



# Health and Safety Policy 2019

RHT Executive



**Approved by the RHT Board on:** 21 May 2019

**Next review due by:** May 2020

# **Contents**

## **Section 1 - Trust**

1. Huish Health and Safety Policy Statement
2. Huish Organisation and Responsibilities

## **Section 2 - Academy**

1. Aims
2. Legislation
3. Roles and responsibilities
4. Grounds – Safety/Security
5. Lockdown procedures
6. Fire
7. COSHH
8. Gas safety
9. Legionella
10. Asbestos
11. Electrical safety
12. PE equipment
13. Outdoor play equipment
14. Display Screen Equipment
15. Glazing
16. Lone working
17. Working at height
18. Manual handling
19. Construction Design and Management Regulations (CDM) 2015
20. Off-site visits
21. Lettings
22. Violence at work
23. Smoking
24. Infection prevention and control

25. New and expectant mothers
26. Occupational stress
27. Accident reporting
28. Pupil Medications
29. Training
30. Monitoring
31. Links with other policies

## **RICHARD HUISH TRUST**

### **HEALTH AND SAFETY POLICY STATEMENT**

Richard Huish Trust (the Trust) provides governance and oversight to those Academies which are part of the Trust namely: The Taunton Academy, West Buckland Primary, North Curry CofE Primary, Nerrols Primary and Nursery, and North Town Primary.

This policy applies to each of the Academies listed above.

#### **General Policy**

It is the policy of the Richard Huish Trust (RHT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events on or outside its premises where associated activities are involved.

The Trust will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public,
- there are safe systems of work for all employees, students, contractors and volunteers,
- suitable and sufficient work equipment is provided,
- there are adequate welfare arrangements,
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its academies and client's activities. When staff or students operate on behalf of the Trust, an assessment of risks specific to the activities, or tasks will be prepared where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trust's Board of Trustees as the employer.

Specific health and safety policies of each Trust academy must integrate into this Health and Safety Policy. This will support the Trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all Trust academies.

All Members, Trustees, Governors, Headteachers and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual academy arrangements together with supporting sources of safety information and guidance from the Trust's externally commissioned competent person.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate line manager, or allocated health and safety officer and/or academy's and/or Trust's leadership team.

The Trust commits itself to implementing the Health & Safety at Work etc. Act 1974 and all relevant statutory provisions. The Trust's competent health and safety adviser will provide to the academies' leadership information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the academies, and itself. We aim to encourage, support and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted biennially or as necessary to reflect changes in the Trust's strategy and any changes will be brought to the attention of all staff.

Signed..... Date.....

Chair of RHT Board  
Richard Huish Trust

Signed..... Date.....

Chief Executive Officer  
Richard Huish Trust

**HEALTH AND SAFETY POLICY**  
**RICHARD HUISH TRUST**  
**ORGANISATION AND RESPONSIBILITIES**

**1. Introduction**

Richard Huish Trust (RHT) recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the Trust, each Trust academy and anyone who visits Trust premises.

The Trust understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Trust's Board of Trustees. This Trust Health and Safety Policy directly relates to the Board of Trustees, as a corporate body, the Local Governing Bodies, the Headteachers of the individual academies within the Trust and the Executive Team (including the Chief Executive and the Chief Financial and Operating Officer).

The following is an outline of duties and responsibilities that have been assigned to these specific groups:

Each academy is required to acknowledge the Trust's organisational approach to health and safety and complement it with its own organisational structure and arrangements. Prime delegation for the delivery of health and safety falls to the Headteacher, which may include the delegation of various roles to colleagues in order to maintain a robust safety system, and working with Trust central posts as necessary. The Trust will monitor the approaches taken and require management reports to assess statutory compliance.

**2. Richard Huish Trust Board of Trustees**

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust and to comply with all legal requirements.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring Trust safety management systems, managing the Trust risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, contractors and/or visitors.

The Board of Trustees' committees, the Local Governing Bodies and the Executive Team will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust's Health and Safety Policy statement.
- Provide and ensure an overall Trust health and safety strategic development plan is implemented and undertaken.
- Warrant that all external and third party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.

- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the Trust to meet its statutory requirements.
- Ensure that the Headteachers and Executive Team assists the Trustees by:
  - implementing and reviewing policies
  - strategic and operational decision making
  - identify ways of reducing the likelihood of people getting harmed by the Trust's activities
  - providing findings from health and safety audits
  - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
  - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
  - ensuring that there is an overall development plan outlined and implemented.
- Provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Establish and ensure effective accident reporting and investigation procedures are in place across the Trust.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the Trust.
- Ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Chief Financial and Operating Officer and reported to the Trust, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
- Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all the Trust premises. Contingency emergency arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust.
- Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding.

### **3. The Trust's Finance and Audit Committee**

The Finance and Audit Committee's responsibilities are to:

- Implement an overall trust health and safety strategic development plan.
- Identify and manage risk, at all levels of the Trust.
- Openly and transparently inform the Board of Trustees on:
  - implementing and reviewing policies
  - strategic and operational decision making
  - ways of reducing the likelihood of people getting harmed by Trust activities
  - findings from health and safety audits, compliance audits, building condition surveys and inspection audits
  - Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance of health and safety and that the Trust is getting value for money.

- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented.
- Ensure that there are adequate communication and cooperation channels between all levels of the Trust and relevant third parties, to ensure that the Trust meets its statutory requirements.
- Receive reports from the **Chief Financial Officer**, which incorporates information and advice from Independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every academy.
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.

#### **4. Chief Financial Officer supported by the individual delegated Academy H&S Leads/Academy Business Manager**

The Chief Financial Officer must:

- In co-operation with the Headteachers of the individual academies implement and review individual Health and Safety Policies to ensure that they reflect the status of the academy and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust.
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways of reducing the likelihood of people being harmed by the Trust's activities.
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Receive a progress report on individual academy findings, issues and progress to date on health and safety audit action plans.
- Monitor the structure, attendance, agendas and minutes from the academy Health and Safety Committees.
- Enable and encourage regular feedback from academies in relation to their health and safety function and be the point of contact to enable staff representatives, and Senior Leadership Teams of the academies to discuss higher level health and safety issues e.g. funding and building issues.
- Implement spot checks on specific target areas for consistency of approach and compliance.
- Implement an effective accident reporting and investigation procedure across the Trust.
- Record, implement, monitor and review the business continuity plans across the Trust, including emergency plans and procedures for the safe evacuation and lockdown of the Trust's premises.
- Monitor and review that contingency emergency arrangements are in place to ensure that the Trust's strategic and education operations continue in line with statutory requirements.

#### **5. Other Employee Duties**

Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety

responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

All employees have responsibility to:

- Comply with the Trust's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report immediately to their line manager any shortcomings in the Trust's or a academies' arrangements for health and safety.
- Co-operate with the employer and others to enable them to fulfil their legal obligations.
- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety and welfare.
- Inform the Trust's or academy's management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- Ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern' using the local reporting procedure.

## **6. First Aid**

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary.

First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Notices giving details of first aiders and the whereabouts of first aid facilities must be displayed in appropriate locations.

Where the academy has nursery and/or reception aged children the academy will need to have first aiders trained in paediatric first aid.

## **7. Trade Union Representative**

Any trade union representative will be encouraged to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the health and safety representatives on health and safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

## **8. Competent Health and Safety Advice**

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Trust will ensure that competent person(s) are appointed to provide health and safety advice and assistance in undertaking the measures needed to meet the requirements of relevant legislation.



**HEALTH AND SAFETY POLICY**  
**Nerrols Primary and Nursery**  
**ORGANISATION AND RESPONSIBILITIES**

**1. Aims**

The academy aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the academy site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

**2. Legislation and policy framework**

This policy is based on advice from the Department for Education on health and safety in academies and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- Control of Asbestos Regulations 2012, which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- The Construction (Design and Management) Regulations 2015, the main set of regulations for managing the health, safety and welfare of construction projects.
- Legionella bacteria in water systems (L8), contains practical guidance on how to manage and control the risks in your system

The academy follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

This policy complies with the Trust's Health and Safety Policy Statement

### 3. Roles and responsibilities

The following is an outline of duties and responsibilities that have been assigned to the Headteacher, Local Governing Body and members of staff.

