

HOWARD COMMUNITY ACADEMY

HEALTH & SAFETY

POLICY

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MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEALTH & SAFETY ADVISER
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Contents

Statement of General Policy on Health, Safety and Welfare	4
1. Organisation and Responsibilities for Health, Safety and Welfare	5
Arrangements and Procedures for Health, Safety and Welfare	12
2. Accident Reporting, Recording and Investigation	13
3. Asbestos	13
4. Building Services	14
5. Construction Work	14
6. Curriculum Safety	15
7. Drugs and Medications	15
8. Electrical Equipment	15
9. E-Scooter & E-Bikes	16
10. Extended/After School Club / Adult Learning	16
11. Fire Precautions and Procedures	17
12. First Aid	17
14. Glass and Glazing	18
15. Hazardous Substances	18
16. Housekeeping, Cleaning and Waste Disposal	18
17. Handling and Lifting	18
18. Jewellery	19
19. Legionella / Water Hygiene	19
20. Lettings/Shared use of Premises	19
21. Lone Working	19
20. Maintenance / Inspection of Equipment	20
21. Medication Policy	20
22. Monitoring and Evidencing the Policy	20
23. New and Expectant Mothers	20
24. Personal Protective Equipment	20
25. Plant and Machinery	21
26. Reporting Defects	21
27. Risk Assessments and Guidance Notes	21
28. Signage	22
29. Educational visits / Off-Site Activities	22
30. Smoking	22
31. Staff Consultation	22

Version 6

32. Staff Health and Safety Training and Development.....	23
33. Staff Well-being / Stress.....	23
35. Use of VDUs / Display Screens	23
36. Vehicles on Site.....	23
38. Working at Height.....	23
39. Violence and aggressive behaviour.....	24
Appendix 1 - What accidents and incidents constitute a RIDDOR?	25
Appendix 2 – Incident / Accident Reporting.....	28
Appendix 3 – 2025 / 2026 Planner.....	29
Appendix 4 – Statutory Inspections	30
Appendix 5 – New Starter Induction Checklist	31

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

1. Organisation and Responsibilities for Health, Safety and Welfare

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.

1.1 Headteacher

- 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 Estates and Operations Manager of any areas of health and safety concerns that may need to be addressed by the allocation of funds.
- 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 the Health and Safety Adviser.
- 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 updating, management and monitoring of the Critical Incident and Business Continuity Plan
- Ensuring all staff have read and acknowledged the Health & Safety Policy.

- 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.
- The Deputy Headteacher or a member of senior leadership team is responsible for these matters if the Headteacher is not on site.

1.2 Estates and Operations Manager

- The Headteacher may delegate to the Estates and Operations 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 drill 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.
- Supporting the Site Manager to 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.
- Undertake termly H&S site inspections with the Headteacher and Site Manager.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Advise 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.

1.3 Educational Visits Coordinator

- 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.

1.4 Middle Leader/Teacher responsibility

- 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 Estates and Operation 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 Health and Safety Adviser.
- 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 Estates and Operations 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 Health and Safety Adviser when additional assistance becomes necessary.

1.5 Employees

- 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.
- 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).
- Employees must also co-operate with the central shared services 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.

1.6 Site Manager / Caretaker

- 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 Estates and Operations 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 iAMCompliant Property Compliance Software.

1.7 Pupils

- All pupils must be encouraged to follow all safe working practices and observe all Academy safety rules. In particular staff should work with and monitor pupils to ensure as far as practicable that they:
- 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.
- Move around the school site in safe manner.

1.8 Staff Safety Representatives

- 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 Estates and Operations 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.
- 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.

1.9 Health and Safety Adviser

- 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.
- To ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation. To conduct annual internal audits to monitor compliance with this policy and work with the Headteacher to address any identified areas of weakness.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.

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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:

2. 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, dangerous occurrences, violent incidents and incidences of verbal abuse. All accidents must be recorded on iAMCompliant regardless of severity. The person responsible for First Aid must fully investigate accidents, and containment action should be taken immediately to prevent further occurrences whilst longer term mitigation is implemented. Actions should be clearly recorded against the report.

Similarly, all near-miss incidents must be reported through iAMCompliant. These are incidents that occur where no injury or damage is sustained but could have potentially been caused. 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 Managing Medical Needs and First Aid Policy) must be reported as soon as possible. Notification of the accident will be sent to the Health & Safety Adviser 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 school for keeping locally.

