



Learn today **LEAD TOMORROW!**

National and local guidance in relation to the Covid 19 pandemic may over rule aspects of this policy.

Health and Safety Policy

(please read this in conjunction with the Stour Vale Trust HS policy)

STATUS:

Approved

REVIEW DATE:

September 2022

“The Academy believes that inclusive practice is central to developing quality teaching and learning. As such we endeavour to provide a supportive framework that responds to pupils’ needs and overcomes potential barriers for individuals and groups of pupils and to ensure that pupils of all abilities and needs are fully included in the life of the school. The ethos of this statement underpins all Oldbury Academy’s policies.”

Part One Statement of Intent

This policy is issued in accordance with the Health and safety at Work Act (1974) and subsequent legislation.

The Stour Vale Academy Trust and Oldbury Academy Local Governing Body believe that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the academy.

Oldbury Academy is committed to:

- Accepting its obligations with regard to the health and safety of its employees, contractors, clients, customers and pupils.
- Matters of health and safety having an equal place alongside all education activities within the academy.
- Upholding the commitments laid down in both the Trust's ([SV Trust Health and Safety Policy_01.pdf](#)) and Oldbury Academy's Health and Safety Policies and practices.
- Preventing accidents and work related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities in order to provide a safe and healthy working and learning environment.
- Recognising health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.
- Ensuring that all employees within the academy have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.
- Providing staff with effective information, instruction, training and supervision.
- 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 adequate welfare facilities exist at the academy and that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.
- Developing safe systems of work that become an integral part of the academy ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organizational weakness and action taken to ensure continued development and improvement.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Co-operating with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, Oldbury Academy that the high standards we set ourselves will be achieved.

Signed by Chair of Governors: _____ **Date** _____

Signed by Head Teacher: _____ **Date** _____

Policy Objectives

These are the objectives of Oldbury Academy

- To work towards the prevention of occupational injury and ill health to all members of staff and pupils.
- To ensure that those using the academy premises are not subjected to unacceptable risk as a result of activities of the academy.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that contractors and agents of the academy are aware of and work towards the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

Part Two

Organisational Responsibilities

The Governing Body

The Governing Body, in consultation with the Head Teacher will ensure:

- A clear written policy is developed, implemented and communicated which promotes the correct attitude towards safety in staff and pupils.
- Where additional responsibilities for health, safety and welfare are allocated to specific staff, those persons are informed of their responsibilities.
- Staff have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear work procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The academy's health and safety policy and performance is reviewed annually.

The Head Teacher

In addition to the general duties of all members of staff, the Head Teacher has responsibility for day-to-day development and maintenance of safe working practices and conditions for all staff, pupils, visitors and any other persons using the premises, and will take all reasonably practicable steps to achieve this.

The Head Teacher needs to be familiar with the content of the Health and Safety Policy, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity. He must, on behalf of the Governing Body, ensure this policy and relevant legislation is implemented.

The Head Teacher will ensure that on a day-to-day basis:

- All employees carry out their health and safety duties and responsibilities.
- All necessary and appropriate action is taken to ensure safe working practices and procedures are maintained at all times.
- Arrangements are in place for the effective consultation with staff and nominated trade union representatives regarding health and safety matters.
- Staff with identified health and safety responsibilities are formally notified and adequately trained and resourced. The Head Teacher needs to ensure that these individuals carry out these responsibilities, and take appropriate action (including disciplinary if required) where these are not being carried out.
- Responsible staff will provide appropriate information regarding significant hazards to visitors and contractors.
- Appropriate risk assessments are completed to allow prompt identification of potential hazards and where appropriate ensure that the Governing Body is made aware of the findings.
- Any defects in the premises, plant, equipment or facilities which could relate to or affect the health and safety of staff, pupils and others are made safe as is reasonably practicable.
- Responsible staff adopt a programme of inspection and maintenance of work equipment to make sure it remains in a safe condition.
- Accident/incident information is reviewed and investigations are carried out. Remedial action to prevent reoccurrence should be implemented where appropriate.

Heads of Department and Senior Staff

As well as the general duties that all members of staff have, supervisory staff will be directly responsible to the Head Teacher or their representative, to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant departments and areas of responsibility.

