



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

HEALTH AND SAFETY POLICY

SLT Responsible	Sue Wilkinson
Reviewed	May 2019
Governor ratified	10 July 2019

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1. General Policy Statement

The principal and governors of Hailsham Community College (Academy Trust) believe that the health and safety of persons within the academy is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the principal and governors of the academy to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The principal and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the academy. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The principal and governors will ensure that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the academy. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the principal and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed Principal Date

This policy was endorsed by the Board of Governors at their meeting on

Signed Chair of Governors Date

2. Academy organisation to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all Academy organisation and activity rests by definition, with the Principal. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

3.1 The Governing Body

The Governing Body in its role as controller of premises/employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g.

contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the academy;
- c. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the academy to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. nominate a Health and Safety Governor within the Resources Committee;
- e. receive updates on the academy improvement plan for health and safety at each meeting from the Health and Safety Co-ordinator in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- f. to consider information, statistics and reports relating to health, safety and welfare matters;
- g. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

3.2 Principal

The Principal has overall responsibility for safety policy, organisation and arrangements throughout the Academy and will:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the academy;
- d. develop, introduce, maintain and review safety management procedures to ensure the academy complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the academy;
- f. chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within academy);
- g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- h. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- i. ensure health and safety issues associated with major building projects are complied with;
- j. ensure that incidents, near misses and dangerous occurrences are reported via the hazard reporting system;
- k. to monitor incident trends to identify methods of reducing accidents;
- l. to ensure the necessary records are maintained relating to accidents associated with the work of the academy;
- m. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
- n. safety procedures are developed and adhered to for operations carried out within the academy by his staff and by outside contractors under his control;

- o. ensure, in conjunction with the Directors of Learning, that health and safety is considered as an integral part of the curriculum and lesson planning;
- p. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- q. ensure that health and safety is considered as an integral part of teaching;
- r. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, Academy Codes of Practice or health and safety legislation;
- s. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
- t. ensure that health and safety is considered when considering any proposed or impending changes e.g. building works, room allocation or usage, etc;
- u. ensure that emergency procedures and fire evacuation practices are in place within the academy;
- v. investigate and advise on hazards and precautions;
- w. have a general oversight of health and first aid matters;
- x. monitor the general safety programme;
- y. publicise safety matters;
- v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- w. to monitor student health records prior to entry and to report/advise First Aid of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid;
 - Fire and emergency evacuation;
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Business Manager will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the academy at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.3 Health & Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the academy and in particular, will

- a. make an annual report assisted by the Directors of Learning, on safety matters to the Principal and the Governing Body;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the academy;
- e. have a general oversight of health and first aid matters;
- f. monitor the general safety programme;
- g. make recommendations to the Principal for matters requiring immediate attention, e.g.

- safety reports;
- h. make recommendations to the Principal on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health monitor accidents to identify trends and introduce methods of reducing accidents.

3.4 The Educational Visits Co-ordinator will:

- a. be involved in educational visit management in order to ensure that the Children's Services Offsite Activities and Educational Visits, Regulations and Guidelines (adopted by the Academy) are followed;
- b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the Principal and governing body, decide whether to approve the proposal
- d. ensure that all educational visits meet the Off Sites Visit policy requirements (adopted policy);
- e. confirm that adequate risk assessments have been carried out;
- f. support the Principal in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

3.5 Directors of Learning

Each Director of Learning is responsible to his or her line manager for the provision of safe working conditions for staff and students and in particular will:

- a) prepare reports on safety matters for the meeting of the Senior Management;
- b) nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- c) notify Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- d) ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- e) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice e.g. Science, Design Technology, PE, etc.;
- f) carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- g) undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- h) ensure all accidents within the section are recorded in line with academy policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- i) ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- j) identify staff training and development requirements with reference to health and safety;
- k) attend to defect reports and recommendations from the Principal, Staff, Safety Representatives and the Health and Safety Co-ordinator;
- l) budget for safety equipment for his/her designated areas;
- m) Circulate publicity relating to safety matters to staff within their control.

3.6 Teachers

Teachers are responsible to their Director of Learning for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to students verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the academy policy.

