

HOWARD COMMUNITY ACADEMY

HEALTH & SAFETY POLICY

THIS POLICY WAS APPROVED:	MARCH 2025
POLICY VERSION:	VERSION 5.0
THIS POLICY WILL BE REVIEWED:	JULY 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF OPERATIONS
THIS POLICY WAS CONSULTED WITH:	TRUST BOARD
THIS POLICY WAS DISTRIBUTED TO:	ACADEMIES LEADERSHIP GROUP

Statement of General Policy on Health, Safety and Welfare

Howard Community Academy believes that health and safety is paramount in all areas of its activities. Howard Community Academy is committed to providing its pupils and employees with safe places of learning and work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or any persons that could be impacted by its activities.

We shall ensure, so far as is reasonably practicable, the health and safety and welfare of our staff, pupils and any visitors to our premises, and will incorporate the Health and Safety Policies and Statutory Regulations, in particular the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

Howard Community Academy aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to academy activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the academy's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff and the recognised appointed safety representative to ensure compliance.

Employees have a duty to protect themselves and others by working safely, co-operating with Anglian Learning, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed

Headteacher

Date.....

Review Date.....

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1. Organisation and Responsibilities for Health, Safety and Welfare

- 1.1. In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the Trustees have approved the following organisational structure. Duties and responsibilities have been assigned to Staff as laid out below.

2. Headteacher

- 2.1. Overall responsibility for the day-to-day management of Health and Safety rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise the Director of Operations of any areas of health and safety concerns that may need to be addressed by the allocation of funds.
- 2.2. Matters requiring particular consideration by the Headteacher will include:
- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
 - Adequate staffing levels for safe supervision;
 - The delegated responsibility for maintenance of the premises;
 - The purchase of equipment to meet appropriate safety standards;
 - The provision of appropriate protective clothing where necessary;
 - The purchase and maintenance of first aid materials and firefighting appliances;
 - The funding of necessary safety training for staff;
 - The arrangements for securing health and safety assistance from a competent source;
 - The provision of appropriate health and safety information to Director of Operations;
 - Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
 - Contribution to the Trust Asset Management Plan to ensure appropriate planning and resourcing of health and safety matters requiring attention
 - Ensuring the management and monitoring of the Critical Incident and Business Continuity Plan
 - All staff have read and acknowledged the Health & Safety Policy.
- 2.3. The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.
- 2.4. The Deputy Headteacher or a member of senior leadership team is responsible for these matters if the Headteacher is not on site.

3. Premises and Estates Manager

3.1. The Headteacher may delegate to the Premises and Estates Manager, a number of duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will:

- Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;
- Formulate the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Ensure a termly evacuation drills and weekly fire alarm tests etc are completed and logged
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- Co-ordinate the statutory inspections and testing as required, ensuring all areas of the establishment and all activities are covered;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- Prepare Health & Safety premises report for the Headteacher in preparation of the Director of Operations meetings. Undertake termly H&S site audits with the Headteacher, reporting back to the Director of Operations.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Advise the Director of Operations as part of the premises report of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in the local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

4. Educational Visits Coordinator

4.1. The Headteacher will delegate to the Educational Visits Coordinator the duties as set out in the Educational Visits Policy. More specifically the post holder will:

- Oversee all arrangements for educational visits and academy journeys. Advise and promote on training for educational visits. Develop and monitor risk assessments for educational visits.

5. Middle Leader/Teacher responsibility

5.1. All Middle Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the academy's policy statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of

responsibility will:

- Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.;
- Ensure that all accidents are investigated with a view to preventing a recurrence;
- Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency;
- Remove from use and inform the Site lead of any equipment / appliance which has been identified as being unsafe and which is in need of repair;
- Ensure that adequate levels of class supervision are available at all times;
- Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Primary and Estates Manager
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- Identify specific staff health and safety training needs and inform the Premises and Estates Manager accordingly;
- Consult with all staff on any matters that may affect their health or safety whilst at work;
- Carry out departmental induction training including any specific information and training that may be necessary because of activities that are peculiar to the department;
- Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Premises and Estates Manager;
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk;
- Ensure that good standards of housekeeping are maintained;
- Consult the Trust's or Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

6. Employees

- 6.1. All employees are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. academy trips. Teachers / TA's / Supply staff shall:

- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- Be aware of the academy's health and safety policy and any local rules and arrangements, which may apply specifically to the department concerned;
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/lockdown etc.;
- Ensure that pupils follow academy / departmental safety rules and that protective equipment is worn where appropriate;
- Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- Ensure safety devices e.g. machinery guards are in good condition and are used;
- Report any defective equipment to the Site Lead;
- Investigate all accidents (including near misses) in conjunction with Headteacher, which occur through activities organised/supervised by the school;
- Propose for consideration any improvements, which they consider, would improve health or safety standards within the department;
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking academy parties off site on educational visits.

