



Health & Safety – all Campus Sites

Policy Document – September 2023

PART ONE - STATEMENT OF INTENT

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

The Academy is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the Academy's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

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

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

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

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the Academy's Health and Safety performance. For the Policy Document to be effectively implemented, the Academy requires the full co-operation of employees and others who use the premises.

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

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Academy's Governing Body.

PART TWO – ORGANISATION

Introduction

In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the Academy’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

The Duties of the Governing Body

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

The Duties of the Headteacher

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

The Duties of Employees

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

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

Academy Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, eg information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

There are currently no Trade Union appointed Health and Safety Representatives.

Temporary Staff/Work Experience Students

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc and are suitably inducted to their role. Temporary staff/students are directly accountable to the Headteacher whilst on the Academy site.

Teaching and Support Staff

Staff have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the Academy and the detailed requirements for activities relevant to them. Staff are responsible for the immediate safety of the pupils in his/her classroom. Staff are responsible for classrooms they use and 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.

The Duties of External Visits Coordinators (EVC)

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the Academy.

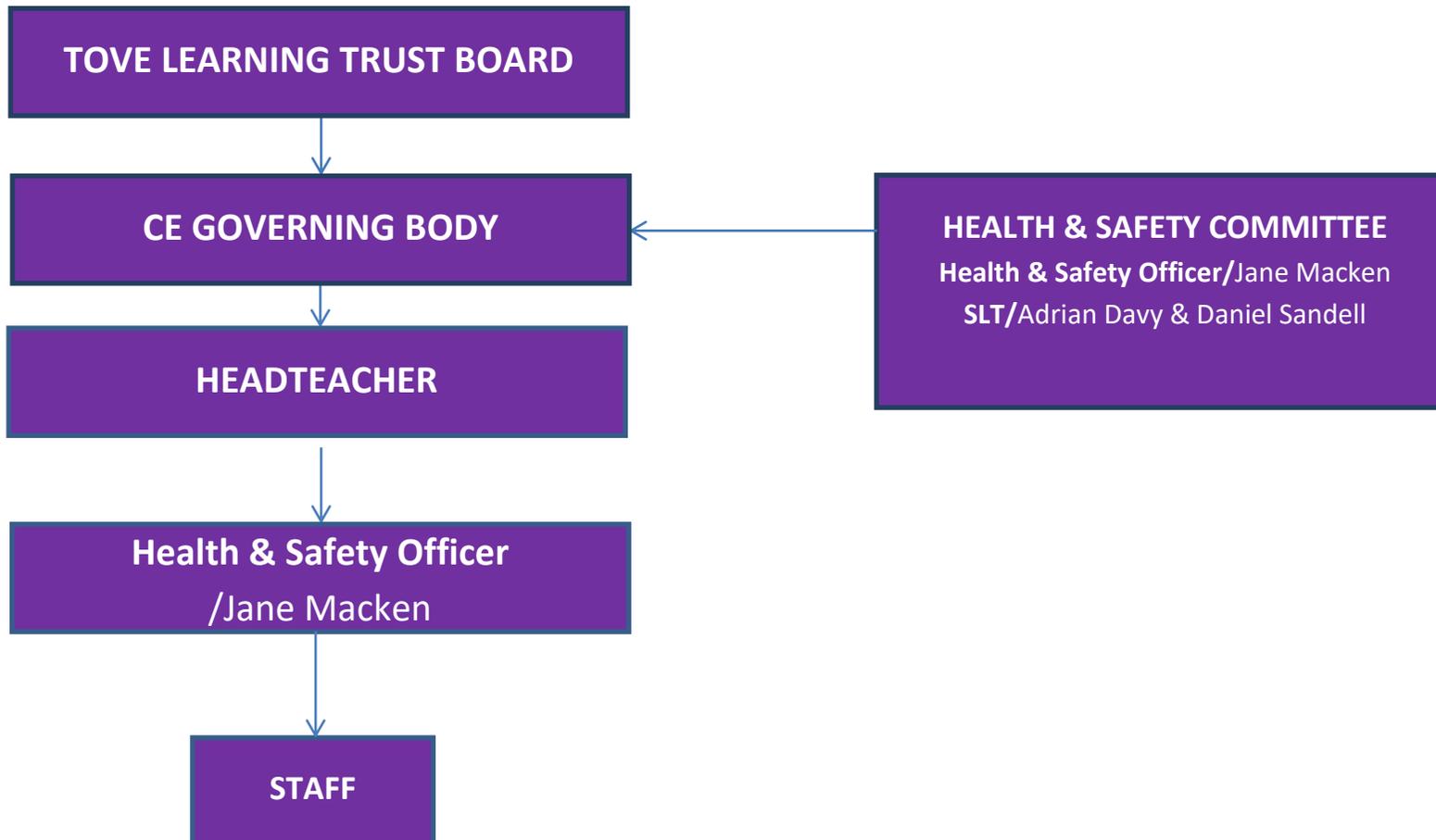
The Duties of Site Supervisor, Campus Co-ordinator, Campus Secretary and Member of SLT who manages the Campus