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

- Apply the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of health and safety procedures and arrangements.
- Carry out suitable & sufficient risk assessments of the activities for which they are responsible.
- Resolve health & safety problems that members of staff refer to them, or refer to the Academy's Operations Manager / Head Teacher any problems which they cannot resolve to a satisfactory conclusion with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Provide sufficient information, instruction, training and supervision to the staff they are responsible for.
- Investigate any accidents/near misses that occur within their area of responsibility and record the details on the Academy's Incident Form (Form 012).
- Keep up to date on health and safety developments within their subject area and ensure that due regard is paid to matters of health and safety within their department.
- Where appropriate, produce safe systems of work for the use of specialist rooms and equipment, and ensure that staff and pupils are familiarised with them.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Be familiar with, and co-operate to ensure the implementation of the Academy's Health and Safety Policy and all relevant policies, procedures and safe systems of work.
- Ensure that all health and safety advice and guidance is implemented in their subject area together with adherence to health and safety standards within subject areas.
- Give clear oral and/or written safety instructions and warnings to pupils when necessary.
- Use personal protective equipment if supplied for specific activities and any other safety equipment as provided and instructed.
- Make recommendations to their Line Manager/s on health and safety equipment and on additions or necessary improvements to plant, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary provide special lessons on health and safety in line with National Curriculum requirements for safety education.
- To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
- Avoid bringing personal items of equipment into the academy without authorisation and ensure approved items are PAT tested, where necessary.
- Report all accidents, incidents, defects and dangerous occurrences to their Line Manager, the academy's Operations Manager or Head Teacher.

Academy Operations Manager

The academy Operations Manager has the following responsibilities:

- To coordinate and manage the annual HS risk assessment process for the academy.
- To coordinate the annual general workplace monitoring inspections and performance monitoring process.
- To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the academy generally.
- To present action plans, reports and audits to Governors as required.
- To investigate incidents and make recommendations for remedial work to prevent similar incidents from reoccurring.

Academy Health and Safety Representatives

The Governing Body and Head Teacher recognise the role of Health and Safety Representatives 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 inspections within directed time but, wherever practicable, outside teaching time.

Duties of all Employees (including temporary and voluntary)

Apart from any specific responsibilities that may have been delegated to them, all employees must:

- Be familiar with the contents of the Academy Health and Safety Policy and any other policies affecting their areas of activity.
- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Co-operate to ensure the implementation of the Academy Health and Safety Policy and all relevant policies, procedures and safe systems of work.
- Act, in the course of their employment, with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on Health & Safety issued by the Academy or any other person authorised for a relevant aspect of Health & Safety.
- Report all accidents/incidents and near misses in accordance with established procedures.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious nature or are in imminent danger.
- Inform their Line Manager of what they consider to be shortcomings in the academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- Ensure that if authorising work to be undertaken or authorising the purchase of equipment the health and safety implications of such work or purchase are considered.
- Attend health and safety training and briefings as directed, and work in accordance with the training/instructions received.
- Inform their Line Manager if for any reason instructions on health and safety cannot be implemented.
- Use all plant, equipment and personal protective equipment & clothing in accordance with instructions and training provided.
- Carry out user checks on portable electrical equipment prior to use and operate such equipment in accordance with manufacturer's instructions.

- Cease work where there is imminent danger of harm and report immediately to their line manager.
- Assist as required with the carrying out of risk assessments.
- Not interfere with or misuse anything provided in the interests of health, safety or welfare.
- Behave at all times in a manner so as not to put themselves or others at risk by what they do or fail to do.

Pupils

Pupils, in respect of their age, are expected to:

- Exercise personal responsibility for the health & safety of themselves and others.
- Observe standards of academy uniform/ dress code consistent with safety and/or hygiene.
- Observe all the health & safety rules of the academy and in particular the instructions of staff given in an emergency.
- Not willfully misuse, neglect or interfere with facilities or equipment provided for their health & safety.

Visitors, Members of the Public and Volunteers

- Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the academy to protect them when using the academy premises or land.
- Where volunteers are employed to undertake work on behalf of the academy they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Mitie Facilities Management

Mitie Facilities Management (as appointed through the agreement between Sandwell Metropolitan Borough Council and Sandwell Futures Ltd) will provide the academy with a facilities management service in accordance with the contract and will:

- Operate a fully documented Health and Safety management system.
- Provide a systematic approach to planning, implementing and monitoring appropriate Health and Safety arrangements, which are designed around the principles of HSG65 - Successful Health and Safety Management and are fully certified to the OHSAS 18001 standard.