6.2. All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

6.3. Employees must also co-operate with the Trust central staff and senior leadership of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- To participate in the risk assessment process and comply with findings;
- To report all defects in the condition of the premises or equipment to which they become aware;
- To report all accidents according to the procedures included in Part 3 of this document;
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- To make use of all necessary personal protective equipment provided for safety or health reasons;
- To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- Follow all relevant codes of safe working practice and local rules;
- Report any unsafe working practices to the Head of Faculty / Head of Operations.

7. Site Manager /Caretaker (Below will need to reflect the JD)

7.1. The Site Manager is responsible to the Headteacher. Duties include:

- Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- Participating in the termly health and safety checklist paying particular attention to the building structure, services, access to/egress from the academy, main circulation areas etc.;
- Ensuring that other site supervisory staff (cleaners, for example) are adequately supervised;
- Identifying any particular health and safety training needs of supervisory staff in the group;
- Ensuring that staff within the group are not involved in activities outside their limitations;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the academy, the LEA etc.
- The Site Manager must ensure they have been made aware and are familiar with the academy's Safety Policy and procedures and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g.-storage arrangements, materials; equipment; substances etc.)
- Under section 6 of the Health and Safety at Work Act the Site Manager are responsible for ensuring that everything received from suppliers (for direct academy use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use. (NB of Manufacturers' Data Sheets and COSHH risk assessment);
- The Site Managers must inform the Premises and Estates Manager whenever contractors are due to enter the academy to undertake maintenance, service or works contracts;
- Overseeing the safety and security of the academy site, ensuring regular monitoring of lighting and changes for daylight saving.
- Oversee and update COSHH register, data sheets and COSHH risk assessments.
- Oversee risk assessments are in place including statutory site risk assessments.
- Oversee statutory compliance and update the Every Property Compliance Software.

8. Pupils

8.1. All pupils must be encouraged to follow all safe working practices and observe all Academy safety rules. All pupils will:

- Follow all instructions issued by any member of staff in the case of an

emergency

- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation, which may affect their safety;
- Movement of students through corridors between lessons is carefully monitored by staff.

9. Staff Safety Representatives

9.1. Health and Safety at work law makes provision for the appointment of trade union appointed safety representatives from amongst the employees. Where a representative is appointed, the safety representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace
- To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- To make representations to the Headteacher via the Premises and Estates Manager on general matters affecting the health, safety and welfare of employees
- To carry out workplace health, safety and welfare inspections and keep up to logs
- To attend any safety committee meetings;
- To co-operate with his employers in promoting health and safety at work.

9.2. None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

N.B All high risk subjects should be represented

Health and Safety reporting

Health & Safety overview in the primary sector will be reported by the Headteacher to the Health and Safety Advisor termly. The Premises and Estates Manager Primary Hub will support the Headteacher with an up-to-date report in order to develop and implement measures to ensure the health and safety of all employees, pupils and others that may be affected by the academy's activities. See appendix 5

10. Health and Safety Advisor

- 10.1. The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent people to assist them with the implementation and provision of health and safety measures.
- 10.2. The Health and Safety Advisor has been employed to ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

William Evans
Email: wevans@anglianlearning.org
M: 07949756210
T: 01223 983088

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording and Investigation

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook and Managing Medical Needs and First Aid Policy. This procedure must be brought to the attention of Heads of Faculty:

Employees must report all accidents, incidents, near misses, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the Incident Reporting and Management Procedure.

- All accidents must also be recorded on the Every system regardless of severity. The person responsible for First Aid must fully investigate accidents, containment action should be taken immediately to prevent further occurrences whilst longer term remedial action is implemented to provide lasting mitigation. Actions should be clearly recorded against the report.
- Similarly, all near miss incidents must be reported into the Every system. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later, outcomes should be clearly recorded. (e.g. faulty systems of work, plant, equipment, fittings etc., must be attended to as soon as possible and clearly labelled to that effect).
- All accidents, dangerous occurrences and reports of ill-health meeting the threshold for RIDDOR (as guided by the Incident Reporting and Management Procedure) must be reported as soon as possible using the RIDDOR reporting form on Connect ([Anglian Learning Trust RIDDOR Reporting Form](#)). Notification will be sent to the Health & Safety Advisor who will assist in the investigation and subsequent reporting, if necessary, to the HSE. Copies of the submission will be retained centrally but also provided to the First Aid coordinator for keeping locally.
- All deaths and major injuries must be reported immediately to the Health and Safety Advisor on 07949756210 or 01223 983088.

2. Asbestos

The Site Manager will be responsible for Asbestos, location of asbestos survey, updating of the Frontline Asbestos Portal, arrangements to ensure contractors and others such as site supervisors etc. have sight of asbestos report prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager / checking manual, how staff should report damage to asbestos materials. A copy of the current Asbestos report is to be kept with the contractors signing in book.

- 2.1. Any asbestos that is likely to be disturbed or removed is to be done using approved Licensed Contractors in accordance with the Asbestos at Work Regulations;

- 2.2. The Site Manager will also be responsible for setting out safe systems of maintaining the fabric of the buildings and making the Director of Operations aware of any specific problems, through the Headteacher.