The above staff have a day to day responsibility for ensuring compliance with the Academy Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

Volunteer and Parent Helpers

Not Applicable

Health & Safety Organisational Chart



PART THREE - ARRANGEMENTS

Arrangements <i>The following procedures and arrangements have been established within the academy to minimise health and safety risks to an acceptable level.</i>	Responsibility of: Name/Title	Action/Arrangements
Communication The academy recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:	SLT All Staff	<i>All new staff have a suitable induction which includes health and safety policies and procedures and undertake a Health & Safety awareness for employees online course.</i> <i>Regular staff meetings- Debriefs and Campus meetings</i> <i>Health and safety agenda item on Campus Meetings</i> <i>Arrangements for health and safety are communicated with parents/pupils/visitors/contractors they are given a named person to consult with, and informed of arrangements where relevant for fire safety, etc.</i> <i>Visitors supervised at all times.</i>
Consultation with Employees The academy recognises the importance of consulting with employees on health and safety matters	All staff SLT	<i>Campus Meetings have Health and Safety as an agenda item.</i> <i>All H & S reported accidents and incidents are discussed at SLT meetings and reviewed at H & S Committee meetings.</i> <i>All policies and procedures available in Staff Handbook (shared drive)</i>

Section 1 - RISK ASSESSMENT

Risk Assessment

The Academy uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS etc. Risk assessment is the responsibility of the Academy's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

Teachers responsible for risk assessments within their curriculum area.
Premises risk assessments –
Named member of SLT

Named responsible person/s for Academy Site:

SLT
PE - Completed by Teaching staff and submitted to EVC
DT – Curriculum Group
Art – Curriculum Group
Science – Curriculum Group
Maths – Curriculum Group
English – Curriculum Group
History – Curriculum Group
Geography – Curriculum Group
Cookery – Curriculum Group
Hairdressing – Amanda Smith
Beauty – Angela Beasley
Photography – Chris Martin
Catering – Maria Read

Academy Trips/Offsite Visits

The academy complies with DFE Guidance on offsite visits and academy journeys. A separate academy trips procedure has been produced.

All Staff
EVC – James Thomas, Jane Macken, Adrian Davy

All staff use EVisits system(Longtown Outdoor Learning)
James Thomas, Adrian Davy and Jane Macken named EVC.
EVC's receive refresher training every three years.
Trips/offsite visit procedure provided to new staff during Induction.
All Staff undertake visit leader training

<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The academy discuss and agree arrangements with staff. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Site Supervisors</p>	<p><i>Where possible working at height is to be avoided</i></p> <p><i>Only those trained to work at height should do so.</i></p> <p><i>Site supervisors responsible for carrying out periodic ladder checks</i></p> <p><i>Mobile step stools provided in Campuses</i></p> <p><i>Ladders safely stored in a secure cupboard not usually accessed.</i></p> <p><i>Ladder guides/ notices displayed with ladders in secure cupboard.</i></p>
<p>Noise</p> <p>The academy is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the academy ensures appropriate control measures are put in place.</p>	<p>DT Curriculum Group</p> <p>Music teachers</p>	<p><i>Curriculum areas where noise may be an issue are Music and DT (machines/grinders/other musical equipment)</i></p> <p><i>DT/Music teachers responsible for evaluating and controlling areas noted as having higher level noise exposure</i></p> <p><i>A Risk assessment is in place</i></p>
<p>Violence to Staff</p> <p>The academy is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the academy ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>SLT</p> <p>All staff</p>	<p><i>Separate 'Behavior' Policy in place.</i></p> <p><i>Incident form completed at debrief and sent to SLT</i></p> <p><i>Pupils have a risk assessment, where appropriate, shared with all staff in direct contact. This is reviewed at debrief and Pupil Education Plan Review meetings.</i></p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process.</p>	<p>SLT</p> <p>All Staff</p>	<p><i>All staff have a collective responsibility to ensure the site is kept secure. All external gates and doors are kept locked and closed. Key Fob entry system in place on all sites. Visitors book signed. All visitors are asked for I.D. All visitors supervised at all times.</i></p> <p><i>In the event of an emergency call 999.</i></p> <p><i>Separate 'Lockdown policy' in place.</i></p>
<p>Personal Security/Lone Working</p> <p>The academy ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>SLT</p> <p>All Staff</p>	<p><i>Separate 'Lone Working' Policy and risk assessment in place.</i></p>

<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used curriculum groups carry out risk assessments and adopt a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.</p>	<p>Curriculum Groups</p>	<p>Where CoSHH is applied data sheets will be obtained and COSHH Essentials used to risk assess products used. Risk assessments and Data sheets are kept in Campus / Vocational offices. Curriculum Groups are responsible for risk assessing products used. The departments where this applies are: Cookery/Catering Art DT Science Hairdressing Beauty Photography Cleaning and Maintenance</p>
<p>Personal Protective Equipment</p> <p>Curriculum groups assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Curriculum Groups</p>	<p>Curriculum groups identify through their risk assessments the PPE required and order and store accordingly. Training is provided where the need is identified.</p>
<p>Academy Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>All staff SBM</p>	<p>All staff are required to use their own vehicle for academy business and must have business insurance. Only staff who are MIDAS trained drive hired minibuses, insured by CE via hire company (Longmarsh). Annual checks in place to ensure staff have driving license, MOT and are appropriately insured A separate list of staff who are MIDAS trained is held at county base</p>
<p>Manual Handling (typical loads)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.</p>	<p>All staff</p>	<p>Manual Handling risk assessment in place. Manual Handling guide available in campus office. Training is provided where the need is identified. Included in Induction training.</p>

<p>Curriculum Safety</p> <p>Teachers ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. Tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject teachers</p> <p>Curriculum groups</p>	<p><i>Risk assessments are reviewed annually or when undertaking a new activity by curriculum groups.</i></p> <p><i>Risk assessments are kept by staff and held centrally in the Staff handbook (shared drive).</i></p> <p><i>Service and maintenance documents are filed in campuses by the campus secretary.</i></p> <p><i>Where applicable lessons plans contain reference to risk assessments and/or H & S policies.</i></p>
<p>Work Experience Placement.</p> <p>Teacher responsible for careers works with Vocational Co-ordinator who undertakes checks on suitable placements.</p>	<p>Vocational Co-Ordinator</p> <p>Teacher - careers</p> <p>SLT</p> <p>Support Assistants/Key tutors</p>	<p><i>Career Teacher and Vocational Co-Ordinator work together to manage suitable placements with local organisations and businesses.</i></p> <p><i>H & S checks are undertaken to assess the suitability of the placement for a pupil. Induction, training and PPE are provided as required.</i></p>
<p>Display Screen Equipment</p> <p>The majority of staff within the academy are not considered to be DSE users. Named member of SLT to ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>H & S Committee</p> <p>DSE Users</p> <p>SBM</p>	<p><i>Online training provided for DSE users.</i></p> <p><i>See separate policy Display screen equipment in place.</i></p>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.</p>	<p>Site Supervisor</p> <p>SLT responsible for Campus</p> <p>H & S Committee</p>	<p><i>Outside areas and play equipment risk assessed and control measures in place. Young people are supervised during break and lunchtime.</i></p> <p><i>Regular visual checks undertaken.</i></p>

Section 2 - PREMISES

<p>Mechanical and Electrical (fixed and portable)</p> <p>The Academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in Campuses by secretaries in premises file.</p>	<p>County Office</p> <p>Campus Secretaries</p> <p>Nick Keech</p> <p>Cathy McGovern</p> <p>Mark Channel</p>	<p><i>Fixed electrical testing is commissioned centrally</i></p> <p><i>Nick Keech, Mark Channel and Cathy McGovern complete PAT testing</i></p> <p><i>Campus Secretaries responsible for keeping records in premises file</i></p>
<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the academy site, the academy maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having an Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the academy site. 	<p>Site Supervisors</p> <p>Campus Secretaries</p> <p>County office</p>	<p><i>Copies of asbestos survey reports and management plans are kept in the Campus Office and County Office.</i></p> <p><i>Asbestos Management Plan</i></p> <p><i>Site supervisors inspect monthly and record.</i></p> <p><i>Site supervisors and IT Manager receive appropriate asbestos aware training.</i></p> <p><i>Licensed contractors appointed to carry out asbestos removal and / or refurbishment surveys.</i></p> <p><i>Contractors information leaflet provided to new contractors.</i></p>

<p>Service Contractors</p> <p>Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The academy will provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>	<p>Campus secretaries</p>	<p><i>Contractors should report to Campus Secretaries who will provide contractors information.</i></p> <p><i>Contractors Information available in visitors signing in book.</i></p> <p><i>Contractors information leaflet available from secretaries.</i></p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the academy site.</p>	<p>Headteacher</p> <p>SLT</p> <p>Campus Secretary</p> <p>Site Supervisor</p>	<p><i>Regulated by the requirements of the construction Design and Management Regulations</i></p> <p><i>For all larger scale projects the academy will identify who will be involved in works pre meetings e.g. Headteacher and Contractor and clearly identify timescales and work methodology (e.g. noisy work, carried out when academy is unoccupied wherever possible) ● access requirements ● emergency access requirements and correct insurance in place.</i></p>
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>SLT</p> <p>Campus Secretary</p> <p>Site Supervisor</p>	<p><i>Contractors are expected to report to Campus secretaries at the start of work to: -</i></p> <ul style="list-style-type: none"> <i>● gain approval prior to start of work</i> <i>● receive details of responsible person/s</i> <i>● sign in /out visitors book</i> <i>● provide contact details should a problem arise</i> <i>● provide timescales</i> <i>● access equipment and services as required</i> <i>● receive safety procedures and any particular known problems on academy site such as access.</i>

<p>Lettings (shared working – playgroups etc)</p> <p>The academy ensures that the hirer/tenant has public liability insurance in place in order to indemnify the academy from all such hirer's/tenant's claims arising from negligence. If any part of the academy is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<p><i>Currently none of the academy premises are let</i></p>
<p>Slips/Trips/Falls</p> <p>The academy recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the member of staff to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person and site supervisors ensure regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to SLT.</p>	<p>Site supervisors</p> <p>All Staff</p> <p>H & S Committee</p>	<p>All staff are expected to be vigilant and aware of possible hazards.</p> <p>Staff are required to clear away, spills and obstructions and to report concerns to SLT.</p> <p>H & S Committee review reported accidents and incidents.</p>

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Campus Secretary. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The academy ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Campus Secretaries</p> <p>Site Supervisors</p> <p>All staff</p>	<p>Contractors undertake the cleaning at the following campuses: - <i>Cromwell, Chiltern, Overleys , Fairlawn, Forest Gate, London Road</i></p> <p><i>North Northants Council undertakes the cleaning at William Knibb Campus.</i></p> <p><i>Campus Secretaries/All staff undertake inspections and report concerns to SLT</i></p> <p><i>Deep cleaning is undertaken annually in kitchen areas where required.</i></p> <p><i>Any hazardous substances stored in a locked cupboard. Material safety data sheets are available and Personal Protective Equipment worn as directed.</i></p> <p><i>Termly cleaning schedule for campus kitchens completed by support staff</i></p>
<p>Transport Arrangements (on-site)</p> <p>The academy where possible segregates access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The academy wherever possible avoids same access for all.</p>		<p><i>Appropriate signage provided to inform pupils, staff and visitors of location of entrance, beware of pedestrians/vehicles.</i></p>

<p>Caretaking and Grounds Maintenance (and grounds safety) The academy identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Site Supervisors Campus Secretary</p>	<p><i>Fairlawn – Mark Channell Cromwell – Daniel Sandell Chiltern – Nick Keech Overleys – Graham Alsop London Road – Nick Keech Forest Gate/Oaklands – Cathy McGovern William Knibb - (NCC) All Site Supervisors report to campus secretaries and SLT A log book is in place in each Campus Site Supervisors note details of any safety inspections and notify Campus secretaries who will liaise with SLT re defects/grounds etc Inspections undertaken are: buildings, site inspections, security, regular checks of the fire alarm system, legionella, asbestos and results are recorded in appropriate log books Site Supervisors complete regular safety checks of the academy grounds including outdoor play equipment Grounds Maintenance completed by contractors.</i></p>
<p>Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>County Office Campus Secretaries Site supervisors</p>	<p><i>Campus secretaries / County office arrange contractors annually and keep records in premises file in campuses Site supervisors check visually routinely and report any concerns to Campus Secretaries.</i></p>

<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Site Supervisors</p> <p>Campus Secretaries</p> <p>All staff</p>	<p><i>As part of site inspection Site Supervisors inspect glass and glazing weekly and report problems to Campus Secretaries who arrange for the area to be made safe immediately and arrange repair ASAP.</i></p> <p><i>All Staff report broken glass immediately to Campus Secretary</i></p>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The Academy has a clear understanding of its duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Site Supervisors</p> <p>Chiltern – N Keech</p>	<p><i>Contractor appointed to complete and carry out the risk assessment and management plan for all Campuses.</i></p> <p><i>Site supervisors have been trained and carry out monthly water temperature checks, descaling of taps and cleaning of shower heads, which are recorded in the log book held in campuses.</i></p> <p><i>Contractors undertake annual servicing / maintenance. (i.e. servicing TMV's)</i></p>
<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools including a wheeled grit spreader on site and a sufficient supply of grit/salt is available.</p>	<p>Site Supervisors</p> <p>Headteacher/SLT</p> <p>County Base – Julie Passey</p> <p>Campus Secretaries</p>	<p><i>SLT has emergency plan to determine action to be taken during adverse weather conditions.</i></p> <p><i>Site Supervisor responsible for snow and ice gritting</i></p> <p><i>Julie Passey liaises with Campus Secretaries to ensure sufficient supplies of grit are ordered and delivered.</i></p>

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

<p>Infectious Diseases</p> <p>The academy follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>Campus Secretary</p> <p>Campus Co-Ordinator</p>	<p><i>Poster displayed in Staff workroom</i></p> <p><i>PPE available in each campus with 1st aid kit.</i></p> <p><i>'Wash your hands' poster in social area, toilets and kitchens.</i></p>
<p>Dealing with Medical Conditions</p> <p>The academy accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils in school with Medical Conditions</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between school, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>SLT</p> <p>Campus Co-Ordinator</p> <p>Campus Secretary</p>	<p><i>See Medical Conditions policy</i></p>
<p>Drug Administration</p> <p>The academy accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the academy with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>SLT</p> <p>Campus Co-Ordinator</p> <p>Campus Secretary</p> <p>County Office</p>	<p><i>See policy for Medicines (Administration of)</i></p> <p><i>Support staff trained in specific medical administration (i.e. insulin, epi-pen)</i></p> <p><i>Staff training records held centrally at County Office.</i></p>

<p>First Aid</p> <p>The academy follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>County Office</p> <p>Campus Secretary</p> <p>Support Staff</p>	<p><i>List of first aiders along with dates completed and renewal dates is held centrally at County Office</i></p> <p><i>First aid boxes are located in Campus office, kitchen, science and/or DT.</i></p> <p><i>All support staff attend First Aid training.</i></p> <p><i>Notice displayed with names of First Aiders at each campus.</i></p> <p><i>First Aid kits stock checked termly by First Aiders.</i></p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are expected to report accidents, incidents and near misses to SLT and H & S Committee investigates such incidents and identifies and implements means to prevent a recurrence.</p>	<p>All Staff</p> <p>SLT</p> <p>H & S Committee</p>	<p><i>An Accident/Incident/Near Miss form is completed by the staff member who suffered the accident and witnessed the incident. A copy is passed to SLT and sent to County Office and is reported to HSE in RIDDOR cases.</i></p> <p><i>Investigation form completed for all RIDDOR cases or whenever required by SLT. Findings of the investigation reported to SLT / H & S committee.</i></p> <p><i>Central register of all accidents and incidents held at County Office.</i></p>
<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Campus Secretaries</p> <p>Site Supervisors</p>	<p><i>Contractor completes Fire Risk Assessment for all Campuses.</i></p> <p><i>Site supervisors complete weekly fire alarm testing, checks of extinguishers, call points, emergency lighting and fire exit routes and records in log book.</i></p> <p><i>Annual inspection of Fire extinguishers, Emergency lighting and maintenance carried out by Contractor.</i></p> <p><i>Fire notices in all campuses detail what to do in the event of a fire and assembly points are identified</i></p> <p><i>Fire Drill Calendared and completed termly.</i></p>

<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. The emergency plan is reviewed on an annual basis and if deficiencies are found immediate corrections are made.</p>	<p>SLT</p> <p>Campus secretaries</p>	<p><i>Separate Critical Incident Policy</i></p> <p><i>Emergency grab bag provided to all campuses (include Critical incident plan, plan layout of campus, emergency procedures, notepad and pen, Hi Vis jackets)</i></p>
<p>Viral illnesses and Pandemics (including Covid-19)</p> <p>Some infections such as some strains of Influenza, SARs or the Coronavirus (Covid-19) are highly infectious viral illnesses that have the capacity to spread rapidly. When a new viral strain emerges, one of the following situations may occur:</p> <ul style="list-style-type: none"> • A serious epidemic - where a disease infects a significantly greater number of people in the area than is usual, or • A pandemic – which is an epidemic of global proportions <p>Such an illness will spread rapidly because people will not have any natural resistance to it. It is difficult to predict the scale, severity and impact of a serious epidemic or pandemic, but research suggests that in the case of a pandemic, it could affect the entire country and that up to half the population could develop the illness. There could also be more than one wave of the illness.</p>	<p>SLT</p> <p>All staff</p>	<p><i>In terms of business continuity, this means that we will seek to sustain our core business and services as far as is practicable and therefore we will continue to operate largely within our existing policies and procedures. However, the School recognises that during such times, some additional provisions will be required to support our staff, pupils and other stakeholders.</i></p> <p><i>Advice received from government agencies will be followed during epidemics and pandemics. Separate documentation relating to an epidemic or pandemic will be made available to staff, pupils and other stakeholders.</i></p> <p><i>In the event of an epidemic/pandemic a Risk Assessment will be in place, with regular updates in line with Government and Local Authority Guidance. The risk assessment will detail the hazards within school and any control measures put into place such as, additional cleaning, the provision of hand sanitising stations and the provision of Personal Protection Equipment.</i></p>

<p>During a serious viral epidemic or pandemic, CE's overall aim will be to encourage our staff, pupils and other stakeholders to carry on as normal if they are well, while taking additional precautions to protect them from exposure to infection and to lessen the risk of spread to others.</p>		
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Section 4 - MONITORING AND REVIEW

<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>SLT H & S Committee</p>	<p><i>SLT and H & S Committee monitor and review policies and procedures. H & S Committee minutes are reported to the Governing Body.</i></p>
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>H & S Committee Curriculum Groups Site Supervisors Campus Secretaries</p>	<p><i>Competent Person H & S site inspection undertaken once a year.</i></p> <p><i>A member of the H & S Committee will undertake an inspection once a year</i></p> <p><i>Curriculum Groups and subject teachers are responsible for curriculum inspections and reporting back to Responsible Person annually</i></p> <p><i>Site Supervisors have procedures in place for maintenance and repair and report to Campus Secretaries.</i></p>
<p>Review</p> <p>The Academy has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the academy, supplemented by various ‘ad hoc’ and un-planned checks and inspections.</p>	<p>H & S Committee Curriculum Groups</p>	<p><i>The academy also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc.</i></p> <p><i>The Health and Safety Policy Document will be reviewed annually and approved by the Governors.</i></p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the academy ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the academy development plan.</p>	<p>Competent person H & S Committee</p>	<p><i>H & S Audit / site inspections carried out by Competent person.</i></p>

Section 5 - TRAINING

Staff Health and Safety Training/Competence

The academy is committed to ensuring that staff are competent to undertake the roles expected of them and ensure that appropriate training is delivered and training records held centrally.

SLT
County Office

*All staff complete Health & Safety Awareness Training.
Training provided as required (i.e. fire safety, using a kiln, DT equipment)
Records Held at County Office*

Student Teachers and others on placement

The academy's expectations are made clear through the provision of a Staff Handbook, Health and Safety Policy Document and other relevant Policies.

All Students teachers are provided with a mentor.

SLT

All details required are in staff handbook (shared drive)

Section 6 - HEALTH AND WELLBEING

<p>Pregnant Members of Staff</p> <p>Members of staff who are pregnant are required to inform the academy in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Pregnant staff member</p> <p>SLT</p>	<p><i>SLT to complete an individual risk assessment for pregnant member of staff</i></p>
<p>Health, Stress and Well Being Including Absence Management</p> <p>The academy endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>SLT</p>	<p><i>All new teachers, support staff and administrative staff complete a Health Questionnaire and as required have a health assessment.</i></p> <p><i>Employees offered annual flu jab</i></p> <p><i>Stress – risk assessment in place</i></p> <p><i>SLT conduct return to work interviews following a significant absence to allow staff the opportunity to discuss any concerns or identify any training needs.</i></p> <p><i>Where appropriate, referrals are made to occupational health.</i></p> <p><i>SLT operates an “open door” policy allowing access to any member of SLT on request.</i></p> <p><i>Regular staff meetings allow for consultation and support.</i></p> <p><i>Staff training Day sessions</i></p> <p><i>Daily debrief at the end of the day</i></p> <p><i>Occupational Therapist available for staff</i></p> <p><i>Staff Well Being offer</i></p>

Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The academy seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

County Office
Campus Secretary

Contracts exist for waste collection with Local Authorities and Contractors. Including the recycling of plastic and paper/cardboard. Contractors used for the disposal of IT equipment.

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner

County Office
Campus Secretary

*Sanitary Units collected by Contractor.
Contractors used for the disposal of hazardous substances.*

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

SLT

*Free Schools Meals provider is listed on the Local Authorities Food Premises Register.
All support staff complete Level 2 City & Guilds training in Food Hygiene.
Catering kitchen annually inspected by Local Authority.*

Section 9 – HEALTH AND SAFETY ADVICE

Information

Competent advice is obtained by the academy from the HSE, DfE and Worknest appointed to provide H & S advice and support and to act as competent person.

Policy approved by	
Date	September 2023
Approved	Governing Body
Review date	September 2024