#### 3.1. The Local Governing Body

The Local Governing Board (LGB) is responsible for complying with health and safety legislation and the Trust's Health and Safety Policy. Whilst the LGB holds these responsibilities it may delegate day-to-day responsibility to the Headteacher.

The Local Governing Body must ensure that:

- All reasonable steps are taken to ensure that staff, pupils, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.
- Where reasonably practicable sufficient resources are allocated and authorised within the academy's budget to meet statutory procedures and standards for health and safety within the academy.
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the academy premises and in line with current legislation.
- The LGB appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards for the academy.
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and lockdown of the academy.
- Health and safety is on the agenda by including it intrinsically with business discussions.
- **A Health and Safety Committee** is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- The Headteacher reports areas of non-compliance to the Chief Executive.

The Trust, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Board of Trustees to the Local Governing Body:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

#### 3.2. The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the academy building and premises are safe and regularly inspected.
- Providing adequate training for academy staff.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Co-operating with the Local Governing Body to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring a positive health and safety culture is encouraged and developed within the academy.
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the local governing body and other agencies where necessary.
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures, and that they are effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding.
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors.
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that a Health and Safety Committee is established with key representation from senior academy staff and staff groups.
- The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace.
- Reporting to the Local Governing Body and the Trust's Chief Executive and Chief Financial Officer, respectively, including any areas of noncompliance and any hazards which cannot be rectified within the academy's budget.
- Ensuring that the premises, plant and equipment are maintained in a safe working condition.
- Ensuring that the academy appoints a lead first aider and lead on pupil medication. This can be held by one postholder.
- Ensuring that the academy appoints a named Educational Visits Co-ordinator who has received relevant training to carry out the role.
- Ensuring that pupil off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
  - Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
  - Ensure information and arrangements to parents/carer's of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively.

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the academy. Some health and safety responsibilities have been delegated by the Headteacher to the **Business Manager/or H&S Lead** as detailed below. It is clearly 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 academy.

### **3.3. Business Manager/H&S Lead**

The Business Manager/H&S Lead is responsible and accountable for delivering the academy's health and safety strategic plan in collaboration with the Headteacher. The Business Manager/H&S Lead

must also ensure the academy meets and adheres to the health and safety legislation, as advised by the Trust's competent health and safety provider.

The Business Manager/H&S Lead is also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the academy premises.
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Review existing health and safety policies and procedures in the academy, to ensure all staff, students and contractors adhere to them.
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation and lockdown of academy premises.
- To ensure that the academy's asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- Convene and attend all Health and Safety Committee meetings. Working with the Headteacher to ensure that a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year academy's Health and Safety Policy.
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the academy.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
- Be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the academy premises. This should be undertaken with guidance from the **Trust's Chief Financial Officer**.
- Ensure competency of all contractors engaged by the academy to undertake work or activities at the academy e.g. insurance, financial viability, health and safety policies, Exor or other appropriate registration, method statements, risk assessments, accident records, DBS.
- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. 'Principal Designer' has been appointed.
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, academy activities, ensuring safeguarding requirements are met.
- Reporting to the Headteacher any areas of non-compliance and any hazards which cannot be rectified within the academy's budget.
- Ensure the academy notifies the Trust ahead of entering into any new contracts.
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- Ensure the development of the overall health and safety strategic plan.

### **3.4. Facilities Manager / Site Manager**

The Facilities Manager/Site Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Facilities Manager's/Site Manager's responsibilities are to:

- Report to the Headteacher any non-compliance, defects and hazards that are brought to his/her notice.
- Notify the Headteacher whenever contractors are due to enter the academy to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Headteacher for actions to be considered, authorised and implemented.
- Support and contribute to the effective operation of the Health and Safety Committee.
- Be responsible for coordinating all contractual work and maintenance carried out on academy premises, including health and safety matters concerned with other contractors.
- In conjunction with the Business Manager/H&S Lead ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site, cleaning and catering staff are equally aware of the academy's Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the academy. Once tested ensuring that a full list of items tested is generated and retained.
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- Ensure that all contractors share the academy's commitment to safeguarding children.
- Undertake and co-ordinate the site team's specific emergency procedures, as detailed in the emergency plan.
- Manage full details of compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

### **3.5. Deputy & Assistant Headteachers, Heads of Faculty/Department, Heads of Houses and Support Staff Line Managers**

Line Managers are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:-

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- Applying the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Business Manager/H&S Lead for the application of the health and safety procedures and arrangements to all staff and students.
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk departments, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS , AfPE and ensure that all staff are aware of and make use of such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used correctly and that any other identified safety measures in the risk assessment are implemented.