3. Building Services

To ensure some systems of work (such as working at height or working in confined spaces) are carried out safely, systems of work will be prepared by the person undertaking the activity detailing how the work should be carried out. These will be used with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

The Site Manager shall be responsible for making arrangements of the induction of contractors to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, signing in on 5Cs system. Contractors working on the academy premises are required to identify and control risks arising from their activities and to share this information with the academy in advance of work starting. Contractors will inform the Site officer of all potential risks to staff, pupils and visitors. Contractors will be required to provide in advance the documentation and evidence as listed in the Contractors' Handbook.

4. Curriculum Safety

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health and safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the academy which staff must be familiar with e.g. "Safety in PE"].

5. Drugs and Medications

Please refer to the relevant Trust and academy policies.

6. Electrical Equipment

Fixed Electrical Inspection takes place every five years or over a rolling programme of 20% per year

The procedure to be adopted is as a means of satisfying the Electricity at Work Regulations and the IET Code of practice

Portable Equipment – will be tested as per Risk Assessment. Failed equipment must be taken out of operation.

Electrical equipment should not be brought in from home without prior consent. Any items agreed must be PAT tested

Electrical items such as toasters and fan heaters are not permitted on site

7. E-Scooter & E-Bikes

E-scooters fall within the legal definition of a "motor vehicle" therefore the laws that apply to motor vehicles also apply to E-scooters. It is therefore illegal to use an E-scooter as it is not possible to obtain appropriate insurance and the Trust requests that children do not use these as a method of transport to school.

Anglian Learning employees are permitted to use Electrically Assisted Pedal Cycle (EAPC), these do not require a license and do not need to be registered, taxed or insured.

A EAPC must:

- Must have pedals that can be used to propel it.
- Can have more than 2 wheels, for example a tricycle.
- Can be propelled up to 15.5mph without pedalling but only if it's been approved.
- Must not have an electric motor capable of propelling the bike when it's travelling at more than 15.5 miles per hour (mph).

Due to the fire risk that electric batteries pose, Anglian Learning does not permit the charging of EAPC on site.

8. Extended/After School Club / Adult Learning

Please refer to any relevant policies.

9. Fire Precautions and Procedures

The Site Manager is responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points, maintenance of fire exits / escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Location of emergency procedure documents

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located with:

- Head Teacher
- Site Manager

10. First Aid

Please refer to *Managing Medical needs and First Aid Policy*.

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave

Incidents are logged and reported as per incident reporting flow chart.

11. Forest School

Forest School Leader will therefore be responsible for conducting appropriate site and activity risk assessments prior to each session. A five step approach is adopted whereby the following steps are taken:

- Identify hazards and risks.
- Decide who may be harmed and how.
- Evaluate the risks and decide if existing controls are adequate or whether more should be done.

- Record findings, including daily amendments to standing risk assessments based on site visits and observations.
- Review assessments on a regular basis.

Participants, including staff and volunteers, will be informed of potential hazards and methods of working in order to minimise their risk further. When possible all participants will be involved in the risk assessment process as part of their learning.

12. Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard as per Regulation 14.

13. Hazardous Substances

The Trust recognise the need for the academy to carry out risk assessment of all areas in accordance with the regulations.

It is a requirement under the Management of Health and Safety at Work Regulations to carry out risk assessments with other chemicals and all operations involving mechanical and electrical hazards. Heads of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.

Working in conjunction with the academy chemical register and the COSHH package, Heads of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

The Academy recognise there will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc., (e.g. fume cupboards, woodwork. extraction, heat treatment, soldering, etc.).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be logged on the Every system by the Premises and Estates Manager.

14. Housekeeping, Cleaning and Waste Disposal

- 1.1. Cleaning staff are responsible for day-to-day cleaning as per specification for each area. Specialist areas to be deep cleaned at regular intervals as specified;
- 1.2. Staff should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

15. Handling and Lifting

Comply with 'The Manual Handling Operations Regulations 1992, amended in 2002 ('the Regulations').

Consider the risks from manual handling to the health and safety of your employees. Risk assessments and training to be in place for all handling and lifting.

16. Jewellery

Please refer to *Uniform Policy*.

17. Legionella / Water Hygiene

- a. Ensure the academy meets the requirements of Legionella Management in line with current HSE L8 guidance;
- b. To carry out and manage Legionella Risk Assessments and monitoring using competent external contractors to manage water hygiene monitoring including bi annual Legionella risk assessment;
- c. Ensure records are kept and remedial work and examinations have been effective. Records must be uploaded to the Every system

18. Lettings/Shared use of Premises

As per *Lettings Policy*, Terms and Conditions.

19. Lone Working

- d. Duty holders to decide what they need to do to comply with their legal duties towards lone workers under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- e. Involve staff or their representatives when undertaking the required risk assessment process;
- f. Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- g. Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice. When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

20. Maintenance / Inspection of Equipment

Details and records of all Inspections and Testing are recorded on the Every system by the Site Manager. All inspections and testing to take place within statutory guidelines.

21. Medication Policy

Please refer to *Managing Medical Needs and First Aid Policy*.

