are to be visually checked before use and have been inspected / tested in accordance with statutory requirements.
- All accidents are to be reported to the senior person present immediately so that he/she can record the incident in the accident book.
- All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

Method statements (where required)

Although not a legal requirement the Academy recognises that method statements can be an effective management tool for the safe co-ordination of on-site activities. Method statements should be based on the results of risk assessments and should communicate the safe system of work to relevant individuals.

The method statements for the Academy will be prepared by the Project Manager and will illustrate in a logical sequence, how the work is intended to be carried out and describe all of the relevant control measures as identified in the risk assessment. To ensure that other contractors/subcontractors activities do not adversely affect others employed on the site the Project Manager (where required) will seek method statements from all parties involved. This will enable the Academy to safely co-ordinate on-site activities.

Setting out the site

The positioning of temporary buildings will be planned in advance to ensure that the structures are placed on stable ground and suitable utility services are available such

as water, drainage, electricity etc. Full COSHH assessments will be supplied in respect of any hazardous substances that are to be used by employees and contractors.

Suitable fire appliances will be provided in all temporary buildings prior to the facilities being used. Notice boards will be erected in prominent positions upon which will be displayed all relevant statutory notices and forms prior to any work commencing. Notices will also be displayed explaining all emergency procedures.
First-aid facilities will be determined by a risk assessment and will be provided as required. In order that the Academy complies with the Construction (Health, Safety and Welfare) Regulations, toilets, welfare and hygiene facilities will be provided as necessary for the number of staff who are working on the construction site.

All welfare facilities will be cleaned on a regular basis and heating, lighting and ventilation will be provided and monitored to ensure that is adequate. Safe access and egress will be provided to all temporary buildings, at all times. A competent electrician will install all temporary electrical supplies and management will obtain a certificate on completion of the installation. Materials that are required to be delivered to the construction site will only be delivered, as they are needed.

Health and Safety plan & the CDM regulations

The Academy may be appointed as the Principal Contractor for projects that come under the jurisdiction of the Construction (Design and Management) Regulations 2015. When this happens, the Academy will produce, update and maintain a documented health and safety plan and give all reasonable directions to other personnel on the work site including sub-contractors etc.

The plan will explain how the project will be managed along with details of how health and safety will be controlled. This plan will also develop any pre-tender plans that have been provided by the client. The health and safety plan will apply the direct principles of prevention and protection. It will also deal with:

- Arrangements for the management of Health and Safety of the construction works.
- The monitoring of the safety plan to ensure that it is being followed.
- Any major risks that may develop during the construction work.
- Any materials and processes that have been specified.

Prior to commencing any work, the plan will be submitted to the Planning Designer for approval. Where it has been indicated in the pre-contract safety plan or contract documentation the Academy will meet with Principal Designer before and during project to review health and safety arrangements. The Academy will co-operate with the Principal Designer and assist in compiling a record of the project in a health and safety file as required under the Construction (Design and Management) Regulations.

At the end of the project the Academy will pass any information to the Planning Designer about the construction work which identifies any risks that may be required to be managed in the future i.e. maintenance, repair, renovation, demolition etc.

Control of substances hazardous to health (COSHH) assessments

It is the intention of the Academy to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Academy acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and pupils to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Academy recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the Academy to comply with the control of substances hazardous to health regulations (COSHH) the Academy will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment (Appendix 4) will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

The Academy's approach to the regulations is to:

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Academy.
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants.

- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and pupils and other persons who may be affected by the Academy's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

Design and Technology

The Head of Department is responsible for developing a Design and Technology Policy (to include information on equipment safety, use of guards, equipment maintenance, inspection and testing, pressure vessels, LEV, room safety, storage, shelving, safety signs, PPE and emergency procedures) and ensuring that all staff are made aware of this policy and that the procedures therein are followed, providing suitable training or directing new staff to an appropriate member of staff and for recording the dates and content of any training given.

Generally, the department follows guidance in BS 4163:2014 Health and Safety for Design and Technology in Schools and similar establishments – Code of practice and CLEAPSS. A copy of the code is available in school and all teachers within the department are given access to the CLEAPSS website.

The school requires the D&T Department to monitor the implementation of the policy, records of monitoring are kept by the Head of Department.

Equipment and machines will be checked in accordance with current guidelines and records kept.

The Academy follows the recommendation of the Health and Safety Executive to adopt published "model" or "general" risk assessments which the D&T Department adapts to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing up work) are to be checked against the model risk assessments and

significant findings incorporated into texts in daily use i.e. the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work e.g. certain activities may be demonstrated in order to reduce the level of risk to students.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

Please refer to the D&T Dept. Health and Safety Policy for further information regarding the health and safety arrangements for the department (a template is available on the CLEAPSS website).

Disability and special educational needs

The Academy has a responsibility to ensure that all persons who visit the school's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Head of School/Principal will ensure that disabled visitors are protected from everyday hazards within the Academy as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the Academy prior to their visit in order that any special arrangements can be made.