- Resolving any health, safety and welfare problems members of staff refer to them, and inform the Headteacher/Business Manager/H&S Lead of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with academy procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the Business Manager/H&S Lead of any identified training needs annually via the training development plan and as part of the induction programme for any new staff that join during the year.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

### **3.6. Teaching Staff, Cover Supervisors and Supply Teachers**

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements, or arrangements for activities relevant to them.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of lockdown, fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use.
- Reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.

- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.

### **3.7. Other Employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Comply with the Trust and academy's health and safety policy and procedures at all times.
- Work in accordance with training and instructions.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and/or use the system available for doing this, and where relevant, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place.
- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety.
- Co-operate with the academy's leadership and management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform their immediate line manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **3.8. Pupils and parents**

All pupils and parents are required to:

- Adhere to detailed procedures and policies at the academy.
- Cooperate with all staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a member of staff.

### **3.9. Contractors**

All contractors must report to reception, be signed in and given an identity/visitors badge. On leaving the site they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.

Contractors will agree health and safety practices with the Headteacher/Business Manager/H&S Lead//Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

### **3.10. Visitors**

All visitors must report to reception, be signed in and given an identity/visitors badge. On leaving the site visitors will need to sign out.

Visitors will be provided with site safety information on arrival.

### **3.11. First Aiders and Nominated Persons**

Staff, who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders should also ensure that the first aid cupboard has a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the academy and ensure that students receive appropriate attention and advice. Parent/guardian to be informed.
- Depending on advice from paramedics, the parent/guardian OR member of staff, escort the injured party to a doctor or hospital where injuries are considered more serious. Telephone parent/guardian to inform of status of student.
- To complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Headteacher and Business Manager/H&S Lead of all serious incidents.
- To inform the Headteacher and Business Manager/H&S Lead of all RIDDOR reportable incidents within 24 hours of the incident occurring.

### **3.12. First Aid Coordinator**

The First Aid Coordinator will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the academy using their own knowledge and skills, to contribute positively to the overall welfare of the academy and its students.

The First Aid Coordinator will be responsible for:

- Maintaining academy and student records of first aid support given to staff and students.
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes.
- Completing accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately informing the Business Manager/H&S Lead of all serious incidents
- Informing the academy's Headteacher and Business Manager/H&S Lead of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Analysing the accidents and reporting them to the Health & Safety Committee on a termly basis.
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary



### **3.13. Appointed Educational Visits Coordinator (EVC)**

If an Educational Visits Coordinator (EVC) has not been appointed by the academy, the roles and responsibilities remain with the Headteacher.

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role.
- Coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO is sought if applicable for individual students.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.
- Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.
- Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom [www.oeapng.info](http://www.oeapng.info) , the Foreign Office, and the Trust, when appropriate.

### **3.14. Competent Health and Safety Advice**

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, The Academy's "competent person" is **Educating Safely LLP** and is appointed to provide health and safety advice and assistance in undertaking the measures needed to meet the requirements of relevant legislation.

### **3.15. Trade Union Safety Representative**

There is no requirement to have a union health and safety representative at the academy. If a person wishes to represent staff, they should have been employed by the academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Headteacher and/or Business Manager to fulfil his or her duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the academy in accordance with the agreed Trade Union procedures.

## **4. Grounds – Safety/Security**

The Headteacher must ensure that there is a safe access and egress from the buildings and grounds balancing the need for security with the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

All visitors are required to report to the office and collect a visitor's badge. Reception has a list of all regular visitors who have had a DBS check. These people will be issued with a badge on an identifying lanyard indicating that they may move around the site un-accompanied. Visitors not on the list will be given an alternative lanyard and must be accompanied at all times when students are on site.

If staff have any doubts about strangers, they should ask if they can help them and report their presence if they still have doubts. Any staff leaving the premises during the academy day should sign in and out. Lists of pupils who go off the site on visits must be provided.