22. Monitoring and Evidencing the Policy

The Local Governing Board will require, once a year, in the Headteacher's report, a commitment by the Headteacher that departmental self-inspections have been carried out and evidenced the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons.

The Local Governing Board, with the Headteacher, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and

safety matters. Termly Health & Safety audits will be undertaken by the Headteacher and Premises & Operations Manager

23. New and Expectant Mothers

Under the Management of Health and Safety at Work Act there is a duty to consider risks to new and expectant mothers.

Provide a risk assessment taking into account specific risks relating to their working environment. Ensure employees are aware they are required to inform HR of their condition before a workplace assessment can take place.

24. Personal Protective Equipment

PPE to be provided free of charge where risk assessment determines to be necessary.

25. Plant and Machinery

25.1 The Local Governing Board recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

25.2 Staff will be responsible for carrying out periodical checks within- his/her department, using the text, checklists and information as provided in the Health and Safety Manual. It is also recognised that certain items of machinery / equipment require be checking and certificating.

25.3 Staff will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment. They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

26. Reporting Defects

Defects should be reported through the Every System, the Site Manager will arrange any remedial works.

27. Risk Assessments and Guidance Notes

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

Risk assessments relating to general site 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. Curriculum risk assessments are the responsibility of the teacher in charge. Copies of these assessments are held by the relevant departments. Appropriate risk assessment training will be provided to key members of staff who undertake completing risk assessment

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

Premises	Site Manager/Site Team
Curriculum	Teaching staff/Support staff where appropriate eg Teaching Assistant for a pupil
Off-site Visits	Visit Leader
Individual/specific	Line Manager

Areas of work or activities that are deemed to be more hazardous will 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.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in school or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The School has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

28. Signage

Ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing / equipment, registers, logbooks etc.

29. Educational visits / Off-Site Activities

Procedures for field trips and extra-curricular activities are as outlined in the Educational Visits Policy. Where applicable, reference should also be made to the "Educational Visits and Journeys Manual". Activities which fall outside the scope of this document will be organised in-house with written instructions and arrangements conveyed to all interested parties.

30. Smoking

The entire site of each academy is a No Smoking Area

31. Staff Consultation

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed immediately to staff who have a direct interest.

As this will normally relate to a department's activities, the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

32. Staff Health and Safety Training and Development

This will apply to all new employees and to existing employees where there is a change in their Job Description. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. This will form part of employee induction.

Training for will be undertaken by staff who are required to undertake risk assessments as part of their responsibilities.

33. Staff Well-being / Stress

Please refer to Well Being Charter

34. Swimming Pools Operating Procedures (Delete this section if no pool on site)

Normal Operating procedure and Emergency Action Plan, Pool Specific Operating Plan must be kept up to date. Risk Assessments must be completed and reviewed annually and following incident.

35. Use of VDU's / Display Screens

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, staff to minimise risk and analyse workstations should complete a Display Screen Equipment risk assessment. A DSE user is identified as someone who uses a computer for a significant period of time i.e. 1 hour a day.

36. Vehicles on Site

Vehicles are only permitted on site for deliveries or in the identified parking areas.

37. Violence to Staff / Academy Security

37.2 All visitors and contractors are to report and sign in on arrival;

37.2 All staff are required to wear academy identity badges on site

37.3 As part of staff induction, they are required to undertake child protection training and how to deal with intervention of physical violence.

38. Working at Height

38.1 Staff needing to work at height are required to undertake appropriate recognised qualifications (ladders, PASM. High Access, Working at Height);

38.2 Ladders to be checked and recorded on a monthly basis by the Site Manager. Ladders not in use, are to be secured as current regulations state;

38.3 Risk assessments to be completed. Pupils are not allowed to use ladders on site under any circumstances

38.4 Contractors are required to provide their own ladders unless arranged in advance with the Site Manager and sufficient evidence of competency has been provided.

39. Violence and aggression behaviour

Please refer to Prevention and Management of Abuse towards staff policy.

Appendix 1 - What should be reported on the Anglian Learning Trust RIDDOR Reporting Form?

What does “Work Related” mean?

Work-related incidents are incidents that occur during an activity being carried out or organised by an employee in the course of their work.

For example:

- Incidents that occur during school trips or public events organised by an employee.
- Incidents where employees visit or are working at another workplace are harmed.
- Incidents that occur on premises or grounds that are owned or let by the Academy. (I.e. incidents that may be related to premises defects).

What incidents classify as RIDDOR?