All deaths and major injuries must be reported immediately to the Health and Safety Adviser on 07949756210 or 01223 983088.

As guided by DfE, Data Protection in Schools, and in line with the Anglian Learning Document and Personal Data Retention Policy, safety incident records are to be retained:

- Until the child reaches the age of 21, for accident reporting records relating to individuals who are under 18 years of age at the time of the incident, or,
- Accident data should be retained for 3 years, for accident reporting records relating to individuals who are over 18 years of age at the time of the incident

Where there is a requirement to hold incident data for longer than the periods stated above, the data must be anonymised.

3. 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.

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.

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

4. 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 planning the induction of contractors, to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, and signing in on the 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.

5. Construction Work

The management of school construction work will be in accordance with The Construction Design Management Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work and includes activities related to building, altering, maintaining, or removing a structure. This covers construction, renovation, repair, decoration, demolition, site preparation (e.g. clearance and excavation), and assembling or dismantling prefabricated elements. It also includes the installation, maintenance, or removal of fixed systems such as electrical, gas, mechanical, or communication services.

Schools are considered non-domestic clients and must ensure that there are suitable arrangements for managing the project. All construction work must:

- Contract workers with the right skills, knowledge, training and experience.
- Ensure the school and contractors provide appropriate supervision, instruction and information.
- Have a written construction plan detailing how health and safety will be managed on site, before work begins.

Projects where there is more than one contractor involved must have the requirements set out above, as well as:

- Appointing a Principal Designer and Principal Contractor.
- A copy of the health and safety file.

Where contracted works are scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point during the project, or exceeds 500 person days, the client must notify the HSE of the work as well as ensuring compliance with the requirements set out above.

When planning to use a new contractor, a contractor questionnaire will be required to provide assurance to the Trust of the contractor's management and commitment to health and safety. Completed copies should be sent to estate@anglianlearning.org who will countersign, permitting the use of the contractor, supporting their migration to the approved supplier list.

6. 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".

7. Drugs and Medications

Please refer to the relevant Trust and academy policies.

8. 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 removed from use and quarantined.

Electrical equipment should not be brought in from home without prior consent. Any items agreed must have a valid PAT certificate.

Electrical items such as fan heaters are not permitted on site. Where there is a requirement to use portable heaters, only oil powered is permitted. Portable heaters must only be used as a temporary measure in emergency situations while action is taken to repair the heating system, and where alternative heating arrangements are not available, due to the fire risk posed.

Where the use of portable heaters is permitted, it must be done exercising great caution. Whenever portable heaters are proposed as a temporary measure, guidance on their safe use and storage must be provided and always followed. The environment of intended use and fire risk assessment should be reviewed in-light of this.

The permitted use of toasters is conditional in ensuring that arrangements for their safe use are recorded in a risk assessment, and monitored, including:

- They are placed on a flat surface.
- They are pulled away from any overhead cupboards when in use.
- The area is free of combustible materials such as paper.
- The crumb tray is regularly emptied.
- That at no point during use, is the toaster left unattended. The use of the toaster must always be supervised by an adult.
- The toaster plug is removed from the socket when not in use.

9. 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 an Electrically Assisted Pedal Cycle (EAPC) as 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.
- Only be propelled up to 15.5mph without pedaling 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 any EAPC on site.

10. Extended/After School Club / Adult Learning

Please refer to any relevant policies.

11. 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

12. First Aid

Refer to the staff handbook and Managing Medical needs and First Aid Policy.

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

A first aid needs assessment is completed, and periodically reviewed, to ensure that adequate staffing and equipment provision is available to deal with foreseeable accidents requiring first aid intervention.

13. Forest School

The Forest School leader will 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.

14. 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.

15. Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 requires the school to make a suitable and sufficient assessment of the risk to employees through exposure to the substance and the steps that need to be taken to adequately protect employees.

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 school 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.

There will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dust, 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 to iAMCompliant.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Control of Substances Hazardous to Health Procedure.docx](#).

16. Housekeeping, Cleaning and Waste Disposal

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.

Staff should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

Hazardous waste, including WEEE, must be disposed of through an approved waste handler. Waste transfer notes must be retained for a minimum period of 3 years.

17. Handling and Lifting

The school understands its responsibility to comply with The Manual Handling Operations Regulations 1992.

It is recommended that all school staff carry out manual handling training periodically to ensure safe practices. Individuals at particular risk, e.g. Site staff, are assigned mandatory manual handling training.

