



HERON PARK PRIMARY ACADEMY

SP07

HEALTH AND SAFETY POLICY

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Heron Park Primary Academy Health and Safety Policy

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The Executive Headteacher, Head of School, Local Academy Board (LAB) and trustees of Heron Park Primary Academy (HPPA) believe that the health and safety of persons within the academy is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

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General Policy Statement

It is the intention of the Trustees of Aurora Academies Trust, the Local Academy Board (LAB), the Executive Headteacher and Head of School at Heron Park Primary 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 are provided to ensure that staff can carry out their work safely.

The Head of School and staff will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

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

The Head of School and Trustees 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, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Executive Headteacher, Head of School and Trustees 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.

2. Safety Responsibilities of Groups and Individual Members

Heron Park Primary Academy acknowledges the provisions of the Health and Safety at Work Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, parents and carers, staff and others using its premises or participating in its activities. HPPA believes that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good care and development of its children.

The aim of the employer is "To provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for children."

The arrangements outlined in this statement and the various other safety provisions made by HPPA cannot prevent accidents or ensure safe and healthy working conditions. We believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. HPPA will take all reasonable steps to identify and reduce hazards to a minimum but all staff and children must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or while taking part in activities.

Procedure: Duties of the Employer

In the discharge of its duty the employer will:

- 2.1. make itself familiar with the requirements of the Health and Safety at Work Act 1974 etc. and any other health and safety legislation and codes of practices which are relevant to the work of the provision, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- 2.2. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision
- 2.3. periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- 2.4. identify and evaluate all risks relating to:
 1. accidents
 2. health
 3. all activities, including work experience
- 2.5. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, children and others
- 2.6. create and monitor the management structure.

In particular the employer undertakes to provide:

- 2.7. a safe place for staff to work and for children to be cared for and developed, including safe means of entry and exit
- 2.8. plant, equipment and systems of work which are safe
- 2.9. safe arrangements for the handling, storage and transport of articles and substances
- 2.10. safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory supervision, training and instruction so that all staff and children can perform their activities in a healthy and safe manner
 - necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - adequate welfare facilities.

So far as is reasonably practicable the employer will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of All Members of Staff

Generally

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

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,'

2.11. All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

2.12. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- 2.13. be familiar with the safety policy and any and all safety regulations as laid down by the employer
- 2.14. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and children
- 2.15. see that all plant, machinery and equipment is adequately guarded and in good and safe working order
- 2.16. not make unauthorised or improper use of plant, machinery and equipment
- 2.17. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- 2.18. ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
- 2.19. report any defects in the premises, plant, equipment and facilities which they observe
- 2.20. take an active interest in promoting health and safety and suggest ways of reducing risks.

Duties of the Responsible Person

- 2.21. As well as the general duties which all members of staff have, the responsible person has responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, volunteers, children, visitors and any other person using the premises or engaged in activities sponsored by the provision and will take all reasonably practicable steps to achieve this.
- 2.22. The responsible person is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the responsible person will:
 - 2.23. be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the provision
 - 2.24. ensure, at all times, the health, safety and welfare of staff, children and others using the premises or facilities or services or attending or taking part in the provision's activities
 - 2.25. ensure safe working conditions for the health, safety and welfare of staff, children and others using the school premises and facilities
 - 2.26. ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
 - 2.27. consult with members of staff, including the safety representatives, on health and safety issues
 - 2.28. arrange systems of risk assessment to allow the promptly identification of potential hazards
 - 2.29. carry out periodic reviews and safety audits on the findings of the risk assessment
 - 2.30. identify the training needs of staff and children and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - 2.31. encourage staff, children, parents, carers and others to promote health and safety
 - 2.32. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, children and others are made safe without delay
 - 2.33. encourage all employees to suggest ways and means of reducing risks
 - 2.34. collate accident and incident information and, when necessary, carry out accident and incident investigations
 - 2.35. monitor the standard of health and safety throughout the provision, including all activities, encourage staff, children and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - 2.36. monitor first aid and welfare provision
 - 2.37. monitor the management structure, along with the governors.

Duties of Supervisory Staff

- 2.38. All supervisory staff (e.g. supervisors, line managers) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 2.39. In addition to the general duties which all members of staff have, they will be directly responsible to the responsible person or the member of staff nominated by the that person to have overall day-to-day responsibility for the implementation and operation of the provision's health and safety policy within their relevant departments and areas of responsibility.
- 2.40. They will take a direct interest in the health and safety policy and in helping other members of staff, children and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- 2.41. safe methods of working exist and are implemented throughout their department
- 2.42. health and safety regulations, rules, procedures and codes of practice are being applied effectively
- 2.43. staff, children and others under their jurisdiction are instructed in safe working practices
- 2.44. new employees working within their department are given instruction in safe working practices
- 2.45. regular safety inspections are made of their area of responsibility as required by the responsible person or as necessary
- 2.46. positive, corrective action is taken where necessary to ensure the health and safety of all staff, children and others
- 2.47. all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
- 2.48. all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- 2.49. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- 2.50. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- 2.51. they monitor the standard of health and safety throughout the department in which they work, encourage staff, children and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- 2.52. all the signs used meet the statutory requirements
- 2.53. all health and safety information is communicated to the relevant persons
- 2.54. they report, as appropriate, any health and safety concerns to the appropriate individual.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the employer then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

- 2.55. The employer or the coordinator will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. If in shared premises it will usually be whilst the provision is open.
- 2.56. Where the provision has sole use of the premises and the premises are hired to persons outside the employ of the employer, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the employer and that they will not without the prior consent of the employer:
 - 2.57. introduce equipment for use on the premises
 - 2.58. alter fixed installations
 - 2.59. remove fire and safety notices or equipment
 - 2.60. take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 2.61. All contractors who work at any premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc Act 1974.
- 2.62. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the employer will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.
- 2.63. The employer draws the attention of all users of the premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

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/her to rectify or, failing that, reporting to the Head of School.

Staff must ensure that a contractor arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work.

3) **Academy Health and Safety Committee**

The Academy Health and Safety Committee representing the various groups within the Academy is the Local Academy Board.

Overall Function and Objective: The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

Specific Functions:

- 3.1 To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area.
- 3.2 To develop policy to improve and maintain health and safety issues for staff and pupils.
- 3.3 To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- 3.4 To encourage effective communication regarding health, safety and welfare matters.
- 3.5 **Codes of Practice and Safety Rules:** in consultation with the employer (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 3.6 From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of employers who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

4 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.

4.1 Crisis Management Team:

The CEO
The LAB Chair
The Executive Headteacher
Head of School
Deputy Head
Business Manager
Health and Safety Co-ordinator/Site Manager

4.2 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 HPPA' interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the HPPA 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.

5. General Emergency Procedures Relating to Emergencies on the Academy site.

The summoning of emergency services is via The main office. The Business Manager/Secretary will also contact:

The Executive Headteacher
Head of School
Deputy head teacher
Health and Safety Co-ordinator/ Site Manager

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

6. Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell. 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 the person in charge 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 – and take no belongings with them.

When outside the building assemble the pupils at the assembly points in the KS1 playground. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

The office staff must take the registers, and visitors' book. **The office staff** will ring the emergency services.

Staff must report to the person in charge (the most senior member of staff) whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Each teacher must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Head of School 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 helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers, helpers or other visitors from their classrooms in times of emergencies.

Each MDSA/TA must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Head of School who will ensure that there is a lunchtime practice at least yearly.

The Site Manager will arrange to cut off supplies of gas, water and/or electricity should the need arise.

The Head of School will organise fire drills as appropriate, but at least three times a year, and (ideally) before the end of the first week of terms 1, 3 and 5. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Head of School and Executive Head teacher.

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 Site Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Head of School 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 an individual evacuation plan is required. This will need to be devised with the Head of School and the Site Manager, if the class teacher or SENCO 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. A fire safety log book must be kept in the safety officer's office. All tests and fire drills must be recorded in this.

7. 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 Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on-site must immediately inform the Head of School or a member of senior management in their absence.

8. First Aid Procedures

There are 13 people on the staff (as of July 2016) 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 school are listed in Appendix A at the end of this document and also published in school in the first aid room. First aid boxes are kept in the corridors, dining hall and first aid rooms. The First Aid Co-ordinator 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 school 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 in the First Aid Book. More serious incidents/accidents must be recorded online.

There will be a first aid book and “bump notes” available in the first aid room to be completed by the person administering first aid. In case of doubt, as to whether or not a child’s parent should be immediately alerted, contact Jon Platt or in his absence Angela Jones. It is better to be over-cautious. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

A copy of this statement is available for all parents in school.

9. Accident Recording and Reporting - *In the event of an accident the following procedure must be followed:*

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The senior member of staff on site is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any serious accident (or near misses) involving either, themselves, visitors or volunteer helpers, to the School Secretary who will (with staff) complete the online accident form.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. These need to be reported to the HSE and more information as to what needs reporting can be found on their website.

As the academy is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that the Head of School and Executive Head teachers are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Executive Head teacher will monitor the accidents to identify trends.

10. Health Issues

10.1 Smoking.

In an effort to reduce the risk to health from passive smoking, smoking is not allowed on the school premises.

10.2 Alcohol and Drug Abuse. –

Staff attending work while under the influence of alcohol or drugs creates a danger and is forbidden. 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.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

10.3Stress.

Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and/ or general malaise. However it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your manager. If you do not wish to discuss a particular problem with your line manager then the Counselling Network is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

10.4Expectant Mothers. -

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Female staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept in the admin office in the risk assessment folder, and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

11. Risk Assessments and Guidance Notes/ Academy Codes of Practice.

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by The Head of School.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Site Manager
- Curriculum Curriculum Co-ordinators
- Off-site Visits Group Leader/EVC (Educational Visits Coordinator)

All activities which may present a hazard should be referred to the Head of School

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit are under separate policy *Safeguarding and promoting the health and safety of pupils on activities outside the school.*

12. Specific Hazards.

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

12.1 Display screen equipment.

All staff that use PCs must complete the Workstation Assessment Checklist to be returned to The Health and Safety Co-ordinator.

DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school.

12.2 Electrical Equipment.

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

Electrical equipment is checked regularly under the terms of the maintenance contract. The Site Manager is responsible; for maintaining accurate records and ensuring that all equipment in current use is checked; 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 should be reported to The Site Manager immediately.

Portable Appliance Testing (PAT) – The Academy follows AAT recommendations in this area and all appliances are tested in accordance with HSE guidelines, and records are kept with the site manager.

The Executive Headteacher and Head of School must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The Executive Headteacher and Head of School must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

12.3 Machinery and Equipment.

An inventory of all equipment is kept by The Site Manager. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

12.4 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 pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

The Site Manager will be responsible for undertaking risk assessments for manual handling tasks. Training will be offered to those staff that 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.

12.5 Housekeeping.

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 manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The site manager will report all hazards, obstructions, defects or maintenance requirements to the Head of School. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Head of School. All waste will be disposed of according to appropriate health and safety guidelines.

12.6 Violence At Work

Any incident of aggression or violence (or near misses) should be reported to The Head of School. All incidents of violence will be reported to the Executive Head teacher and Trust on the Incident/Accident Report Book.

12.7 Off-site Visits (see also LA guidance on Off-site Visits)

The school has a separate policy for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the HPPA and LA policy on educational visits.

12.8 Hazardous Substances

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by The Site Manager. Inspections take place to:

- Identify all substances used
- Assess the level of risk to health
- Eliminate the use of substances or substitute a safer alternative
- Introduce and monitor control measures to prevent risk

12.9 Noise at Work

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

Any member of staff or visitor detecting a potential problem must report it immediately to The Head of School.

12.10 Lettings

If the school is let, the Executive Head teacher and Head of School 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.

13. Administration of Medicines

Refer to the AAT Administration of Medicines Policy for further details (AAT20).

14. Training and Information.

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information.

The Head of School will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs into the school
- assess the training needs of new members of staff.

All new staff to the Academy will undertake a comprehensive health and safety training and induction programme, and if any member of staff subsequently feel the need for training, they must alert the senior management team.

15. Monitoring Health and Safety

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

- SLT will include health and safety as part of the agenda of their regular meetings
- The Head of School will conduct an annual inspection with a trade union safety representative
- The LAB will include a regular health and safety standing agenda item

15.1 Inspections.

To maintain and improve standards throughout the school. A termly premises inspection will take place and records kept.

16. Visitors

The Executive Head teacher, Head of School and LAB must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. They will be given a lanyard to indicate that they are visitors. 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.

The receptionist will ensure that volunteers have the necessary safety information.

17. Trade Union Safety Representatives

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

18. Risk Assessment

The Executive Head Teacher will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the LAB

- 18.1 Teachers will carry out risk assessments for processes in which the health and safety of children may be compromised prior to undertaking the activity, this includes trips and visits (see Safeguarding and promoting the health and safety of pupils on activities outside the academy Policy).

19. First Aid

- 19.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents (see First Aid Policy).
- 19.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 19.3 Supplies of first aid material will be held at various locations throughout the building. These locations will be determined by the responsible person. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 19.4 Adequate and appropriate first aid provision will form part of the arrangements for all external visits.
- 19.5 A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the employer's premises or as part of a provision's activities.

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 bi-annually and revised where necessary.

Signed Executive Head Teacher Date

Signed Head of School Date

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

Signed Chair of LAB Date

List of Useful Contacts in School

Responsible Person	Mr R Ali
Health and Safety Coordinator	Mr J Platt
Educational Visits Coordinator	Mrs E Sirah
Subject Leaders :	
Phase Leaders:	N. Bailey & A. Wilson
Maths Leads (KS1/KS2):	R Simmonds/S Titherly
English Leads (KS1/KS2):	N. Bailey & Kim Walker
Science Leads (KS1/KS2):	Mrs Goldsmith
ICT:	T. Cook
Paragon (KS1/KS2):	M. Smith-Nicholls & K. Walker
PE:	M. Griffiths
French:	C. Phung
RE:	M. Noble
PSHE/SEAL:	A. Pengelly
Art:	K. Peacock
Music:	J. Proudlove & A. Dalton
OTCL:	A. Pengelly
First Aid Coordinator	Mr J Platt with Mrs A Jones (assisting)
Person responsible for reporting Accidents/incidents	Mr J Platt/ Mrs E Sirah
First Aiders (First Aid at work Certified)	Mr J Platt Mrs A Jones Miss A Tsent Mrs J Denney Mrs Y Streeter Mrs A Mead

7 further staff are trained in either Emergency First Aid at Work, or Paediatric First Aid.

Names of Postholders:

Chair of Local Academy Board:	Mrs K Rolfe
Executive Head Teacher:	Mr J Greenwood
Head of School:	Mr R Ali
Deputy Head Teacher:	Mrs A Wilson
SENCo	Mrs S Coppard
School Business Manager:	Mrs I Skelley
School Secretary:	Mrs E Sirah
School Administrator	Mrs Y Streeter
Site Manager/Premises Co-ordinator	Mr J Platt