Incidents concerning the death, specified injuries, diseases and dangerous occurrences which arise out of, or in connection with, work activities:

- **Deaths** – Regulation 6 of RIDDOR 2013 requires Anglian Learning to report work-related deaths.
- **Specified injuries** - Regulation 4.1 of RIDDOR 2013 requires Anglian Learning to report fractures (other than fingers, thumbs or toes), amputations, permanent loss or reduction of sight, a burn that covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs, a penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- **Over 7-day incapacitation** – Regulation 4.2 of RIDDOR 2013 requires Anglian Learning to report injuries that lead to an employee being away from work, or unable to perform their normal duties for more than 7 consecutive days (excluding the day of injury but including weekends, bank holidays and rest days). These injuries must be the result of an occupational accident or incident, and the report must be made within 15 days of the accident / incident occurring.
- **Dangerous occurrences** – Schedule 2 of RIDDOR 2013 requires Anglian Learning to report cases of dangerous occurrences, these can be considered near misses, but not all near misses are reportable to the HSE. A list of occurrences that would be reportable can be found: *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*

- **Diseases** – Regulation 8 of RIDDOR 2013 requires Anglian Learning to report cases of certain diagnosed reportable diseases, linked to exposure to specified hazards at work. A list of diseases that would be reportable can be found: *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. Diseases such as coughs and colds, stomach bugs etc., or where people with an existing health condition are taken ill (e.g. a fit in a person known to have epilepsy), are not typically reportable. However, the manager may need to monitor increases in such incidents where the work is safety critical, as they may prompt a need for an occupational health review.
- **Non-workers** – Regulation 5 of RIDDOR 2013 requires Anglian Learning to report injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school, if the accident results in the death of the person, and arose out of or in connection with a work activity; or an injury that arose out of a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

N.B. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for several days, the incident is not reportable.

Do road traffic collisions (RTCs) need reporting?

Incidents resulting in the death and injuries of persons, from a road traffic collision, involving a school vehicle travelling on the public highway are not reportable under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

If, for example, another vehicle strikes the school bus while pupils are getting on or off, and pupils are injured and taken to hospital, this will typically be reportable under RIDDOR.

Do Sporting Injuries need reporting?

Sporting activities will have an inherent level of risk by the nature of movement and contact, therefore, not all sports injuries to pupils are reportable under RIDDOR. Organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity, the essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents would include:

- The condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports.

- There was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, a pupil's arm being struck by a trampoline whilst folding the equipment away and a member of staff was not actively involved.

Do incidents that occur during overseas educational visits need reporting?

Incidents that would ordinarily meet the requirements for reporting under RIDDOR, that occur whilst on an overseas trip, are not reportable as the HSE has no jurisdiction overseas. However, the incident should be logged internally.

Minor / superficial injuries?

Bumps, bruises, grazes etc. arising from play/leisure activities (i.e. whose inherent nature means that non-preventable minor injuries are common) do not need reporting on the RIDDOR Reporting Form. However, such injuries should be recorded in a local Incident Log, including details of:

- The injured person's name.
- The injured person's address (unless they regularly attend the establishment e.g. as a pupil or service user).
- Date, time and place of the incident.
- Nature of the injury/illness.
- How the injury occurred.
- First aid given or other action taken. (e.g. informed parents).
- Name and signature of person dealing with the incident.

Information in the log should be treated as confidential. It is good practice to review the local incidents log occasionally, as a pattern of accidents may indicate a weakness in how a play or leisure activity is being managed. For instance, if a high number of accidents occur on play equipment, it may be necessary to restrict numbers using the equipment or improve supervision.

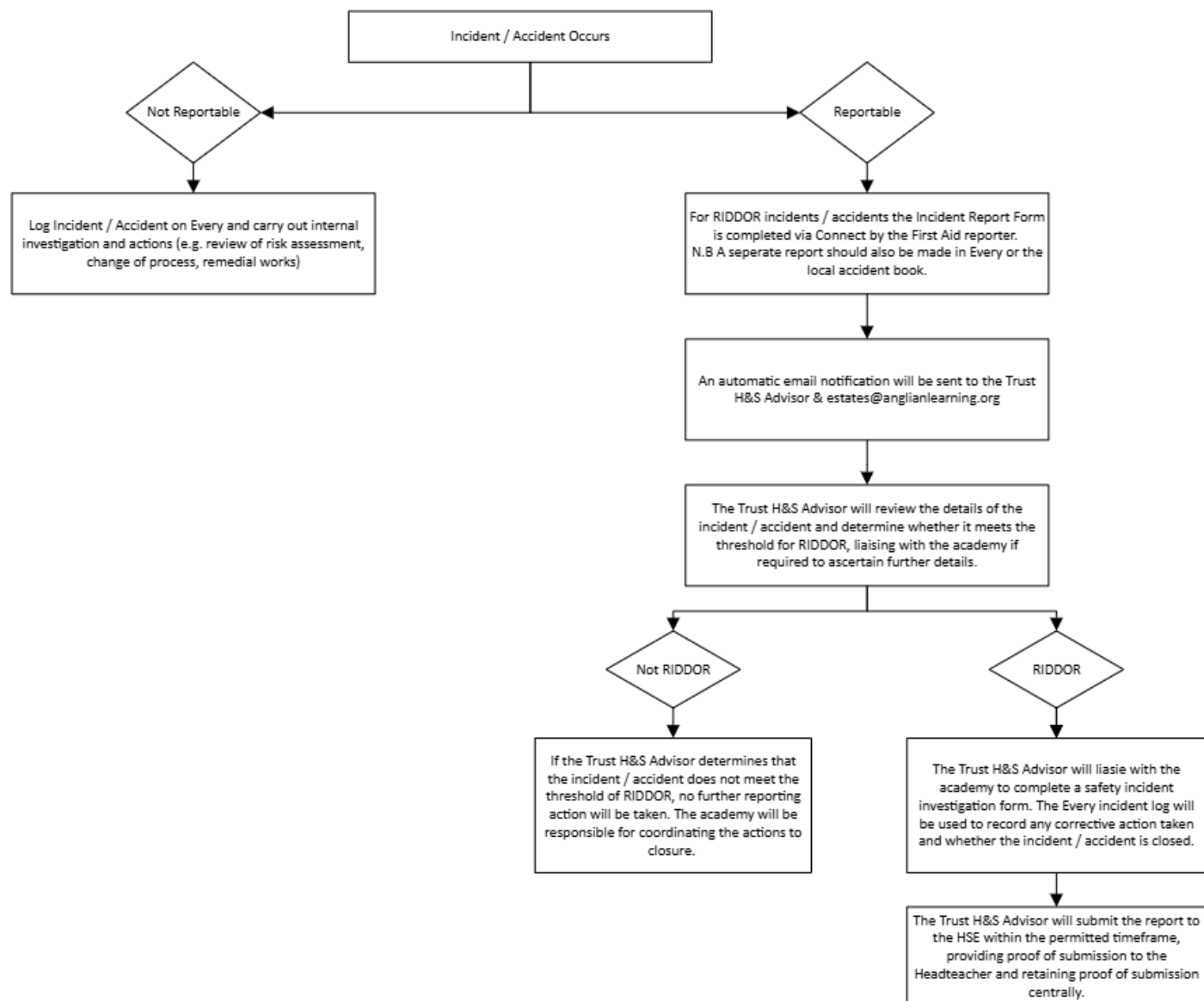
Appendix 2 Premises Report for Headteacher