The Academy will aim to make as many rooms accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made based upon the Academy's accessibly plan.

The Head of School/Principal will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

The Academy is responsible for carrying out a risk assessment of any individual who has a disability, medical condition, food allergy or special needs e.g. emotional behavioural difficulties. These risk assessments will encompass:

- Emergency evacuation plans
- First Aid assessment of need
- Environment i.e. access/egress in and around school
- Tasks & Activities undertaken
- Welfare requirements
- Specific training requirements.

Display Screen Equipment (DSE)

The Academy recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The Academy will endeavour to eliminate these issues through good workplace and job design, information and training and will organise for all regular users of DSE equipment to complete a workstation assessment form.
Employees will be encouraged to follow any system developed by the Academy for display screen equipment. If the DSE user requests an eye test the Academy will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the Academy will meet the cost for the basic corrective lenses required.

Office based employees will report any display screen equipment issues to their respective Manager.

Regular users of computers are considered those who use a DSE daily, for continuous periods of an hour of more. Typically, the above requirements will therefore apply to administrative staff, the teaching of computer skills and other prolonged users.

Educational visits

Any proposed educational visit/trip or sporting event must first be cleared through the Principal or Vice Principal. In liaison with the Educational Visits Co-ordinator (EVC), a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

a) Suitability of the trip provider.

b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.

c) The submitted risk assessments for all activities to be undertaken.

d) Any other provision as decided by the Principal.

e) All approvals being given in-line with the offsite visits policy.

This must be completed on Exeant which will then be checked by the EVC and finally then signed off by the Principal or Vice Principal. No activity should be undertaken without a risk assessment being completed and the Principal or Vice Principal agreeing to the activity. All overnight or overseas visits must be approved by the CEO.

Electricity / appliances

To meet the duties placed upon the Academy, the Academy undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as minimum, every 5 years by a suitably qualified/approved electrical engineer.

All electrical equipment used by the Academy will be selected carefully to ensure it is safe and suitable for the environment in which it is used. Depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into Academy unless authorised by the Principal.

Any defective equipment will be removed from use immediately until such time as it can be repaired. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Academy acknowledges that work on electrical equipment can be hazardous and therefore the Academy will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the Academy or by another contracted company.

All electrical equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

Electrical faults must be reported to your management as soon as possible.

At the end of the day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

Extended school and community use / events

The Academy will consider the impact extended services will have on health and safety and it is essential that all partners involved in extended services activities communicate to ensure health and safety is managed.

Where rooms and facilities at an Academy are hired on a regular or occasional basis e.g. events outside normal school hours which are managed by the PTA, a pre-use hire liaison between the Academy and the event organiser will be carried out to ensure that hirers/users do not put school staff, pupils or premises at risk.

The lettings agreement will make it clear that the hirer is responsible for the health and safety of the activities and ensuring that the activities are properly assessed and supervised by suitably qualified and experienced persons. The school will also require hirers to provide copies of their records of risk assessments and public liability insurance.
The lettings agreement will contain instructions and information on health and safety issues e.g. fire evacuation plan, security, first aid etc.

Fire safety

The Academy is committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular, we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a break out of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

Fire procedures

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

The first Academy employee notified of the incident will take the following action:

- Call the emergency services
- If the incident is in normal working hours, notify the senior person present
- If the incident is outside normal working hours, call the nominated member of the SLT.

The most senior Academy representative on site will:

- Attend the scene and ensure the emergency services have been called
- Take position of controller
- Liaise between the emergency services and the staff and pupils
- Preserve and secure the scene, take photographs and if appropriate contain pollution spread or make safe
- Prevent entry to unauthorised persons
- Notify the Head of School/Principal if the incident is out of office hours
- Provide a witness interview room and temporary means of communications (landline, mobile telephone, radio, etc.)
- Instruct operatives not to speak to the media
- Begin the investigation
- Obtain the details of witnesses (name, home and business address, telephone numbers, employer).

If the incident is being controlled by another person or the authorities, relay all relevant information to that person.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

Record keeping

The following records will be kept:

- An up to date Fire Risk Assessment.
- Details of maintenance checks of firefighting apparatus, fire detection installations and warning and detection equipment.
- Records of weekly fire alarm tests and practice evacuations.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.
- Maintenance and service records.

Fire prevention

All electrical equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to a minimum.

Electrical faults must be reported to management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

First Aid

The Academy is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective, the Academy will:

- Complete a First Aid Assessment of Need which includes provision for first aid on school visits and journeys
- Appoint and train a suitable number of first aid personnel to cover all work patterns including paediatric first aid training where necessary for EYFS requirements.
- Display first aid notices with details of first aid provisions
- Provide and maintain suitable and sufficient first aid facilities including first aid boxes
- Provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders are qualified personnel who have a valid certificate in either First Aid at Work, Emergency First Aid at Work or Paediatric First Aid for children. First Aiders will be provided with refresher training at regular intervals in order to ensure that their skills are maintained. Requalification is required every 3 years. The current list of First Aiders can be found by asking the Office Manager who maintains this record.