Task specific risk assessments are required where there is an increased risk from manual handling, e.g. taking stock of a delivery. A record of each manual handling assessment is to be retained in a manual handling register.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Manual Handling Guidance.docx](#).

18. Jewellery

Please refer to *Uniform Policy*.

19. Legionella / Water Hygiene

Ensure the academy meets the requirements of Legionella Management in line with current HSE L8 guidance.

To carry out and manage Legionella Risk Assessments and monitoring using competent external contractors to manage water hygiene monitoring including biannual Legionella risk assessment.

Ensure records are kept and remedial work and examinations have been effective. Records must be uploaded to the iAMCompliant system.

20. Lettings/Shared use of Premises

As per *Lettings Policy*, Terms and Conditions.

21. Lone Working

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.

Involve staff or their representatives when undertaking the required risk assessment process.

Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment).

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, planning 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 iAMCompliant 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 Health and Safety Adviser will carry out annual internal health and safety audits, requiring supporting evidence to demonstrate compliance with the requirements set out in the policy. The Health and Safety Adviser, in collaboration with the Headteacher, will review the audit report to identify strengths and areas for improvement in adherence to the policy, enabling corrective actions and effective planning of future health and safety objectives. In addition, the termly Health & Safety site walks will be carried out by the Headteacher and the Estates and Operations Manager to further monitor compliance with the policy.

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 consideration 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 should be considered the last resort when mitigating risk, or supplementary to other safety measures, this is because it does not prevent an incident occurring, rather it offers a level of protection against the resultant incident.

When identifying PPE required to complete a task, the level of protection must be reviewed to ensure appropriateness to the hazard. E.g. protective chemical gloves afford varying levels of protection depending on the substance that they are exposed to, this is referred to as breakthrough time.

PPE must be supplied by the school, free of charge, where a risk assessment determines the use to be necessary.

Staff issued with PPE are responsible for its safe storage, proper maintenance, and reporting any concerns to management if the equipment is believed to be defective or inadequate.

As per The Personal Protective Equipment at Work Regulations 1992, staff must receive suitable instruction and/or training on the correct use of PPE. This can be achieved through completion of applicable National College training, or through professional discussions during the provisioning of equipment.

Queries relating to the correct selection of PPE should be directed to the Health & Safety Adviser.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Personal Protective Equipment \(PPE\) Guidance.docx](#).

25. Plant and Machinery

The Headteacher 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.

Staff will be responsible for carrying out periodical checks within their 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 checking and certificating.

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 iAMCompliant system, and 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 and it is identified there are significant risks.

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 Key Stage Leaders / Subject Leads. 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	Headteacher / Site Manager
Curriculum	Key Stage Leaders / Subject leads / Teaching staff
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.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Risk Assessment Procedure.docx](#).

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

Refer to Well Being Charter.

35. Use of VDUs / Display Screens

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, the school is required to minimise risk and analyse workstations through the completion of a workstation assessment.

A DSE user is identified as someone who regularly uses display screen equipment for a significant and continuous period of time i.e. 1 hour a day.

DSE users are entitled, in accordance with the regulations, to eye tests at regular intervals.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Display Screen Equipment \(DSE\) Procedure.docx](#).

36. Vehicles on Site

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

37. Violence to Staff / Academy Security

All visitors and contractors are to report and sign in on arrival.

All staff are required to wear academy identity badges on site

As part of staff induction all staff are required to undertake safeguarding training as outlined in the Safeguarding Policy. The Headteacher must ensure that staff are appropriately trained, based on their role, in how to deal with physical violence.

38. Working at Height

Staff needing to work at height are required to undertake appropriate training and on occasions recognised qualifications (e.g. working at height, PASMA).

Ladders are to be checked and recorded on a 3-monthly basis by the Site Officer (Amend title and responsibilities as per job description) Ladders not in use, are to be secured as current regulations state.

Pupils are not allowed to use ladders on site under any circumstances.

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

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Working at Height Guidance.docx](#).

39. Violence and aggressive behaviour

Refer to Prevention and Management of Abuse towards staff policy.

Appendix 1 - What accidents and incidents constitute a RIDDOR?

What does “Work Related” mean?

Work-related accidents and incidents are those 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 involving a school vehicle in a road traffic collision on a public highway, resulting in death or injury, are generally not reportable under RIDDOR, as they are classed as road traffic incidents and fall under the jurisdiction of the police.