Date

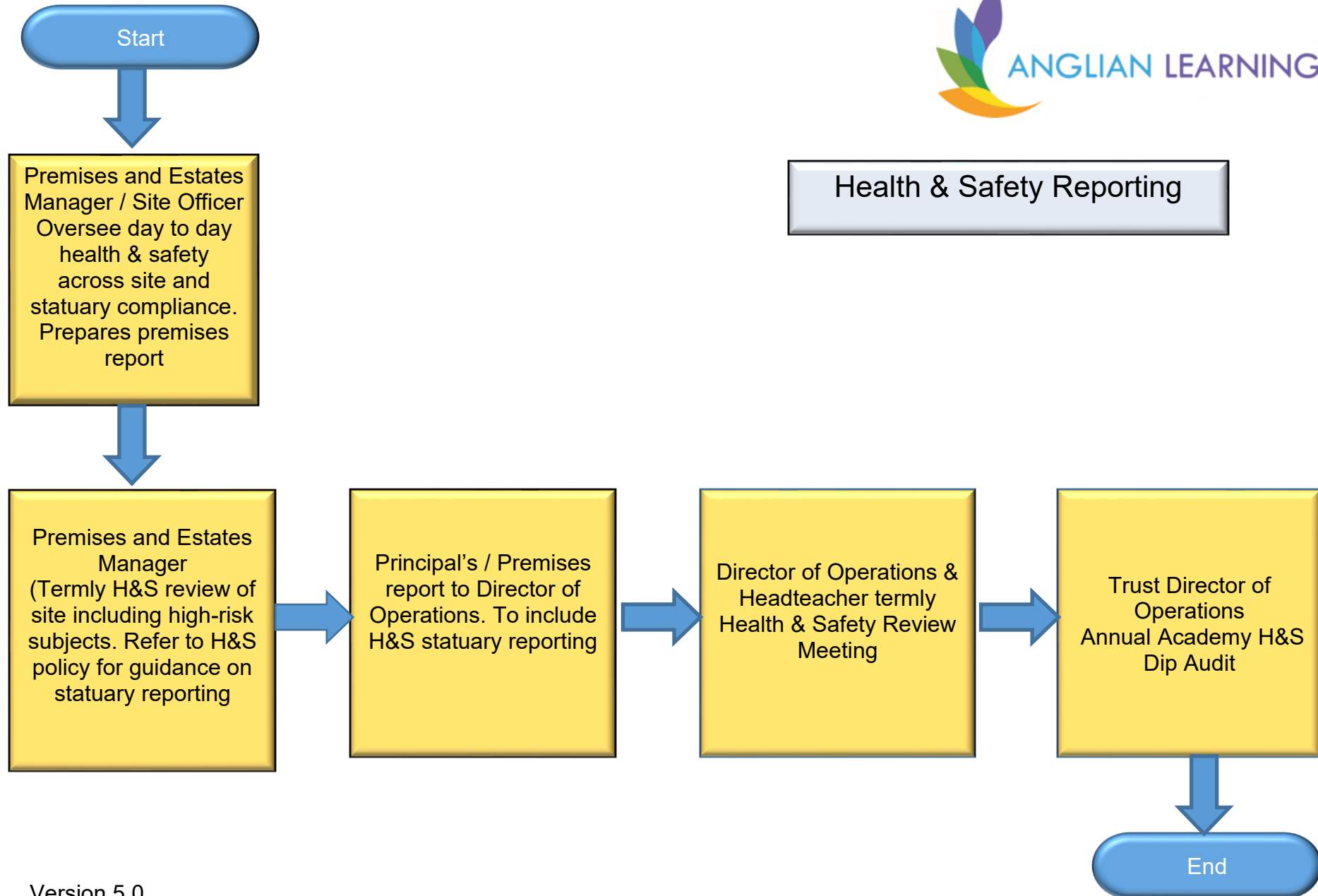
Time

Action and matters arising from previous report <ul style="list-style-type: none"> •
Standing Items <ul style="list-style-type: none"> • Safety /Safeguarding <ul style="list-style-type: none"> Fire Legionella • Accident statistics and investigations/outcomes update <ul style="list-style-type: none"> Every report Reportable to LGSS Reportable HSE Analysis of areas or incident types • Health and Safety <ul style="list-style-type: none"> Key points from H&S committee (report attached) Headteacher Site Walk Health & Safety Audits – outcomes and action points Curriculum Health & Safety Audit – outcome and action points • Statuary Inspections and Testing <ul style="list-style-type: none"> Every report • General <ul style="list-style-type: none"> Building Works/Capital Projects Contracts for renewal Policies for review and approval Site Team

Appendix 3 Incident / Accident Reporting



Appendix 4 Health and Safety Reporting



Appendix 5 Statutory Inspections

Statutory Servicing, Testing and Inspection

In order to meet legislation, Health and Safety regulations, the following items, where applicable, should be serviced, tested or inspected and records logged on the Every system.

Indicative Service Intervals for Academys' Equipment	Item Service Interval
Fire Alarm Systems	Every 3 months
Emergency Lighting	Every 6 months
Fire Extinguishers	Every 12 months
Fire Hydrants	Every 12 months
Fire Sprinklers	Every 3 months
Boilers – Gas	Every 12 months
Boilers – Oil	Every 6 months
Heating Controls	Every 12 months
Pressure Sets (used with heating systems)	Every 12 months
Pressure relief valves on heating systems	Every 12 months
Oil tanks (condition and calibration of gauges)	Every 12 months
Steel Chimneys (soundness)	Every 12 months
Water Hygiene	Monthly Water Hygiene
Legionella Risk Assessment	Every 2 years
Stage Lighting	Every 12 months
Gas equipment (inc. heaters, lab taps and systems, CDT equipment and systems)	Every 12 months
Passenger Lifts and Hoists (including special-needs Hoists and tracks etc.)	Every 3 months (subject to usage)