The number of first aiders required will be determined by completing a risk assessment. The HSE provides some general guidance on the number of first aiders

required and expected provision, the information can be found here: http://www.hse.gov.uk/pubns/indg214.pdf

In addition to this, higher risk areas such as science, D&T, PE etc. will require a level of first aid training locally.

Adequate first aid provision will include cover for break times.

After any incident/accident, details must be recorded on an accident form via Exchange. See (Appendix 6) for guidance.

ALL accidents, no matter how small, must be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

1. Seek medical attention from the Academy's First Aider or Appointed Person.

2. The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the Academy.

3. All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:

- First aid personnel must inform their line manager when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.

Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box. All boxes will contain at least

- the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild will be kept. First aid boxes will also be available within specific curriculum areas when an increased risk exists e.g. D&T Workshops. Portable first aid kits will be available for staff members required to work away from the school, sports field or on school trips. All first aid boxes will be checked regularly
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the trust health and safety lead as soon as possible.

Food Science

The teaching of Food Science must be carried out to ensure the safety of students and teachers; in addition, the food prepared in school must be handled and served to company with good hygiene practice to make sure the food is safe to eat.

The school will ensure that Food Science teachers and any person who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum which should be refreshed every three years.

Teachers will be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by the Design and Technology Association (DATA) and will ensure students are taught about general health and safety requirements relating to Food Science activities.

The School uses and adapts model risk assessments from CLEAPSS for all food science activities.

Please see the Food Science Health and Safety Policy and relevant risk assessments for further detailed information regarding health and safety arrangements within Food Science.

Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the Academy will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the Academy will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

Infection control

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and service users. For some of our work activities, staff may be at risk of infection or of spreading infection if inadequate infection control procedures are in place. Examples of this may include contact with people with infectious diseases and contact with infected blood and bodily fluids including injuries arising from needles/sharps.

We believe that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of both service users and staff. We also believe that good, basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing.

The Academy aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Academy will:

- carry out risk assessments to identify activities that may expose individuals or groups to potential infection
- identify, plan and implement controls and safe systems of work to prevent the spread of infection
- provide information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- ensure the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials

- adopt good hygiene practices.

The Academy have in recognition of the current circumstances due to living with COVID-19, completed an infectious diseases risk assessment which has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with infectious diseases including COVID-19.

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to living with COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Head of School/Principal
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan

Training

All employees who are identified as being potentially exposed to infections will be provided with suitable training. Training will include tasks they are employed to carry out, equipment they will use and any safe procedures they should adopt.

Immunisation

Where the risk assessment identifies that staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus, vaccinations will be offered to individuals without charge.

Staff illness

If a member of staff develops an infectious disease that may affect work or people around them, then they should notify their manager. Examples include: skin infections, severe respiratory infection (e.g. pneumonia, TB), severe diarrhoea, jaundice, hepatitis, chicken pox, measles, mumps, rubella.

Managers will need to discuss and consider individual suitable controls and in some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this

is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Needlesticks

The procedure to be followed in the event of finding a discarded needle is:

1. Do not touch
2. Warn other people to stay clear
3. Contact the council to arrange collection & disposal of the needle(s)
4. DO NOT attempt to re-cap a needle with the safety cap if the two are found separately as you risk needlestick injury in doing so.

Emergency action in the event of needlestick or contaminated sharp injury:

- encourage the wound to bleed, ideally by holding it under running water
- wash the wound using running water and plenty of soap
- do not scrub the wound while you're washing it
- do not suck the wound
- dry the wound and cover it with a waterproof plaster or dressing.

You should also seek urgent medical advice as you may need treatment to reduce the risk of getting an infection.

Information, instruction and training

It is the Academy policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the academy complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Academy's undertakings.

Training is provided for all employees:

- On recruitment into the Academy.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours.

It is the Academy's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference by the HR Administrator or PA to the Head of School.

Employees must:

- Participate in the induction training activities they have been required to attend or carry out
- Work according to the contents of any training they receive
- Ask for clarification of any points they do not fully understand
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Employees will report any problems to the Head of School/Principal.

Jewellery

It is the policy of the Academy that in the interests of health and safety of all pupils, the wearing of jewellery in all PE and games shall be forbidden.

Pupils wearing jewellery will be required to remove it before the PE lesson and replace it after lesson. Members of staff may not remove or replace jewellery.

The class teacher will provide a place to keep the jewellery during the lesson and will make every effort to ensure it is stored securely, but will not be responsible for its safety. If parents are concerned about the safekeeping of jewellery, children should not wear it on days when they are due to take part in PE lessons.

Where a child is too young or otherwise incapable of removing and replacing their own jewellery the parents should ensure they do not wear it on those days when PE or Games are on the timetable.

Although the procedure is intended for PE and games only, it is obvious that children play with great energy at playtimes in the playground and consequently there may be similar risks during that time. Parents should consider this when giving children permission to wear jewellery at Academy at any time, but should ensure that if jewellery is worn, it is only in the form of studs or sleepers.