However, if a school bus is stationary on school premises, and is struck by another vehicle while pupils are boarding or alighting — and pupils are injured and taken to hospital — this may be reportable under RIDDOR, as the incident occurred on premises under the control of the school and resulted in injury to a person not at work.

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.

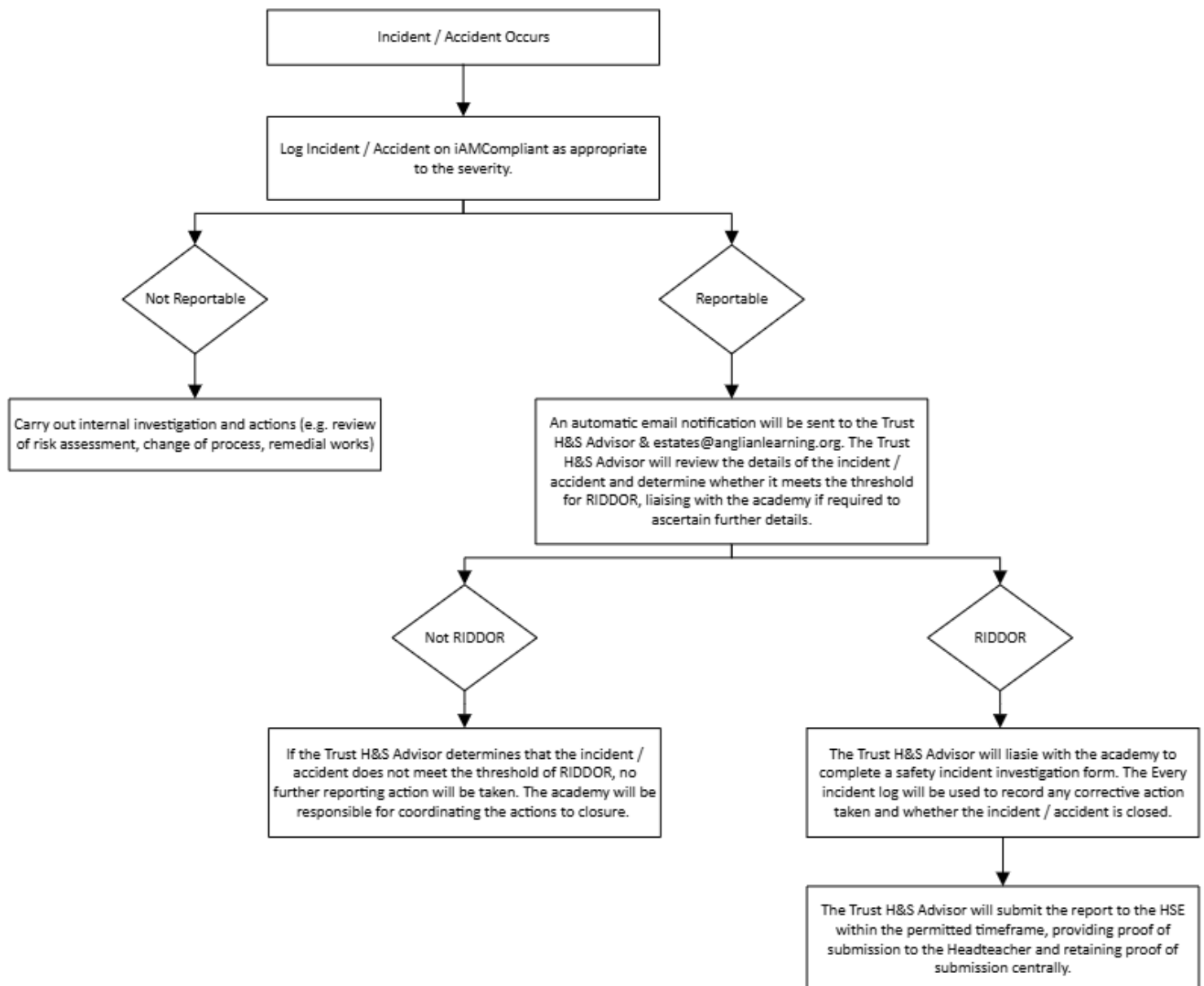
Minor / superficial injuries?

Bumps, bruises, grazes etc. arising from play/leisure activities (i.e. whose inherent nature means that non-preventable minor injuries are common) do need reporting on iAMCompliant but should not be classified as a RIDDOR. Details required for the report will include:

- 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 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 managed. For instance, if a high number of accidents occur with certain play equipment, it may be necessary to restrict numbers using the equipment or improve supervision.