The Health and Safety systems used by Mitie Facilities Management ensure the provision of a safe working environment, which is designed around the following principles:

- Systematic and pro-active approach to Health and Safety
- Health and Safety measurement, target setting and reporting that allow demonstrable high performance
- Assurance of full legal compliance
- Emphasis on continuous improvement
- Risk management: anticipation, prevention, controlled and monitored Independently audited safety management system
- Reduction in accidents and ill health, increasing efficiencies
- Total integration of H&S management systems with the Quality (1509001:2000), and Environmental Management Systems (ISO 14001).

(Extracted from schedule 2, section 6 of the contract)

Part Three

General Arrangements, (systems and procedures) Health, Safety and Welfare

1. **Chair of Governors**

The Chair of governors is responsible for the coordination of this policy and monitoring its implementation.

2. **Governing Body**

The Governing Body will consider all health and safety matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

The following procedures and arrangements have been established within our academy to minimise health and safety risks to an acceptable level.

3. **Risk Assessments**

3.1 *General*

The law requires us to identify and assess significant workplace risks; it encourages us to focus on the risks that really matter in the workplace - the ones with the potential to cause real harm. This should involve a process of analysing hazards, assessing risks and selecting risk reduction measures.

The law does not expect us to eliminate all risk, but, we are required to protect people as far as 'reasonably practicable'. In many instances, simple straightforward measures can be effective in controlling risks.

Risk management should be about practical steps to protect people from real harm and suffering - based upon practical measures and not paperwork alone.

Risk assessments will be carried out by nominated competent personnel and will include the risks to the health and safety of employees to which they are exposed while there are at work; and the risks to the health and safety of other persons arising out of or in connection with work activities.

Risk assessments will be reviewed at least every 12 months; and in addition, where there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

For new operations, substances, plant and equipment it is particularly important that risk assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

The significant findings of the assessment will be recorded.

3.2 *Fire*

An operational (*Level 1*) fire risk assessment will be carried out by the academy and reviewed annually, or following significant changes.

A technical building fire risk assessment will be completed by Mitie Facilities Management who will provide a copy of the risk assessment to the academy if requested.

It will be the responsibility of Mitie FM to rectify any issues highlighted in the technical fire risk assessment, which must be made available for inspection by any fire officer undertaking an inspection of the academy

3.3 *Curriculum Activities*

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety Codes of Practice.

The academy recognises that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks associated with the tools, equipment, materials and processes they plan for students to use.

All non-teaching assistants must be apprised of the safety procedures and practices relating to any activity that they support.

Schemes of work to be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitability of class/group size.
- Suitability for whole class/group activity or participation.
- Where particular skills need to be taught.
- Need for personal protective equipment (PPE).
- The levels of hygiene required.

3.4 *New and Expectant Mothers*

The Management of Health and Safety at Work Regulations specifically require employers to take particular account of risks to new and expectant mothers and their children when assessing risks from work activities. The employer is required to take preventive and/or protective action when informed in writing that a woman is pregnant or is a new mother.

Risk assessments must consider the health and safety of new and expectant mothers and their unborn or newborn baby. All managers must take account of women of child-bearing age when carrying out and reviewing their risk assessments, and must identify the preventive and protective measures that are required.

The risk assessment must identify the hazards **and** who might be harmed (new or expectant mothers or their children).

There could be different risks depending whether women are pregnant, have recently given birth, or are breastfeeding.

3.5 *Display Screen Equipment (DSE)*

The majority of staff within the academy are not considered to be DSE users. Any member of staff who is a user of DSE must complete a DSE assessment for the workstation(s) where they work.

Line Managers will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

3.6 *Manual Handling*

Any activities that involve significant manual handling tasks shall be risk assessed (form P24 Manual Handling Risk Assessment). This initial assessment will identify if there is a significant risk of injury.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Managers are responsible for assessing the appropriate approach to handling tasks and should seek help / advice from the Operations Manager or other appropriate sources if required.

3.7 *Glass and Glazing*

The maintenance of all glazing in the building will be managed by Mitie Facilities Management. Damage to glass or glazing should be reported through the Mitie Help Desk.

Glass in furniture, such as display cabinets, should be of the appropriate safety standard.

3.8 *Hazardous Substances*

Where hazardous substances are used line managers or heads of department themselves or a designated employee must undertake a Control of Substances Hazardous to Health (CoSHH) Risk Assessment and adopt a hierarchy of control measures that seeks to eliminate or substitute risk first and foremost.

Employees must not use hazardous substances that have not been through the assessment process.

3.9 *Violence and Aggression*

Line managers and/or heads of department are responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. Staff must report all incidents of violence and aggression in the same manner as accidents.

Oldbury Academy is aware that acts of violence against its employees present an occupational hazard and is committed to taking positive action to reduce or eliminate the risks to which employees are exposed. The Academy aims to ensure, so far as is reasonably practicable, that employees are protected from potentially violent incidents whilst undertaking their work duties.

An incident form should be completed for all acts of non-consensual violence done to a person at work. The term non-consensual has been used to exclude injuries arising from situations where the injured person has agreed to a violent act taking place e.g. injuries arising from certain sporting activities.

3.10 *Stress*

Managers will include workplace stress as part of the risk assessment process, identifying areas of concern, and implement appropriate control measures, so far as is reasonably practicable. (e.g. workload and the level of control they have over the pressure of work. The support received from others in meeting these pressures. Strategies they use to respond to work pressures.).

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means of support to manage stress and assist staff.

3.11 *Lone Working*

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. These might include the provision of mobile phones, two-way radios and other means to monitor staff whereabouts.

Staff have a responsibility to ensure their own health and safety and to assist in the operation of any system designed to provide for their safety.

Managers should also be sensitive to special needs which may arise for employees as a result of a medical condition or disability (whether permanent or temporary) and also to the needs of women who may be, or may feel at, greater risk whilst lone working.

Managers need to be clear therefore about what the risks being faced by employees are. It may be appropriate to calculate more than one risk rating to differentiate between different activities, times of day etc. rather than taking a blanket approach and treating lone working as a standard entity.

Control measures for lone working are not necessarily aimed at preventing an incident occurring but at reducing the effects of such an incident.

3.12 Working at Height

Line managers should ensure that a suitable and sufficient risk assessment is completed before any work at height takes place. Appropriate control measures must be put in place to ensure that the hazards are eliminated where possible, or reduced to the lowest possible level.

All access equipment should be suitable for purpose, checked before use and maintained in good condition; domestic step ladders should not be used. Equipment should only be used by staff who are trained and competent to use it.

Items for storage which are used regularly should be stored at an accessible height.

Staff who are lone working should not work at height.

Maintenance work should be completed by competent staff.

Mobile scaffolding should only be erected & used by staff that are trained and competent.

4 Vehicular and Pedestrian Movement on Academy Sites

Segregated access for vehicular and pedestrian traffic shall be in place where it is possible / practicable to do so. Pedestrian access to the main entrance is through a pedestrianised area which has a barrier access for emergency vehicles.

5 Employee Training

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- risk assessment;
- monitoring activities;
- the occurrence of accidents and incidents of violence and aggression;
- new legislation;
- updated information and technology;
- new procedures or changes to existing procedures;
- the results of health and safety audits.

6 Emergency Procedures

6.1 Fire Precautions, Procedures and Evacuation

Details of the academy's fire procedures are contained within the academy's Fire Log Book and on the electronic Staff Common area (Drive T). A copy of the evacuation procedure and assembly points is circulated to all staff and is updated as appropriate.

An operational (*Level 1*) *Fire Risk Assessment* is carried out by the academy and reviewed every 12 months and a technical building fire risk assessment is completed by Mitie Facilities Management (FM) who will provide a copy of the risk assessment to the academy if requested.

The academy conducts fire evacuation drills once every term. The Academy's fire procedure and evacuation plans are included in the academy's Notes for Guidance, and circulated to all staff. There is also an interface fire plan between the academy and Mitie FM.

All fires should be reported to the Fire Service and an investigation should be carried out by the academy in liaison with Facilities Management.

All staff will receive training in basic fire safety awareness, with specific staff receiving more in depth practical training depending on their role. In the Line of Fire training is an on-line fire training package available to all academy staff and should be completed on an annual basis, unless other alternative training has been provided.

The maintenance of all fire equipment will be managed by Mitie FM. The maintenance records and risk assessment must be made available for inspection by any fire officer undertaking an inspection of the academy.

6.2 *First Aid*

In accordance with the Health and Safety (First-Aid) Regulations 1981 the academy will provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

On the basis of suitable and sufficient risk assessment, the academy will appoint a sufficient number of first aiders in order to attend to people injured or taken ill.

Details of first aiders and the location of first aid boxes will be displayed on up to date notices throughout the academy.

Where first aid is provided for staff and pupils, schools should ensure that provision for employees does not fall below the required standard and provision for pupils and others complies with other relevant legislation and guidance.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing e.g. disposable gloves and disposable aprons.

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury, the injured person is not to be moved, unless in danger, until assessed by a nominated first aider. The nominated person will decide what action is to be taken but if there is any doubt as to the severity of the injury the advice is to get immediate medical attention by calling 999 for an ambulance. In cases involving pupils, the parent/guardian should be contacted as soon as possible.

For cases involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/guardians will be contacted in line with the first aid policy.

6.3 *Accident/Incident Recording and Reporting*

Reporting:

- (a) All employees are required to report accidents using the academy's incident report form available on the electronic Staff Common Drive (T).

- (b) The academy will maintain a supply of incident report forms for their employees.
- (c) In the case of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:

Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on the academy premises.

- Any person being taken from the scene of an accident to hospital for treatment.
- Any dangerous occurrence as identified by the HSE.
- Any fire.

The Academy's Operations Manager must be notified immediately in any of the above situations so that the appropriate arrangements can be made. The Academy's Operations Manager is responsible for notifying the HSE and Risk Management Services if appropriate.

Investigation:

- (i) For every accident a Leading Manager will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) A Leading Manager may ask for the advice and/or assistance of the Academy's Safety Officer when completing investigations.

Pupils.

Minor incidents to pupils, for example a grazed knee from a fall in the playground, could be recorded on a simple one -line entry form for each incident. The completed form should be retained at the academy/premise.

Major injuries to pupils, e.g. a broken bone or an accident which requires a child being taken to hospital from the academy, should be recorded on the Academy Incident Form 012. The incident form should be fully completed and forwarded to the Academy's Operations Manager as soon as possible.

Any accident where first aid is administered must be recorded in the first aid book, usually by the first aider that attended.

Staff.

Any injury, whether it is major or minor should be reported on form 012 and the completed form forwarded to the Academy's Operations Manager.

When a member of staff is absent from their employment for more than seven consecutive days, as a result of an injury sustained at work, the Academy has a legal duty to report such an absence to the Health and Safety Executive within ten working days (Operations Manager).

6.4 *Violent Incidents*

Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The academy will maintain a supply of incident report forms for their employees.

- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, the academy's Operations Manager should be notified immediately.

The Academy's Operations Manager is responsible for notifying the Health and Safety Executive and the Risk Management Section if applicable.

For each incident of violence and aggression, a Leading Manager must determine what action is appropriate in respect of both the employee and the incident.

6.5 Administration of Medication

Parents have the prime responsibility for their child's health and should provide the academy with information about their child's medical condition. This can be done by completing Form SS12A. Parents, and the child if appropriate, should obtain details from their child's GP or paediatrician, if needed. The NHS school nurse service will be approached to provide additional background information for staff.

There is no legal duty requiring academy staff to administer medicines. However, prescribed medication for an individual child can be stored in the first aid room and self-administered by students under the supervision of a first aider or other delegated member of staff. The Academy will only accept medication with a completed consent form from parents, as outlined in the Medication Policy.

7 Inspection and Testing of Equipment

7.1 Portable Electrical Appliances

The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations, in respect of portable and transportable electrical equipment, recommends three types of maintenance regime. These are user's visual checks, formal visual inspections and combined inspection and tests.

Combined inspection and testing of portable electrical equipment will be done in accordance with the Mitie Facilities Management contract and operational procedures. Combined inspection and tests will be carried out by a competent person using a portable appliance tester. Suitable and sufficient records will be maintained by Mitie Facilities Management and copies should be provided to the academy.

Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

Any item failing an inspection/test should be taken out of service immediately until such time as it can be repaired and retested, or a decision is made to scrap the item.

Any new electrical equipment may be put into service immediately and will be included for inspection/testing at the next round.

Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the Academy's premises until it has been inspected and tested.

7.2 PE Equipment/Fixed Playground Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the Head of PE will assess whether the equipment can remain in use or whether it needs to be taken out of service. On an annual basis an independent contractor inspects all PE equipment and remedial work or recommendations are implemented.

7.3 *Ladders and Access Equipment*

Line managers or heads of department will ensure that equipment used for working at height is subject to a visual inspection before use. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Defective equipment should be taken out of use immediately.

The erection and use of mobile scaffold will only be undertaken by a trained and competent person, or under the supervision of a competent person.

7.4 *Fume Cupboards/LEV*

Fume cupboards within schools are liable to inspections every 14 months to ensure that they adequately protect staff, pupils and other users from exposure to hazardous gases.

LEV filters/hoppers need emptying on a regular basis. Activities that result in excessive quantities of dust should be controlled. Woodwork areas in D&T are subject to specific dust risk assessments, the use of FFP2 or FFP3 face masks for specific activities and a health surveillance process for staff who work in these environments.

LEV systems need annual inspection and maintenance checks.

8 *Management of Contractors*

All work being undertaken by contractors should be done under the direction and management of Mitie Facilities Management.

Mitie Facilities Management has a responsibility to ensure that contractors on site do not endanger the health and safety of academy employees, pupils and the public. Mitie staff will obtain the contractor's risk assessments and method statement for the work being undertaken. They will also inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

9 *Management of Asbestos*

Asbestos logs and records shall be held and maintained by Mitie Facilities Management.

The Facilities Management Company are responsible for the management of asbestos on the academy site and have a duty to prevent exposure to academy staff, pupils, contractors and visitors. Academy Staff should adhere to any instruction or information relating to asbestos that is issued to them by the facilities management company.

The presence of asbestos containing materials must be considered prior to any work being undertaken at the academy by members of staff, contractors or volunteers.

To minimize the risk from materials containing asbestos on the academy's premises, the academy will maintain a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos.
- Following the instructions of the facilities management company relating to the management of asbestos.
- Ensuring the Facilities Management Company are aware of any plans for improvements or minor works (including re-decoration) prior to commencement.

10 *Voluntary Workers on Academy Sites*

If it is intended to use volunteers to carry out practical work on the academy site this must be agreed with the Facilities Management Company. The Facilities Management Company will require details of the competency of the worker before commencement i.e. their skills, knowledge and experience. The Facilities Management Company will also require a copy of the risk assessment and method statement for the proposed work.

11 *Offsite Educational Visits/Activities*

Under the Health and Safety at Work (etc.) Act 1974 employers are responsible for the health, safety and welfare of their employees. In turn the employees are also under a duty to ensure, as far as reasonably practicable, the health and safety of anyone else on the premises or anyone who might be affected by their activities. This includes participants in offsite and out of hours' activities.

There is a specific offsite policy and guidance which must be followed by all academy staff for any offsite activity.

The academy uses an electronic system called Evolve to record & approve all offsite activities. The Evolve system, along with the services of an Offsite Advisor, is currently provided through a service level agreement with Cambridge City Council. The academy has two trained offsite coordinators who approve all offsite visits. Visits that fall into the adventurous activity or overseas category also require approval from the Offsite Advisor.

12 *Academy Transport*

Only staff who hold a current valid mini bus driver permit are permitted to drive the academy minibus.

Staff who use their own car to travel for business related purposes must confirm that their insurance policy covers them for this purpose.

The transport of students in staff cars should be avoided where possible. If unavoidable then consent should be obtained from parents; the member of staff should confirm they have business insurance and students should be transported in groups whilst sitting in the back of the vehicle.

Transport used for trips should be provided by reputable companies who are able to provide documented information to reinforce their competence.

13 *Personal Protective Equipment (PPE)*

PPE should be considered as the last resort to manage a hazard rather than the first. Line Managers will assess, on the basis of risk assessments and CoSHH assessments, the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided to employees by the academy. Staff are responsible for ensuring that they use PPE where it is provided and Managers should monitor this.

Organisation Chart