Legionella

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The Academy will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the Academy can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Academy's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the Academy will operate water systems at temperatures that do not favour the growth of legionella. For example, 60°C is recommended for hot water

storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

Lifting equipment and lifting operations

The Academy defines lifting equipment as any plant certified for lifting, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people.

The Academy may use equipment of this type for various activities to be carried out during the course of the work; therefore, the Academy will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk assessments will be carried out by the Head of School/Principal and Site Superintendent to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, the Academy will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

Passenger lifts

All reasonable steps will be taken to maintain all lifts throughout the Academy.

Implementation

The Academy will ensure that:

- an examination scheme is in place for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing.

Suitable equipment and mechanisms are installed to prevent the lift from:

- leaving its landing when the doors are unlocked and/or open
- falling (including its maximum working load) in the event of a failure in the lifting mechanism
- overrunning its furthest intended point of travel
- being operated from more than one position at any one-time
- being overloaded or exceeding its maximum number of passengers
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons.

Records

All thorough examination reports will be kept for a minimum of 2 years.

Lone working

The Academy recognises that there could be occasions when school staff are considered as lone workers e.g. peripatetic teachers, cleaners, caretakers, school crossing patrol etc. In fact, anyone who is isolated from other staff is a lone worker. It also must be remembered that it is possible for someone to be a lone worker even though there may be other employees on site i.e. a cleaner may be working in one section of a building, whilst other staff may be elsewhere.

The law requires that at least two people must be involved in certain types of work and specifies the safe system to be followed e.g. working in confined spaces, working at height. The risk assessment carried out on all lone working tasks may identify the need for two workers to ensure a safe system of work.

The Academy will ensure that:

- Once lone workers have been identified, we will assess the individual to ensure they are suitable for lone working
- A risk assessment will be carried out on all tasks to ascertain the level of risk associated with lone working
- Safe working procedures will be established including emergency procedures and the arrangements for supervision and monitoring
- An effective communication system will be established
- Training will be provided as necessary to ensure the lone worker understands the risks involved and control measures identified by the risk assessment.

Manual handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The Academy accepts that some manual handling activities may be necessary during their operations. Typical manual handling tasks in school include:

- Putting out PE equipment
- Maintenance activities
- Moving tables and chairs
- Carrying piles of books or stationary
- Receiving and putting away deliveries.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.
Employees will be encouraged to follow any system developed by the Academy for safe manual handling operations.

Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Head of School/Principal or Site Superintendent.

Moving and handling pupils

The Academy recognises the need for effective procedures to prevent injury to staff when moving and handling pupils with special educational needs who have mobility difficulties. The Academy will follow a "Pupil Moving & Handling Policy" which outlines the requirement for risk assessing, training, provision of suitable equipment, consideration of pupil safety and dignity, employee duties and monitoring requirements.

Pupils requiring assistance with mobility should be risk assessed and a Moving and Handling Assessment Plan drawn up. Consideration should be given to the use of specialist handling equipment such as hoists and sliding aids. Suitable equipment and furniture should be used to reduce the risk of musculoskeletal injury.

Medication

For more information, see the Policy for supporting Pupils with Medical Conditions.

Mobile telephones

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the Academy's premises, the following safety procedure has been compiled:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

Hand-held telephone

The Academy does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

Minibus

The law requires that a minibus must be correctly licensed, have a valid tax certificate, be adequately insured, be well maintained and have a valid MOT certificate (if more than one-year-old).
The Academy will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com. The Academy will carry out pre-use and weekly checks in addition to the servicing requirements.

Drivers authorised to drive the minibus should be competent and the absolute minimum requirements to comply with insurance is that they must be:

- Over the age of 21
- Have category D1 on their license
- Have at least two years' experience as a qualified driver

All drivers that wish to drive a minibus heavier than 3,500kgs (or 4,250kgs where a vehicle is fitted with specialist disabled access equipment) must hold a D1 license. Drivers wishing to drive a minibus under 3.5 tons, must have a B license and have also passed. The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the Head of School) if any condition below is met during the school year):

1. Accumulating more than 6 live points on their license

2. Have a collision resulting in damage or injury to passengers/third parties in the minibus unless it was clearly the fault of a third party
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach 70 years of age & cannot provide a medical certificate to satisfy the insurance / DVLA licensing requirements
6. There is a change in DBS clearance, or an offence is found during a license check
7. A DVLA check code is not provided at the start of the academic year.

In addition, prior to a driver transporting students for the first time, they will undergo a vehicle familiarisation session on the vehicle.

Please see minibus policy for further detailed information.

New and expectant mothers

Although the company implements control measures to protect the health and safety of its staff, in some instances, there may be risks that might affect the health and safety of new and expectant mothers and that of their child and that different or additional measures may be required.

In order to ensure effective control measures are in place for new and expectant mothers we will ensure that:

- employees are informed when they join the company to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities carried out by new and expectant mothers and records are maintained. It is important that new and expectant mothers tell us about any advice they have had from their doctor or midwife (e.g. pregnancy-related medical conditions such as high blood pressure, a history of miscarriages etc.) as that could affect the assessment.
- control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them

- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Upon written notification the Academy will carry out a specific risk assessment (Appendix 5). The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Academy.