Hoist Servicing (goods)	Every 12 months
Fixed Electrical Installations	Every 5 years or 20% per year
Fixed Electrical Installations – Swimming Pools	Every 12 months
Portable Electrical Appliances	By risk assessment up to 24 months
Sewage Pumps	Every 6 months
Lightning Conductors	Every 12 months
Swimming Pools including microbiological water testing	At commissioning and every month thereafter
Hot Water Blending Valves	Every 8 months
Catering Equipment	Every 12 months
Local Exhaust Ventilation (e.g. Fume cupboards, fume and wood dust extraction systems)	Every 14 months
Automatic Opening Doors	Every 12 months

Insert name of school

Health and Safety Induction Checklist

When induction health and safety training is completed, the relevant box (es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.

The new starter and person providing the induction should both sign the form and keep a copy

Name:		Job Title:	
Department:			
Start Date:			
Accident and Hazard Reporting	Yes	No	Comments
Explain: - <ul style="list-style-type: none"> • Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace • Location of First Aid room and First Aid staff • Use of Every system and (IRF (96)) 	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Log			
Explain:- <ul style="list-style-type: none"> • Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised. • Location of any known asbestos 	<input type="checkbox"/>	<input type="checkbox"/>	
COSHH			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>	<input type="checkbox"/>	
Communication & Consultation on Health & Safety			
Explain:- Formal channels of communication within the academy, e.g. meetings, H&S safety Committees or other forum where Management meet with employee reps (union or otherwise) Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted How staff log maintenance and H&S concerns on Every, 'How to Guide'	<input type="checkbox"/>	<input type="checkbox"/>	
Display Screen Equipment (DSE)			
If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate Explain Anglian Learning eyesight test provision entitlement	<input type="checkbox"/>	<input type="checkbox"/>	