Appendix 2 – Incident / Accident Reporting



Appendix 3 – 2025 / 2026 Planner

2025 - 2026 Planner

	Autumn Term 04/09/2025 - 19/12/2025				Spring Term 05/01/2026 - 27/03/2026			Summer Term 13/04/2026 - 17/07/2026			
	September	October	November	December	January	February	March	April	May	June	July
Health & Safety policy update · Uploaded to website · SOI read & signed by all staff · Posted in central staff area	X										
Health & Safety site walk · Headteacher, Site Manager with Estates & Operations Manager	X				X			X			
Health & Safety audit · An annual audit of health and safety management systems									X		
Health & Safety review meeting · Headteacher & H&S Advisor · To include actions from last meeting · iAMCompliant reporting · Trust updates					X						

Appendix 4 – 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 iAMCompliant system.

Indicative Service Intervals for Academy's 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

Appendix 5 – New Starter Induction Checklist

		Insert school logo	
Howard Community Academy Health and Safety Induction Checklist			
<i>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.</i> <i>The new starter and person providing the induction should both sign the form and keep a copy</i>			
Name:		Job Title:	
Department:			
Start Date:			
Accident and Hazard Reporting	Yes	No	Comments
Explain: - • 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 iAMCompliant	☐	☐	
Asbestos Log			
Explain:- • 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	☐	☐	
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	☐	☐	
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 iAMCompliant, 'How to Guide'	☐	☐	
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	☐	☐	
Fire & Emergency Procedures			
Explain:- - Frequency of fire drills (termly) - How to raise the alarm in the event of an emergency - Evacuation procedure Show:- - Emergency exit routes, alarm call points - Location of extinguishers - Assembly point If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	☐	☐	
First Aid Provision			
Explain:- - Names and locations of First Aiders (4 day 1st aid at work, pediatric first aid, emergency first aid) Show:- - Where to go for first aid assistance - Location of first aid boxes/equipment - Issue of 'Travelling First Aid Kits' - Location of defibrillator	☐	☐	
Health and Safety Policy Statement			
Provide new starter with copy of local H&S policy and summarise its contents, particularly:- - Responsibility of headteacher and managers - Employers & Employees Duties under health & safety legislation - Participation of employees - Local arrangements section - Employee has read the Health & Safety Policy	☐	☐	
Housekeeping Arrangements & Defect Reporting			
Explain:- Principles of good housekeeping, particularly Fire safety - Storage of combustibles - Signing in & out system - Keeping corridors & exit routes clear of obstructions Electrical safety - 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 General workplace safety - Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes - Keeping workplace clean & tidy as far as possible - Procedure for reporting any building /maintenance defects and concerns relating to health & safety. iAMCompliant system			
Infection Control			
Explain:- - Principles of good hygiene. - Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B	☐	☐	
Job Specific Training Needs			
Discuss specific training needs with new starter to identify additional training or instruction they may need e.g.:- - Manual handling - Use of specific machinery - Specialised work activities - Risk assessments Familiarise new starter with equipment and machinery that s/he will commonly use 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.	☐	☐	
Lone Working/Personal Safety			Lone working means work carried out unaccompanied or without immediate access to assistance.
Explain academy procedures for lone working Work involving significant risks (e.g.work at height) not to be undertaken whilst working alone.	☐	☐	
Medicines			
Explain:- Academy policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings' No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.	☐	☐	<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			
Explain: - Academy procedures and EVC's role. All Offsite Visit activities must be risk assessed using Anglian Learning template, these assessments are monitored and reviewed by the	☐	☐	

Headteacher.			
Personal Protective Equipment			
• Arrange for necessary clothing/equipment to be ordered • Explain:- ◊ 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	☐	☐	
Risk Assessments			
Explain and/or show as appropriate: • 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	☐	☐	
Training Needs identified dependent on role			
Specific Hazards			
Site Manager to explain (See site Hazard Register)	☐	☐	
Wellbeing			
Explain systems in place within academy for responding to individual concerns (e.g. performance management, Anglian Learning Wellbeing programme etc.	☐	☐	
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.	☐	☐	
Workplace Facilities			
Show: - • Tour of workplace, including all common areas if workplace is shared with other occupiers • Toilets • Kitchen • Tea/Coffee/Drinking Facilities • Staff/rest room	☐	☐	

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:	
Employee Signature:	
Manager Name:	
Position:	
Manager 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 employee's personnel file.	