Noise

The Control of Noise at Work Regulations 2005 apply to all workplaces, including schools, and require employers to carry out assessments of the noise levels within their premises and take appropriate preventative action where necessary.

The Academy will:

- assess the risks to employees (and students) from noise at work
- take action to reduce the noise exposure that produces those risks
- provide employees with hearing protection if noise exposure cannot be reduced by other means
- ensure that legal limits on noise exposure are not exceeded
- carry out health surveillance where there is a risk to health.

Personal Protective Equipment (PPE)

The Academy will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Academy will be responsible for replacing any defective PPE upon request.

Playground / PE equipment

The playground is inspected on a daily, weekly and termly basis by the Site Superintendent who will endeavour to carry out any repairs necessary as he/she seems fit and record the date of repair and location.

Any defects found by a member of staff should be reported to the Head of School/Principal or Site Superintendent as soon as possible. Any defects will be rectified as soon as possible and access prevented until such repairs have been completed.

Children will be supervised at all times whilst using outdoor play equipment with risk assessment determining the required number of people required for adequate supervision. Staff on duty have a responsibility to make regular checks for defects and report as appropriate and to ensure appropriate behaviour policy is being followed. Apparatus will only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Site Superintendent and any actions/defects found are rectified as soon as possible.

Risk assessments will be completed for use of playground/PE equipment during lesson time and play time which will include requirements for supervision, general guidelines, clothing/footwear, zoning of activities, play equipment standards, safety surfaces, inspection and maintenance. Children will not be allowed to enter car parks or any roadways during the course of the school day.

All new equipment purchased will conform to the current relevant British Standards.

Physical education

The Academy follows the standards set out in "Safe Practice in Physical Education and School Sport" produced by the Association for Physical Education.

The Head of PE is responsible for producing the PE Policy and ensuring it is brought to the attention of all PE staff and ensuring it is complied with. The Head of PE is also responsible for completing risk assessments for each work area and activity including off site visits/fixtures. Significant hazards and their control measures will be included in "schemes of work" as appropriate. All staff working in PE and school sport will be made aware of these findings and be involved in their review.

All staff teaching in PE will have the required competence and qualifications for the activity taught.

All internal and external PE equipment will be inspected termly and records retained. PE staff should also carry out a pre-use check of equipment to identify obvious defects and report.

The Academy will ensure that a suitable number of trained first aiders are available, suitable first aid kits are available and procedures in place for contacting the emergency services.
Clothing, footwear and PPE must be appropriate to the activity.

Radiation

Teaching about ionising radiation in school helps students to develop a balanced attitude towards the subject, for many the study of ionising radiation at school may be their only opportunity to achieve this.

School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused.

To comply with legislation and to ensure the Academy follows best practice the Academy has appointed:

Radiation Protection Advice and Services LTD as Radiation Protection Adviser (RPA)

and: Achievement Director for Science as Radiation Protection Supervisor (RPS)

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in charge of Science to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Science Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Science Prep. Room. Testing normally takes place each year during October half-term.

Risk assessments

The Academy accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the Academy will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the Academy.

The aim of the risk assessment process is to:

- Identify hazards associated with the Academy's undertaking and any hazards associated with the premises
- Identify any person who may be affected or injured by the hazards
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Trained personnel will complete risk assessments for all work activities undertaken by the Academy and will strive to ensure that the documentation is reviewed if circumstances change. It is Academy policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to:

- Identify all hazards associated with the Academy's activities
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

Generic / Model risk assessments are acceptable so long as the assessor can satisfy themselves that the 'model' risk assessment is appropriate to their work; and adapt the model to their own actual work situations

When completing risk assessments, it is necessary to refer to the relevant subject guides which are:

Design & Technology
CLEAPSS Risk assessments in technology http://www.cleapss.org.uk/ BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science
CLEAPSS http://www.cleapss.org.uk/ CLEAPSS School Science Service Laboratory Handbook CLEAPSS Hazards

Food Science
CLEAPSS Food Technology http://www.cleapss.org.uk/

Art
National Society for Education in Art & Design (NSEAD) http://www.nsead.org/hsg/index.aspx and CLEAPSS

Physical Education
Safe Practice in Physical Education and School Sport' BAALPE/afPE http://www.afpe.org.uk/

Offsite visits
Health and Safety of Students on Educational Visits. DfE Outdoor Education Advisers Panel. http://www.oeap.info/

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

Risk Assessments will be undertaken by:

Classroom: Subject Leader for the Department
Maintenance: Site Superintendent
Cleaning: Site Superintendent
Educational visits: Named Trip Leader
Fire: Safety2Business

Safeguarding

All Academy staff have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

The Academy will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The School has appointed Assistant Principal for Safeguarding and Attendance as the designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding

duties and for liaising closely with the relevant social services such as children's social care.