3.7 Technician/Teaching Assistant

- a. The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager is the Director of Learning.

3.8 First Aid Room Staff

The First Aid Staff, when on duty are responsible for supporting health and welfare issues within the Academy and in particular will:

- a. be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- b. maintain the academy First Aid room and equipment;
- c. monitor student health records prior to entry and to report/advise House Leaders of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- d. assist in the monitoring of first aid equipment and boxes on Academy site;
- e. assist in the development and health promotion activities at the Academy;
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
- g. ensure the necessary records are maintained relating to accidents associated with the work of the academy.

3.9 Learning Resources Centre (LRC) Manager

The LRC Manager is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the Learning Resource Centre (LRC).

Additionally, the LRC Manager will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;

- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the LRC is tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the academy policy.

3.10 Work Experience Organiser

The Work Experience Organiser is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team (or other external provider) are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the academy and communicated to parents;
- e. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

3.11 Adult Education Manager - ACRES

The Adult Education Manager is responsible for ensuring that the standard of health and safety provision is maintained for those employed to support and those attending part-time courses at the academy. In particular, the Adult Education Manager will:

- a. follow safe working procedures personally;
- b. ensure that all relevant risk assessments, which include manual handling, COSHH, etc have been documented and are implemented;
- c. ensure that all part time-staff are familiar with the key elements within this Policy that will affect their work and safety e.g. emergency procedures;
- d. be familiar with the general and particular safety rules that apply to his/her area of work;
- e. ensure that the classrooms, workshops or other areas under their control are tidy and good housekeeping procedures are followed;
- f. ensure that portable electrical equipment is tested on an annual basis;
- g. report defects to his/her line manager;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the academy policy;
- i. ensure that staff used to support Adult Education courses are familiar with and comply with the relevant safety legislation relating to his/her subject area;
- j. liaise with the site and curriculum managers to ensure that appropriate provisions are available to support the courses offered.

3.12 Course Leaders/Tutors

The course leader has similar responsibilities to those of the teacher and in addition the course leader will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;

- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom, workshop or other areas under their control are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure that each student receives a copy of, and understands the implications of the 'Students' Safety Policy' at the outset of his/her course;
- g. include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the academy policy.

3.13 Managers within Support Departments

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, students and visitors and will:

- a. attend to defect reports and recommendations from the Principal, staff safety Representative and Health and Safety Co-ordinator;
- b. conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
- c. budget for safety equipment for his/her area of responsibility;
- d. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
- e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
- f. ensure all portable electrical equipment is tested on a regular basis;
- g. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the academy policy.

3.14 The Site Manager will ensure that:

- a. reports on health and safety matters with respect to the academy buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the academy by his staff and by outside contractors under his control. In particular, he must ensure work complies with the Construction (Design and Management) Regulations;
- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.18 below;
- e. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- g. ensure all accidents within the area of responsibility are recorded in line with the academy policy.

3.15 The Site Team will:

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Co-ordinator;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the academy policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.16 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from Enforcement Inspectors;
- e. attend meetings of safety committees to which he/she is elected;
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

3.17 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the academy should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Site Manager for him to rectify or, failing that, reporting to the Health and Safety Coordinator.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the academy site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the academy to implement the County Council Policy on Asbestos and the Management of Contractors (Adopted).

3.18 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the Academy by the proper observation of Academy rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the academy).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

3.19 Students

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of academy rules and procedures.

In particular, each student will:

- a. observe standards of dress and behaviour appropriate to the working situation.
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. not wilfully misuse, neglect or damage things provided for safety.
- d. observe rules highlighted in the Students' Behaviour Policy.

4. Health and Safety Committee

The Health, Safety and Welfare Committee representing the various groups within the Academy is comprised of:

- Principal (Chair Person)
- 1 Member of the Governing Body
- Vice Principal
- Managers (1 Curriculum Managers and 1 support staff manager)
- Health and Safety Co-ordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)
- Site Manager
- One student who must normally be a member of the Student Committee

4.1 Overall Function and Objective:

To provide effective communication and consultation between management and employees to ensure that the health and safety policy is properly maintained and developed.

4.2 Specific Functions:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level.

Note: The Academy Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.

- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the academy and is summarised below.

5.1 Crisis Management Team:

- The Principal;
- Heads of School
- Vice Principals;
- Health and Safety Co-ordinator/Business Manager;
- Assistant Principals
- Site Manager;
- Systems Manager
- IT Network Manager
- Chair of Governors/Health and Safety Governor.

5.2 Function of the Crisis Management Team:

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

6. General Emergency Procedures

On discovering a fire, suspicious object, the person concerned must:

- Call the alarm by breaking the glass in one of the Alarm Call Points
- Immediately report it to the Reception
- Give as much detail of the location, nature and extent of the emergency as possible.

The receptionist will:

- Call the emergency services as appropriate.
- Contact the Site Manager or his assistant by mobile to inform him of the location of the emergency

The Site Manager or his assistant will go to the main entrance to direct the emergency services to the location. He will then report to the Health and Safety Co-ordinator or in his absence a Vice Principal for instructions.

The College Health and Safety Co-ordinator will be in charge of the site and people on the site until the arrival of the emergency services. The officer in charge of either the police or the fire brigade will then assume responsibility for the site and the management of the people on the site until the emergency is over. The College Health and Safety Co-ordinator will resume responsibility when it is handed back by the officer in charge.

Emergency procedures for Fire or Bomb Incidents/Practices will be displayed in all rooms.

These procedures must be read and understood by all staff and explained to the students.

Emergency procedure practices will be held on a termly (3 time a year) basis.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted

7. Fire Procedures

The signal for evacuation will be the continuous sounding of the fire sirens. Always evacuate the academy if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – student must take their bags with them.

When outside the building assemble the students at the assembly point. Check that all students/visitors/volunteers, etc. are accounted for.

Assembly Points: The assembly point is the All-Weather pitch during normal college hours. In the event of the need for evacuation obstructing access to the all-weather pitch the upper playground will be used.

The office manager and team (or in their absence the Principal's PA) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their students/visitors/volunteers, etc are safely out of the building.

Teacher's must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

The Health and Safety Co-ordinator will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or Director of Learning for LAN identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

8. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or a member of senior leadership in their absence.

9. First Aid Procedure (see also Policy on First Aid)

There will be at least six people on the staff who will have a current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the academy are listed in Appendix A at the end of this document and also published throughout the Academy on the Evacuation of Buildings/Health and Safety poster in each room.

First aid boxes are kept in the first aid room, science, PE and technology preparation rooms. The First Aid room provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the academy if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or on-line incident reporting system.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact Vice Principal (Aspirations) or in their absence House Leader. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a student to hospital. In these cases, the student will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the academy prospectus.

11.1. Health Issues

11.1.1 Smoking

In an effort to reduce the risk to health from passive smoking there is a No Smoking Policy for the entire site. This also includes 'E-cigarettes'.

11.1.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the academy and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact the Human Resources Manager for access to a Counselling service.

The nominated DSE Assessor is the ICT Technician. An audit of staff should be undertaken to identify those staff that would be considered 'DSE users'.

DSE users are entitled to an eye sight test, particularly if they are experiencing visual difficulties associated with DSE. The standard form must be obtained from the Business Manager prior to the eye test and completed by the Optician. The completed form and receipt for the eye test must be returned to the business manager for reimbursement.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated on the Optometrist's Report, the academy will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

13.4 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually. The Network Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to IT Technician immediately.

The Health and Safety Co-ordinator must be aware of and approve the use of any item being brought into academy by a member of staff, volunteer or a student. The Health and Safety Co-ordinator must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

13.5 Machinery and Equipment

There is a list of all equipment owned by the academy and this is kept centrally. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available the Director of Learning will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

13.6 Moving and Handling (see also Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handles items. There must always be at least two students per piece of equipment or mat. Close supervision is appropriate at all times.

The site manager will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by students. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for students be moved, the Principal will arrange for a Back Care Adviser to undertake an individual moving and handling assessment supplemented by training for specific staff.

13.7 Housekeeping (see also Policy on Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors,

traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the academy each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-ordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately. The academy will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

3.8 Violence at Work (see also Policy on Violence at Work)

All staff must report to their line manager/Principal any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the on-line incident reporting system.

13.9 Off-site Visits (see also Visits Guidance and Regulations)

The academy has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the academy and Children's Services policy on Off-site Visits (Adopted).

13.10 Work Experience Placements (see also Policy on Work Experience)

The academy has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the academy's work experience policy is followed.

13.11 Hazardous Substances (see also Policy on Hazardous Substances)

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Directors of Learning. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site team.

The legislation requires that any substance used in the academy must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

13.12 Radiation

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the academy along with a Radiation Protection Officer (Purchased Service). The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the academy and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the academy complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

13.13 Pressure Systems

All pressure vessel systems in the academy will be listed on the inventories of the departments concerned.

All pressure vessel systems in the academy will be subject to annual inspection by an appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection

13.14 Noise at Work (see also Policy on Noise at Work)

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the academy. Common sense and courtesy by all members of staff, students and visitors to the academy will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the Health and Safety Co-ordinator.

13.15 Lettings

If the academy is let, the Principal must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

14. Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on academy business.

Eligibility to Drive – All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction;
- this minimum age is reduced to 23 for teachers appointed to teach physical education;
- Have the correct classification on their licence to drive a minibus
- be authorised by their line manager to drive a minibus;
- have passed the ESCC Minibus Driver Training and Assessment.

Drivers of vehicles on the academy site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Finance Office of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

15. Administration of Medicines (see also Policy on the Administration of Medicines)

The academy has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

The First Aid room staff will administer medicines and keep a record that they have been given. We must stress that students should not be at academy if they are unwell and if at all possible, students should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into academy in individual original containers, which should be clearly labeled with the student’s name and dosage instructions.

16. Complex Health Needs (see also policy on supporting young people with Complex Health Needs)

The academy has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content of that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

17. Training and Information

A training needs analysis has been undertaken by the Principal, in conjunction with the Directors of Learning to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy (Adopted) and the Principal will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the academy and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in academy.

The Principal will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the academy improvement plan to inform governors;
- assess the training needs of new members of staff.

If any member of staff feels the need for training they must alert the Senior Leadership Team.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

The academy has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

18. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the academy governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Principal will conduct an annual premises inspection with health and safety co-ordinator and trade union safety representative (where appointed);
- the governors' agenda and Principal's report to the governors will both have health and safety as standing agenda items.

18.1 Inspections

To maintain and improve standards throughout the academy a formal premises inspection will be undertaken three times per year and records kept. The academy will be inspected by Site Manager.

18.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Health and Safety advisors will complete a health and safety audit periodically. The action points identified through the audit will form part of the academy improvement plan.

19. Visitors

The Principal and governors accept the responsibility for health and safety of visitors to the academy, including contractors.

All visitors to the academy will be asked to sign in at reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Directors of Learning will ensure that volunteers have the necessary safety information.

20. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Principal on any relevant health and safety matters.

21. Health and Safety Policy Review

The academy acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The academy will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

List of Useful Contacts in Academy

Principal -	Mr P Matthews
Head of School – Secondary Academy	Ms S Cowser
Head of School – Primary Academy	Mr T Redman
Vice Principals -	Mrs N Chamberlain & Ms C Findlay
Business Manager -	Mrs S Wilkinson
Human Resources Manager -	Mrs J Woodhouse
Health and Safety Co-ordinator -	Mrs S Wilkinson
Health and Safety Governors -	J Leach
Educational Visits Co-ordinator -	Mrs S Wilkinson
First Aiders -	Mrs C Longhurst, Mrs J Gillett, Mrs N Grayling, Mr M Colman, Mr D Stone,

Shoubridge, Mrs J Hortop, Ms C Arnason, Ms M Weller, Mrs G Gibbs.	Mr C Leaney, Miss L Price, Miss H
Person responsible for reporting Accidents/incidents -	Mrs S Wilkinson
Site Manager - Work Experience Co-ordinator -	Mr M Colman Mrs J Cole
Trade Union Safety Representatives	
Radiation Protection Supervisor -	Mr T Kelly