## 5. Lockdown procedures

Management of the lockdown procedure is the responsibility of the Headteacher. The Headteacher will devise and communicate the lockdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

The lockdown procedure will be practiced and reviewed at least annually.

## 6. Fire

A Fire Risk Assessment of the premises is maintained and reviewed annually.

The academy maintains a fire log containing full details of evacuations, servicing and checks. The log is regularly updated by the Site Manager.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices and are kept free from obstructions. Final exit doors must be unlocked while there are people in the building.

Emergency evacuations are practised at least three times per year. Details should be recorded in the academy's fire log book.

The fire alarm is a loud continuous bell/buzzer.

Fire alarm testing will take place at least once a week by manually activating call points. Call points from different zones should be used to trigger the alarm to ensure that all are in working order. Details should be recorded in the academy's fire log book.

Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded in the academy's fire log book.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and the information made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are the assembly points:

### Tennis Courts

- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The academy will have special arrangements in place for the evacuation of people with mobility needs (Personal Emergency Evacuation Plans) and fire risk assessments will also pay particular attention to those with disabilities.

## 7. COSHH

Academies are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

An inventory of all hazardous substances used on site is maintained by the academy and is reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by the H&S Officer or Heads of Department and are shared with all employees who work with those hazardous substances. Staff will also be provided with protective equipment, where necessary. The COSHH register is located in the Site office/SharePoint and a copy is available wherever chemicals are stored.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures identified in the COSHH assessment.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 8. Gas safety

All gas equipment will be serviced in line with the manufacturer's recommendations which will include at least an annual safety check by a competent **Gas Safe** registered engineer and servicing according to manufacturer's instructions.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

## 9. Legionella

The Headteacher is appointed as the responsible person for implementing arrangements to control the risk of legionella within systems and for reviewing the effectiveness of the arrangements. The Headteacher appoints the Business Manager/H&S Lead as the deputy responsible person and will ensure that arrangements are in place if either the responsible person or their deputy are not available.

The Headteacher will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- commissioning a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- Addressing any remedial actions identified within the risk assessment.
- Ensuring that a competent employee or external contractor undertakes the control measure tasks identified in the risk assessment and maintains records.

## **10. Asbestos**

The academy will maintain an asbestos management plan and asbestos register.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it.

A refurbishment or demolition survey must be undertaken before any proposed works which could potentially disturb the fabric of the building.

An annual visual inspection of accessible asbestos-containing materials must be undertaken annually and the findings recorded. If any damage or deterioration is noticed to an asbestos-containing material, either during an inspection or otherwise, it should be reported immediately to the Headteacher.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Headteacher. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

## **11. Electrical Safety**

Fixed electrical installations will be inspected by a competent electrical engineer every 5 years.

Portable appliance testing (PAT) will be undertaken by a competent person (annually). An inventory or PAT register is maintained and all defective items identified are either repaired or removed immediately.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

All staff are responsible for ensuring that they visually check electrical equipment before use and handle equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Headteacher immediately.

Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

Hirers of the academy's facilities, contractors and visitors must ensure that any electrical equipment they bring in to the academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

## **12. PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the [caretaker/insert other].

PE equipment will undergo visual check at every use and will be inspected annually.

### **13. Outdoor play equipment**

External play equipment will only be used when supervised. The equipment will be checked daily by staff for any apparent defects and for contamination by animals.

Outdoor play equipment will be inspected during routine inspections of the grounds and independently inspected annually by a suitably qualified individual.

### **14. Display screen equipment**

All staff who habitually use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. DSE assessments are reviewed every 2 years or if a change occurs.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **15. Glazing**

Glazing surveys are completed, as necessary, and any required actions taken. A glazing risk assessment has been undertaken and is reviewed annually.

### **16. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken the colleague's line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

### **17. Working at height**

The academy will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height.

In addition:

- The Site Manager retains ladders for working at height and ensures that they undergo inspection with records kept.
- Pupils are prohibited from using ladders.
- Staff must be trained and wear appropriate footwear and clothing when using ladders.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Contractors are expected to provide their own ladders for working at height.

## **18. Manual handling**

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to staff.

The academy will ensure that proper mechanical aids and lifting equipment are available, where necessary and that staff are trained in how to use them safely.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Expectant mothers must not undertake any hazardous manual handling activities.

## **19. Construction Design and Management Regulations (CDM) 2015 and Client Duties**

The Trust and academies will be acting as a Client under these Regulations for any works procured on the site and need to ensure compliance. The Trust and academies should also have knowledge of their Client duties under these regulations.

The Client shall make suitable arrangements for managing a project, including making sure:

- Other duty holders are appointed as appropriate
- Sufficient time and resources are allocated

The Client shall remain responsible for:

- Ensuring relevant information is prepared and provided to other duty holders (i.e. designers and contractors)
- That a competent Principal Designer is appointed
- That the Principal Designer and Principal Contractor carry out their duties
- That appropriate welfare facilities are provided

## **20. Off-site visits**

The academy may appoint an Educational Visits Coordinator. Where an Educational Visits Coordinator has not been appointed by the academy, the roles and responsibilities remain with the Headteacher.

When taking pupils off the academy premises, the academy will ensure that:

- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on academy trips and visits unless the EVC considers it not to be necessary on a risk basis.
- For academies with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **21. Lettings**

This policy applies to lettings. Those who hire any aspect of the academy site or any facilities will be made aware of the content of the academy's health and safety policy by the Academy Business Manager/H&S Lead, and will have responsibility for complying with it.

## **22. Violence at work**

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report immediately to their line manager and record any incidents of aggression or violence (or near misses) directed to themselves. This applies to violence from pupils, visitors or other staff.

## **23. Smoking**

Smoking is not permitted anywhere on the academy premises. This includes electronic cigarettes.

## **24. Infection prevention and control**

The academy applies the national guidance published by Public Health England "*Healthcare protection in schools and other childcare facilities*" when responding to infection control issues.

## **25. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

## **26. Occupational stress**

The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the academy for responding to individual concerns and monitoring staff workloads.

Academies should refer to the Trust's Stress Management Policy for further information.

## **27. Accident Reporting**

### **27.1. Accident record book**

An accident and first aid record if appropriate will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it.

Injuries to staff and significant incidents involving pupils and members of the public will be recorded on the EEC live Accident Reporting system. As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records of accidents and incidents involving adults will be retained by the academy for a minimum of 3 years and those for students until 3 years after their 18<sup>th</sup> birthday.

## **27.2. Reporting to the Health and Safety Executive**

All accidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be sent by the EEClive system to the Academy's Health and Safety Advisor, Educating Safely LLP, before being referred by them as soon as is reasonably practicable directly to the Health and Safety Executive. The Headteacher will notify the Trust of any reportable incidents.

## **27.3. Notifying parents**

The Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **27.4. Reporting to Ofsted and child protection agencies**

The Headteacher, in conjunction with the Chief Financial and Operating Officer, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher, in conjunction with the Chief Financial and Operating Officer, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the academy's care.

## **27.5. Reporting to the Governors**

Details of all accidents are provided to the Governing Body, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

## **28. Pupil Medications**

The academy follows the Department for Education statutory guidance document "*Supporting pupils at school with medical conditions*" and has a separate policy on the subject.

Children and young people, who are asthmatic, are required to keep a spare inhaler at the academy. Spare inhalers must be kept in a secure staffed areas and labelled with the child/young person's name. The secure storage area should be accessed by designated staff to ensure that the inhalers are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency situation, where it is critical to life and the Headteacher has prior written knowledge about the child or young person's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so.

The Medical Officer and First Aiders are responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in academy time, when written parental consent has been obtained to do so.
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.



- Liaising with the Health and Safety Advisor, Health Centre, Academy Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of students.

## 29. Training

All staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training.

## 30. Monitoring

This policy will be reviewed by the Headteacher **annually**.

At every review, the policy will be approved by the academy's Governing Body and Health and Safety Committee.

**An annual audit** of this Policy and the health and safety management systems in place will be carried out by the academy's competent person, **Educating Safely LLP**.

## 31. Links with other policies/documents

- Stress Management Policy
- RHT Risk Management Policy
- RHT Safeguarding Policy
- Supporting pupils with medical conditions Policy
- Risk Assessment Policy
- Offsite Visits and Activities Policy
- DfE Good Estate Management for Schools (Updated March 2019)  
<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>