A DBS check will be completed for all staff working at the school.

Please see the Schools safeguarding policy for further information.

Stress in the workplace

Work-related stress is experienced when the demands of the work environment exceed the workers' ability to cope with (or control) them. It is not a disease, but can lead to mental and physical ill-health.

The Academy is committed to developing a working environment that promotes the health and wellbeing of staff. We will therefore ensure we carry out the following:

- Adequate risk analysis of tasks
- Thorough planning of preventative actions
- A combination of work-orientated and worker-orientated measures
- Using appropriate external expertise
- Effective social dialogue, partnership and worker involvement
- Group problem solving
- Sustained preventative actions and management support.

Temporary staff and volunteers

The Academy will ensure it provides the same level of health and safety protection to temporary employees and volunteers as it does to permanent employees.

To achieve this, the school will provide temporary employees and volunteers with the following information prior to starting work:

- any risks to health and safety identified by workplace risk assessments and ensure they understand the information and instructions they need to work safely and have had any necessary training. Consider the language needs of temporary workers who do not speak English well or at all.
- details of the qualifications and skills that are required to do the work safely
- the health surveillance to be provided under statutory provisions
- the preventive measures to be taken and safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely

Vehicle and pedestrian movement

Pedestrian and vehicle traffic needs to be carefully managed to ensure safe and efficient movement about the Academy site. Traffic management is necessary to prevent accidents, injury to people and damage to equipment, property and vehicles.

The Academy will ensure:

- The workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner, without causing danger to health and safety.
- A suitable and sufficient assessment of the risks associated with the movement of vehicles and pedestrians is completed and any control measures that may need to be implemented are identified and introduced.
- Wherever possible provide separate routes or pavements for pedestrians, to keep them away from vehicles. If pedestrians and vehicles have to share the same route, there is sufficient separation between them.
- All traffic routes are suitably marked i.e. demarcation
- Provision of information instruction and training to all employees in relation to the movement of pedestrians and vehicles.

Violence at work and personal safety

Work related violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence.

Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the company, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism,

higher insurance premiums and compensation payments. For employees, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

Effective management of violence:

1. Finding out if there is a problem.
2. Deciding what action to take.
3. Taking action.
4. Checking what has been done.

Keep detailed records: this must include records of any verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the school as a whole, and details of the location of the incident.
The Academy will carry out a full security risk assessment to ascertain the level of risk and to determine adequate control measures.

Work equipment

The Academy will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective, the Academy will provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations:

- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant, before using any item of work equipment
- ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use,
- regularly inspect work equipment in accordance with the manufacturer's recommendations,
- maintain work equipment in accordance with the manufacturer's recommendations,
- keep records of all inspections and maintenance,
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely and provide refresher training as appropriate and as determined necessary by workplace inspections.

Work experience

The Academy has a duty to ensure that young people on work experience are not exposed to significant risks to their health and safety and we have appointed an Assistant Principal for Personal Development as the work experience coordinator to action control and assess work experience placements.

The coordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure students are not exposed to significant risks to their health and safety.

Students on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure students are not exposed to significant risks to their health and safety and will carry out a risk assessment for the placement and provide an induction. Any risks identified must either be controlled or the student excluded from exposure to them. The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the risk assessment form and return it to the Academy.

Please refer to the Work Experience Policy, further information is also available here: http://www.hse.gov.uk/youngpeople/workexperience/

Workplace safety

The Academy is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the Academy will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.

- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Superintendent will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with a visitors' badge.

Glazing

All glass in the door panels to be safety glass and fire retardant in line with the location of door.

All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the Site Superintendent as soon as possible who will make safe and take steps to repair as soon as possible.

Periodic checks of the Academy glazing will be done by the Site Superintendent and the findings recorded.

We will assess the risk to determine the potential for any adult or child to fall out of any window within our buildings and fit window restrictors where required. Windows restrictors should be checked regularly to ensure they remain intact.

Housekeeping

It is Academy policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

Poor standards of housekeeping often cause employees to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

All staff in school are responsible for good housekeeping to minimise the risk of slips, trips and falls. Risk assessments should identify hazards which may result in a slip, trip or fall, along with robust control measures to reduce risks to anyone who could be affected in school.

Lighting

The Academy regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a responsible person.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

Welfare

The Academy will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

The Academy will aim to comply with these regulations by:

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

Working at height

In accordance with The Working at Height Regulations the school will conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner.

The hierarchy below will be used for managing and selecting suitable ways for working at height:

- Avoid work at height where we can
- Use work equipment or other measures to PREVENT falls where we cannot avoid the task
- Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.
- Make sure that equipment is used safely and that any necessary training and/or supervision is provided.
- Ensure that there are no defects in any equipment being used.

The school has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner, the following pints will be considered within the risk assessment:

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.
- Rescue and emergency plans and procedures are documented and all employees involved in the activity are fully trained.

The Management of Health & Safety at Work Regulations and the Work at Height Regulations state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders and step ladders, the use of ladders and or stepladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower.

The Academy accepts that it is necessary for some operations to use a ladder or stepladder but only for short term duration.

- Risk assessments on the use of ladders and step ladders will be carried out prior to activity being undertaken. Where identified specialist equipment will be provided with suitable training
- The Academy will ensure all users are trained and instructed in the use of steps and ladders.
- Management team will ensure systems are in place for the completion of regular inspections of all steps and ladders and a ladder inspection and register is maintained
- Management teams will ensure that employees are following the systems laid down for their safety.

Work-related driving

The Academy will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The Academy will require all drivers to submit their driving licence for inspection annually (via https://www.gov.uk/view-driving-licence) together with MOT and Business Insurance Certificate.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements;
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions;
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency;
- Seek to avoid overlong days of work and driving. The Academy will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Principal.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action;
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you;
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder;
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

Young persons at work

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Academy's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however, children between 13 and the Minimum Academy Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the Academy offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, the Academy will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the Academy will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Academy will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Academy view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the Academy are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum Academy leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

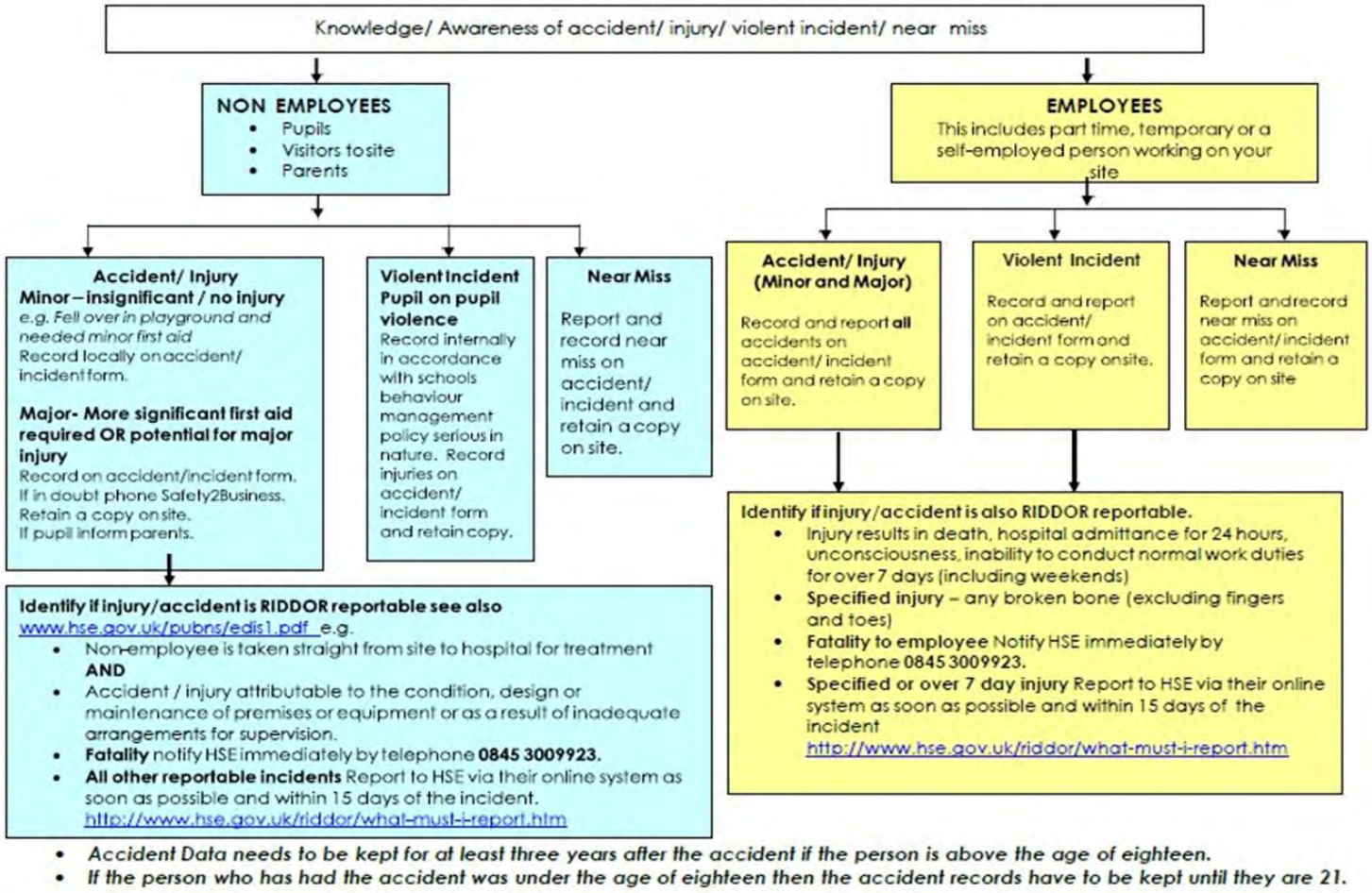
All young people who start work with Lightcliffe Academy will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Academy view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the Academy are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum school leaving age, a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

Appendix 1

Accident reporting procedures



- *Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.*
- *If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.*

Appendix 2

Contractor Questionnaire

No	Questions	Response (List your response comments as required	Acceptable	
			Yes	No
1	Please provide copies of your current public and employer liability insurance			
2	Please provide copies of your safety policy statement			
3	Please provide copies of risk assessments and method statements			
4	please provide copies of training certificates for employees who will be working on our behalf			
5	Please provide ex employers we can contact for references			
6	Please add all of the above for subcontractors			
7	Please acknowledge your company takes responsibility for sub-contractors throughout works			
8	Please list any other information which you feel may be relevant to help us approve your application			
9	Please provide and SSIP accreditations you hold and supply certification			

Comment:
Please list any further information which you feel will assist your business in gaining access to the schools approved contractors list:

To be completed by the contractor	
By signing below I sign to state that the information provided is a true and fair representation of our company, and agree to inform the school of any changes to our business activities:	
Signed by:	Print:
Position in company:	Date:

To be completed by the Academy			
Date approved:			
Approved by:	Position:		
Has the contractor been signed of as competent to work on behalf of the company (Delete as required)		Yes	No

Appendix 3

GENERAL PERMIT TO WORK

REFERENCE NUMBER	

1. WORK DETAILS

Location: _____

Contractor Company Name: _____

Work Description:

_____

Permit in force from / to: (Maximum duration 8 hours) Date: _____ Start Time:

Contractor Reference Number from Contractor Assessment Sheet: _____

2. PRECAUTIONS

Written Risk Assessment & Method Statement discussed with Contractor: Yes / No
Reference Number: _____

Precautions required in addition to those specified in the above Risk Assessment and Method Statement:

Register of Contractor's Staff completed and attached to this Permit To Work Yes ☐ No ☐

3. DECLARATION BY THE CONTRACTOR

I hereby declare that I accept to work to the conditions of this permit and method statement as supplied:

Name: _____ Signature: _____ Date:

THIS PERMIT IS FOR THE ABOVE DESCRIBED WORK ONLY, NO OTHER WORK IS PERMITTED.

4. AUTHORISATION ON BEHALF OF THE COMPANY

Name: _____ Signature: _____ Date:

5. INTERRUPTION OF WORK

The works described are not complete but have been left in a safe condition

Name: _____ Signature: _____Date:
Name: _____ Signature: _____ Date:
Name: _____ Signature: _____ Date:
Name: _____ Signature: _____ Date:
Name: _____ Signature: _____ Date:

6. HEALTH & SAFETY REMARKS

7. COMPLETION OF WORKS AND CANCELLATION OF THIS PERMIT TO WORK

Name: _____ Signature: _____ Date:

For and on Behalf of the Company

Appendix 4

COSHH ASSESSMENT					
Name of Substance			Assessment Ref:		
Trade Name					
Supplier					
Emergency Tel. No.					
Substance Classifications	Harmful	Irritant	Toxic to aquatics	Corrosive	Flammable
Potential Hazards	**Safety Precautions**		**Emergency Procedures**		
Inhalation					
Skin Contact					
Eye Contact					
Ingestion					
Fire Controls					
Spillage Controls					
Storage Controls					
Handling Controls					
Physical Properties	Color –		Odour –		
	Water solubility –		Stability –		
Disposal Controls					
PPE					
Date of Assessment:					
Person assisting from the School:					
Assessor's Name :					

Appendix 5

NEW AND EXPECTANT MOTHER RISK ASSESSMENT

The New and Expectant Mother risk assessment is included in the WASP, a copy of this document can be located on Exchange with the Facilities and Estates area 'download blank WASP'.

Appendix 6

How to report an Incident, Accident or a Near-Miss

Access the reporting forms via Exchange in the Facilities and Estates area where you have an option of three different forms:

- Minor Pupil Incident
- Accident/Incident form
- Near-Miss form

Minor Pupil Form

This form is only to be completed for pupils who have received basic first aid and remained in school following the incident and it was not caused by a failing of Health and Safety.

Accident/ Incident Form

This is the form that should be completed for any accident/incident to an employee, contractor or visitor and for a pupil accident/incident that resulted in them seeking medical attention or was caused by a failing of H&S.

Near-Miss Form

This form should be completed for an incident not causing harm, but had the potential to cause injury or ill health (i.e. a light fitting falling from a ceiling but did not hit anyone).

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Accident Reporting

Did the accident result in injury?

NO → Complete a Near Miss Form

YES → Did the incident happen to a pupil?

YES → Did the incident result in a minor injury only (i.e. pupil received basic first aid and remained in school following the incident)

NO → Complete Accident and Incident Form

YES → Did the injury arise or was it in connection with a work activity e.g.?

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc
- the condition of the premises (e.g. poorly maintained or slippery floors).

YES → Complete Accident and Incident Form

NO → Complete Pupil Minor Incident Log

NO → Did the incident happen to a member of staff, visitor, contractor or volunteer?

YES → Complete Accident and Incident Form