Fire & Emergency Procedures			
<p>Explain:-</p> <ul style="list-style-type: none"> • Frequency of fire drills (termly) • How to raise the alarm in the event of an emergency • Evacuation procedure <p>Show:-</p> <ul style="list-style-type: none"> • Emergency exit routes, alarm call points • Location of extinguishers • Assembly point <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Provision			
<p>Explain:-</p> <ul style="list-style-type: none"> • Names and locations of First Aiders (4 day 1st aid at work, paediatric first aid, emergency first aid) <p>Show:-</p> <ul style="list-style-type: none"> • Where to go for first aid assistance • Location of first aid boxes/equipment • Issue of 'Travelling First Aid Kits' • Location of defibrillator 	<input type="checkbox"/>	<input type="checkbox"/>	
Health and Safety Policy Statement			
<p>Provide new starter with copy of local H&S policy and summarise its contents, particularly:-</p> <ul style="list-style-type: none"> • Responsibility of governing body, headteacher, managers • Employers & Employees Duties under health & safety legislation • Participation of employees • Local arrangements section • Employee has read the Health & Safety Policy 	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping Arrangements & Defect Reporting			
<p>Explain:-</p> <p>Principles of good housekeeping, particularly</p> <p>Fire safety</p> <ul style="list-style-type: none"> • Storage of combustibles • Signing in & out system • Keeping corridors & exit routes clear of obstructions <p>Electrical safety</p> <ul style="list-style-type: none"> • Regularly checking for obvious faults such as loose wires • Not using obviously defective equipment and procedures for taking out of service • How to identify an appliance that has been PAT tested and the frequency of testing. • Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager <p>General workplace safety</p> <ul style="list-style-type: none"> • Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes • Keeping workplace clean & tidy as far as possible 	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> • Procedure for reporting any building /maintenance defects and concerns relating to health & safety. Every system 			
Infection Control			
<p>Explain:-</p> <ul style="list-style-type: none"> • Principles of good hygiene. • Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B 	<input type="checkbox"/>	<input type="checkbox"/>	
Job Specific Training Needs			
<p>Discuss specific training needs with new starter to identify additional training or instruction they may need e.g.:-</p> <ul style="list-style-type: none"> • Manual handling • Use of specific machinery • Specialised work activities • Risk assessments <p>Familiarise new starter with equipment and machinery that s/he will commonly use</p> <p>Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Lone Working/Personal Safety			Lone working means work carried out unaccompanied or without immediate access to assistance.
<p>Explain academy procedures for lone working</p> <p>Work involving significant risks (e.g.work at height) not to be undertaken whilst working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Medicines			
<p>Explain:-</p> <ul style="list-style-type: none"> • Academy policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings' <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
Offsite visits			
<p>Explain: -</p> <p>Academy procedures and EVC's role.</p> <p>All Offsite Visit activities must be risk assessed using Anglian Learning template, these assessments are monitored and reviewed by the Headteacher.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment			
<ul style="list-style-type: none"> • Arrange for necessary clothing/equipment to be ordered • Explain:- <ul style="list-style-type: none"> ◇ Why clothing/equipment needed ◇ How to request replacement equipment/clothing ◇ How to wear properly (if necessary) ◇ How to store properly ◇ How to check for and report defects 	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessments			

Explain and/or show as appropriate: <ul style="list-style-type: none"> Principles and location of academy risk assessments Site/premises hazards Procedures for safe systems of work Lone working – reporting/buddy systems New & expectant mothers risk assessment (if applicable) Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation 	<input type="checkbox"/>	<input type="checkbox"/>	
Training Needs identified dependent on role			
Specific Hazards			
Site Manager to explain (See site Hazard Register)	<input type="checkbox"/>	<input type="checkbox"/>	
Wellbeing			
Explain systems in place within academy for responding to individual concerns (e.g. performance management, Anglian Learning Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Work at Height			
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Facilities			
Show: - <ul style="list-style-type: none"> Tour of workplace, including all common areas if workplace is shared with other occupiers Toilets Kitchen Tea/Coffee/Drinking Facilities Staff/rest room 	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.	

Appendix 7

	September	October	November	December	
	AUTUMN TERM (half term Oct)				
Health & Safety Policy updated (Read by all staff, copies in central staff area and posted to website)	Approved policy adapted to be site/role specific. Published on school website and available to all staff. H&S policy read to all staff				
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)		Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)			
Health & Safety Committee Meeting. Termly dates set for academic year	Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda published in H&S policy			
Health & Safety Premises report to include statutory reporting. See template in H&S Policy	Deadline dates calendarised for October / February / April Premises, Health & Safety Reports to be submitted.		H&S/Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.		
Health & Safety Review meeting to include actions from last meeting - Director of Operations / Headteacher	Review dates to be agreed and calendarised with Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations

	January	February	March	Easter break
	SPRING TERM (half term Feb)			
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)	Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)			
Health & Safety Committee Meeting. Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda and committee attendees listed in H&S Policy			
Health & Safety Premises report to include statutory reporting. See template in H&S Policy		H&S / Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.		
Health & Safety Review meeting to include actions from last meeting - Director of Operations / Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations

	April	May	June	July	Summer Break
	SUMMER TERM (half term May)				
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)	Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)				
Health & Safety Committee Meeting. Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda and committee attendees listed in H&S Policy				
Health & Safety Premises report to include statutory reporting. See template in H&S Policy		H&S / Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.			
Health & Safety Review meeting to include actions from last meeting - Director of Operations / Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations	