

GUILSBOROUGH ACADEMY

HEALTH & SAFETY POLICY

Policy Name	Health and Safety
Committee	Finance, Audit and Risk
Owner	Multi Academy Trust Directors
Statutory	Yes
Authorisation	FAR Trustees to ratify

Date Ratified	Review Date
June 2023	June 2024

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 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 amended 2002](#), 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

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.

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Health and Safety Policy Statement of Intent:

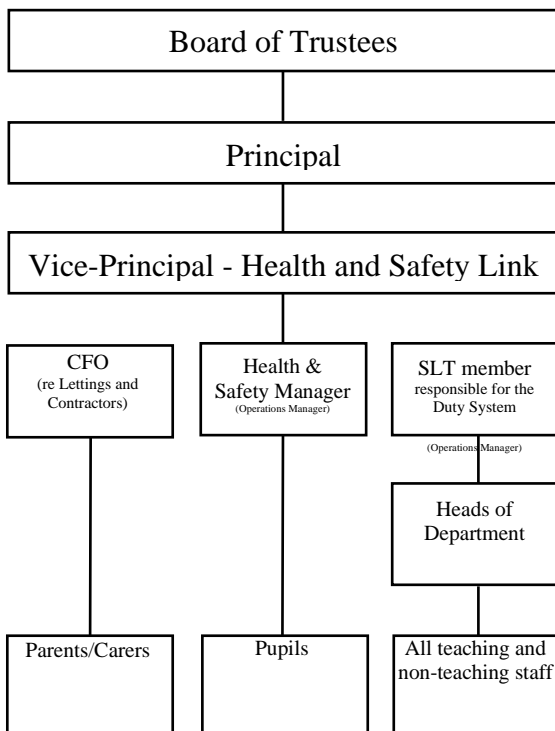
We the Directors the Trust, fully understand and accept our obligations as employers under the Health and Safety at Work Act 1974 and associated legislation to provide a safe and healthy working environment for our employees, pupils and others who may visit our premises, so far as is reasonably practicable.

- The Multi Academy Trust (MAT) has a statutory duty to provide a safe place of work and healthy working environment for all of its employees. In certain circumstances, this duty extends to those persons for whom the MAT and its employees provide services; or to persons who, whilst not being employees, are engaged to provide services for the MAT.
- The promotion of health, safety and welfare measures is a mutual objective for the MAT and for all employees. Therefore, the Trustees will, so far as is reasonably practicable, safeguard the health and safety of all employees at work. This will entail:
 - a) the provision and maintenance of healthy and safe systems of work and working conditions;
 - b) the provision of appropriate information, instruction, training and supervision in safe working methods and procedures;
 - c) making provisions for first-aid facilities and trained first-aid personnel.
 - d) the provision and maintenance of safe premises and site, plant and equipment;
 - e) the provision of safe arrangements for the use, handling, storage and transport of articles and substances;
 - f) the provision of safe means of access and egress and the implementation of appropriate security arrangements.
 - g) detailed Health & Safety inspections of all buildings according to an agreed schedule.
 - h) ensuring that a robust system exists for the safer recruitment of staff.
- In addition, the Directors & Governors will:
 - a) Nominate a member of staff on the Senior Leadership Team of each Academy to the role of Health & Safety Officer – the Vice Principal – and the Operations Manager have overall responsibility for co-ordinating health and safety policy.
 - b) require management at all levels to exemplify the correct attitude to health and safety and maintain a constant and continuing interest in staff health and safety;
 - c) facilitate adequate arrangements for joint consultation and participation of employee trades union safety representatives in measures for promoting health and safety at work.
 - d) require a report from the Health & Safety Liaison Officer at every meeting of the Health & Safety/Environment Committee on the following areas: Health and Safety inspections; accident reporting; fire safety; premises and department issues; minibuses.
- Employees are required to actively contribute in implementation of this policy by:

- a) taking reasonable care for the health and safety of themselves, colleagues and others; observing safety rules where applicable to them;
 - b) co-operating with management in any measures implemented to meet statutory obligations and designed to promote health and safety at work.
 - c) at least annually, reminding themselves of the contents and responsibilities in this policy.
- All employees should note that failure to discharge the obligations placed on them by this or any relevant statutory provision then they may be liable to:
 - a) prosecution by the Health and Safety Executive (Note: far more likely to be the employer), and/or
 - b) disciplinary action under the MAT's disciplinary rules.

Organisation for Health and Safety

The Trust board has ultimate responsibility for health and safety matters in the Academy, but will delegate day-to-day responsibility as follows



Health and Safety Responsibilities

The Trustees, Principal, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the Academy's activities, both on and off site.

Trustees

There is a joint Finance, Risk and Audit Committee for the MAT comprising of Trustees and senior staff.

The Trustees have a strategic role in the running of the Academy including the management of health and safety.

The Governors will ensure that:

- a) they provide a lead in developing a positive Health and Safety culture throughout the Academy
- b) their decisions reflect its Health and Safety intentions
- c) adequate resources are available for the implementation of Health and Safety including staff training
- d) an effective management structure for the implementation of Health and Safety is established
- e) they will promote the active participation of employees in improving Health and Safety performance
- f) they review the Health and Safety performance of the Academy annually and plan safety improvements for the following year
- g) health and safety objectives are set across the whole Academy and for each department
- h) standards of health and safety are set across all areas
- i) a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- j) a risk management programme is developed and implemented across the Academy by assessing the risks to staff and others undertaking Academy activities
- k) monitoring systems are in place to monitor the effectiveness of the MAT's risk control
- l) senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- m) a system of communication and consultation with employees is established via the Health and Safety Committee
- n) matters raised by the Health and Safety Committee are considered for action
- o) health and safety policies and procedures are reviewed in light of the results of internal and external audits
- p) actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance

Designated Responsibilities

1. The Principal

Responsibility for the implementation of health and safety policy within the MAT lies with the Principal.

2. Health & Safety Officer:

A member of the Senior Management Team - specifically Vice Principal in conjunction with the Operations Manager – has delegated responsibility for Health & Safety:

The Health & Safety Officer, aided by the Senior Leadership Team members will ensure that systems exist to ensure that:

- a. health and safety rules are followed by all staff and pupils ensure that the Government Statutory guidance 'Supporting pupils at Academy with medical conditions' is adhered to (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-Academy-with-medical-conditions.pdf)
- b. the MAT is so organised that there is no unacceptable risk to members of staff, pupils, members of the public or to property;
- c. staff and pupils know to report all defective equipment, plant, premises and hazards associated with the working environment and ensure that steps are taken to remove or control the hazard;
- d. systems are in place so that all equipment is regularly maintained and kept in a safe condition
- e. systems and schedules are in place for statutory inspections

- f. all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development;
- g. senior leadership set a personal example and encourage a safe attitude towards work amongst all employees;
- h. there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures and that any safety issues with the equipment that cannot be dealt with are referred to the Senior Team for action
- i. termly meetings of staff safety representatives are convened to ensure that health and safety issues are reported regularly to the Trustees Finance, Audit and Risk Committee.
- j. they work with the Health & Safety Liaison Officer to ensure that Heads of Departments implement appropriate safety procedure, undertake risk assessments and adhere to established systems of reporting.
- k. the safeguarding of children is maintained through the 'Safer Recruitment' process of all staff
- l. issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- m. hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- n. agreed safety standards are maintained, particularly those relating to housekeeping
- o. all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees

3. SLT member (with responsibility for duties) will be responsible for:

- a. Drawing up a rota of staff to man specific areas of the premises and site.
Training and supervising of the lunchtime duty team/Lunchtime Supervisors to ensure they understand their role and carry it out effectively.

4. The Health and Safety Officer (Operations Manager)

The duties of the Health and Safety Liaison Officer include:

- a. monitoring and implementing the general safety programme;
- b. carrying out a regular programme of inspections on behalf of the Principal and reporting on findings to the Finance Audit and Risk
- c. analysing accident reports and preparing regular reports for the Trustees Finance Audit and Risk Committee ;
- d. carrying out regular inspections with Trustee and Chief Finance Office and recognised Trade Union Safety Representatives;
- e. establishing and monitoring First Aid procedures;
- f. establishing and monitoring Emergency/Fire procedures;
- g. setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils;
- h. establishing protective clothing and equipment needs and establishing monitoring procedures for their use;
- i. hold relevant, up-to-date information on Health and Safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of the Policy
- j. establishing a system for monitoring and vetting contractors on site and involvement in promoting Health & Safety when planning new buildings and refurbishment.
- k. regular monitoring of cleaning and grounds maintenance contractors to ensure they comply with H & S legislation and that areas affected are safe for pupil and staff use.
- l. undertaking risk assessments in relation to the premises and site and liaising with Heads of Department in relation to their curriculum specific risk assessments. In particular, carrying out

- annual reviews of risk assessments in practical areas e.g. Science, DT, Art and PE and reporting any concerns to Senior Leadership Team links.
- m. establishing an appropriate procedure for lone working, to ensure the safety and security of staff.
 - n. establishing procedures for the safe storage and use of chemicals and other hazardous substances in accordance with COSHH regulations.

5. Operations Manager responsible for contractors and lettings:

Facilities Manager will manage this on a day-to-day basis.

Contractors and those letting Academy premises will agree health and safety practices with the Facilities Manager before starting work or commencing a letting. Contractors will provide evidence that they have completed an adequate risk assessment of all their planned work.

6. Heads of Departments/Team Leaders have a responsibility to ensure that:

- a. all staff within their department or whom they line manage understand their responsibilities under the terms of this policy.
- b. procedures for safe working practices within their departments are laid out in their curriculum schemes of work and comply with appropriate Health & Safety regulations.
- c. risk assessments are undertaken within their departments and these are reviewed annually or sooner if required with any issues reported to their link SLT member or the Health & Safety Liaison Officer.
appropriate inspections and routine maintenance is carried out for all equipment within their department and relevant records kept of such works.
- d. protective clothing and equipment needs are identified and provided where necessary.
- e. staff have appropriate training and access to safety information in relation to all equipment and materials used.
- f. there is liaison with the Health & Safety officer and that required safety measures are implemented when agreed.
- g. that any accidents to pupils or staff are immediately reported through the established systems.
- h. that Health & Safety is an agenda item at the Department Meeting at least 3 times a year for practical subjects and at least twice a year for other subjects.

7. Site Staff will ensure that they:

- a) Report immediately to the Health & Safety Liaison Officer, any defects to the buildings or site which constitute a hazard and take immediate steps to prevent further risk.
- b) Undertake such work as to provide a safe and clean working environment.
- c) Understand and follow site procedures for safe handling of equipment, deliveries and safe working practices, including the wearing of appropriate protective clothing and equipment.
- d) Understand and follow site procedures for lone working and security.
- e) Work in such a manner as to not endanger either themselves nor other staff or pupils.
- f) Monitor the work of contractors on site to ensure a safe working environment is maintained.
- g) Be aware of the work of the cleaning contractors and report immediately to the Facilities Manager any issues which could result in a hazard.
- h) Arrange for appropriate annual inspections are undertaken in order to comply with legislation.
- i) Ensure that fire safety equipment is in place and checked.

8. Medical Co-ordinator (Student support at Guilsborough Academy)

Will ensure that Government Statutory guidance Supporting pupils at Academy with medical conditions is adhered to

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-Academy-with-medical-conditions.pdf)

Guilsborough Academy

- a) An agreed system is established for recording sick pupils and accidents to both pupils and staff.
- b) Where there is a head injury, parents/carers will be informed and the pupil will be given a leaflet about monitoring head injuries to give to parents / carers
- c) Any patterns in illness or accidents are reported to the Health & Safety Officer promptly
- d) In liaison with the Health & Safety Officer, the accident reporting procedure is followed up within 2 days and any hazards/malpractices are reported to the Trustees Finance, Audit and Risk Committee
- e) There is liaison with parents/carers regarding medical conditions as required and medical information provided by parents/carers is passed on confidentially to appropriate staff.
- f) An appropriate system is in place for the handling of medicines for specific pupils in the Academy.
- g) Sufficient first aiders (between about 8 and 10 staff) are trained. The Pastoral team will ensure that the required number of first aiders are trained and monitor when retraining is necessary. First aid boxes are located throughout the Academy and replenished on a regular basis.
- h) Signs giving the names of first aiders are displayed in all staffrooms and offices and updated as required.

9. Lunchtime supervisors

- a) Ensuring that pupils queue for lunch in a safe and orderly manner.
- b) Monitoring behaviour in their designated area of duty.
- c) Dealing with any incidents of bad behaviour and following these up.

10. Bus Captains /Supervisors will be responsible for:

- a) Ensuring the safety of pupils while they wait for and board the buses.
- b) Ensuring that they are at their designated place on time.
- c) Ensuring that pupils wait in an orderly manner and do not move until the bus has finished manoeuvring.
- d) Liaising with office staff regarding late or missing buses.
- e) Reporting any concerns regarding pupil transport.

11. All teaching and non-teaching staff have a responsibility to:

- a) actively lead the implementation of the Health and Safety Policy and comply fully to it
- b) ensure that health and safety rules are followed by themselves, team members and pupils
- c) conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- d) ensure that lessons and activities are carried out safely and safety rules are observed
- e) Identify when a risk assessment is needed and inform the site team
- f) familiarise themselves with any risk assessments and ensure that they are adhered to
- g) Report accidents, ill health and 'near miss's incidents at work to Operations Manager /EVC coordinator
- h) Advise Human Resources of their own reportable health conditions or communicable disease
- i) encourage other staff and pupils to report hazards and raise health and safety concerns
- j) ensure that equipment used by themselves or others is maintained in a safe condition and that defects are reported
- k) use personal protective equipment where required and that themselves, other staff and pupils are instructed in its use. Any safety issues that cannot be dealt with are referred to the Senior Team for action

- l) ensure that hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- m) ensure that agreed safety standards are maintained, particularly those relating to housekeeping all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees
- n) follow up issues raised by themselves concerning safety to ensure that they are thoroughly investigated and, when necessary, further effective controls implemented
- o) take reasonable care of their own safety
- p) be aware of procedures for lone working and following guidance to ensure their own safety and security
- q) take reasonable care of the safety of others affected by their actions
- r) dress sensibly and safely for their particular working environment or occupation
- s) conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- t) use all safety equipment and/or protective clothing as directed
- u) avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- v) maintain all equipment in good condition and report defects to their supervisor
- w) report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- x) report all accidents to their supervisor whether an injury is sustained or not
- y) attend as requested any health and safety training course
- z) observe all laid down procedures for processes, materials and substances used
- aa) observe the fire evacuation procedure and the position of all fire equipment and fire exit route

12. Pupils and Parents

are expected to:

- a) co-operate with Teachers and Academy staff on health and safety matters
- b) not interfere with anything provided to safeguard their own or their child's health and safety or the safety of others in Academy
- c) take reasonable care of their own and their child's health and safety in Academy; and report all health and safety concerns to a member of staff

Arrangements Summary

1. Fire Safety

- a) Health and Safety SLT lead will work with the Fire Safety Officer (Operations Manager) to ensure that Fire Risk Assessments being in place and regularly reviewed on both sites.
- b) To ensure that appropriate arrangements are formulated for the provision and maintenance of effective fire precautions, procedural guidelines covering;
 - a. Evacuation Procedures are regularly fully practiced. Registers of pupils and staff members are taken
 - b. New members of staff and supply staff are given fire safety guidance
 - c. Fire Extinguishers (should only be used by trained members of staff)
 - d. Means of Escape
 - e. Fire Alarms
 - f. Arson Prevention
 - g. General Fire Safety

The Fire Safety Officer (role delegated to Operations Manager) will ensure that:

- a) a Fire Action notice giving detailed instructions on the action to be taken in the event of fire or other emergency, the points of assembly and the facilities available, is displayed in every classroom, work room and office.

- b) fire alarms are tested weekly (The fire alarm is a loud continuous ringing bell)
- c) emergency lighting, firefighting equipment etc. are regularly tested and inspected to meet legal requirements and that a record is maintained.
- d) all staff must familiarise themselves with, and must ensure they fully understand, the instructions of the emergency procedure. All must ensure that escape routes are not obstructed and that whenever the building is occupied, the emergency exits are free to open and that smoke-stop doors are not wedged in the open or shut position under any circumstances.
- e) regular fire practices take place, at least once per term and details recorded.
- f) through liaison with the Principal and Exams Manager, that appropriate arrangements for emergency evacuation exist for exam periods.
- g) emergency evacuation procedures are reviewed following a practice.
- h) Train and maintain the correct number of Fire Wardens. Liaise with them after a Practice and correct any issues that have arisen.

2. Site Security

The Principal is responsible for the security of the Academy site in and out of Academy hours. They will delegate responsibilities to the Operations Manager for both sites who will be responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Keyholders

Operations Manager, Site staff, Principal, Chief Finance Officer, Vice Principal.

3. COSHH

a) Hazardous substances include:

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

b) Risk Assessments

Control of substances hazardous to health (COSHH) risk assessments are completed by the Facilities Manager and Heads of Science & Design and Technology and circulated to all relevant employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

c) Storage Our 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.

d) Site issues – Operations Manager is responsible for the control of hazardous substances related to general site and buildings issues. Facilities Manager also maintains records regarding COSHH in those departments where hazardous substances are used regularly. There is a locked cupboard for cleaning stores and paint.

Any hazardous products are disposed of in accordance with specific disposal procedures.

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

Facilities Manager is responsible for maintaining records for all Academy departments.

e) Science and Design and Technology – individual Heads of Departments are responsible for storing and controlling hazardous substances in their own department.

f) Cleaning contractors - are responsible for storing and controlling hazardous substances used in their work in a safe manner. This will be specified as part as their contract. They have been allocated a lockable cupboard in each block. Copies of the COSHH data sheets and H&S folder is kept in the Operations Managers office.

4. Gas safety

Guilsborough Academy:

- a) Only held for science & DT
- b) Bottled gas – keep in stores outside.
- c) Controlled by GasGuard system – equipment used to protect Academy from gas leaks and faults. Serviced annually. Record kept by Site Team.
- d) Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- e) Gas pipework, appliances and flues are regularly maintained
- f) All rooms with gas appliances are checked to ensure that they have adequate ventilation

5. Legionella

Guilsborough Academy:

A water risk assessment has been completed biannually by a selected contractor. Operations Manager in charge of monthly water checks. Records kept by Operations Manager responsible for ensuring that the identified operational controls are conducted and recorded in the Academy's water log book

This risk assessment will be reviewed every 2 years in line with the contractor recommendations and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following:

- See above
- showers are descaled and sanitised quarterly
- Dead ends are flushed-weekly.
- Water temperature checks carried out monthly.

6. Asbestos

Guilsborough Academy only

- a) 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
- b) Site staff have asbestos training
- c) Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

- d) 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
- e) A record is kept of the location of asbestos that has been found on the Academy site via the staff handbook

7. Equipment

- a) All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- b) When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- c) All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

8. Electrical equipment

- a) All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- b) Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- c) Any potential hazards will be reported to Operations Manager immediately
- d) Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- e) Only trained staff members can check plugs
- f) Where necessary a portable appliance test (PAT) will be carried out by a competent person annually
- g) All isolators switches are clearly marked to identify their machine
- h) Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- i) Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

9. PE equipment

- a) Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- b) Any concerns about the condition of the gym floor or other apparatus will be reported to the Facilities Manager

10. Display screen equipment

All staff who 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

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). Eye tests up to the value of £20.00 are reimbursed by Accounts on presenting a valid receipt.

11. Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In Academy, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders (not at present)

12. Lone Working

May include:

- Late working
- Home or site visits
- Weekend working
- Facilities 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, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. This is the responsibility of the individual.

The lone worker will ensure that they are medically fit to work alone.

13. Working at height

- The MAT will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- The Operations Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff are prohibited from working at heights except where they have received specific ladder training. They are expected to appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, trained staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons. Monthly inspections are carried out on all ladders and recorded in the Facilities Managers office.

14. Manual handling

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.

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

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

- a) 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
- b) Take the more direct route that is clear from obstruction and is as flat as possible

- c) Ensure the area where you plan to offload the load is clear
- d) When lifting, bend your knees and keep your back straight, feet apart and angled out.
- e) Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

15. Minibus Co-ordinator (Operations Manager) shall:

- a) Equip all vehicles with relevant documentation as per Midas requirements.
- b) Appoint and oversee a deputy co-ordinator with responsibility for weekly checks
- c) Keep and maintain records for all Midas (**Minibus Driver Awareness Scheme**) training
- d) Co-ordinate correct use of the buses and ensure driver suitability/training.
- e) Report to Governors any issues arising
- f) Arrange repairs, maintenance and MOT's as required.
- g) Oversee running costs, charging and security of the buses.

16. Off-site visits

When taking pupils off the Academy premises, we will ensure that:

- a) Risk assessments will be completed where off-site visits and activities require them
- b) All off-site visits are appropriately staffed
- c) Staff will take a Academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- d) There will always be at least one first aider on Academy trips and visits

17. 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, and will have responsibility for complying with it.

18. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

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

19. Smoking

Smoking (including e-cigarettes and vapes) is not permitted anywhere on the Academy premises.

20. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, where applicable.

21. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the Academy that they are 12 weeks or more pregnant.

Appropriate measures will be put in place to control risks identified

22. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise 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.

23. Accident reporting

Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident

Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with records management society of Great Britain Local Government Group Retention Guidelines for Academy's.

Reporting to the Health and Safety Officer

The Health and Safety Officer (delegated to the Health and Safety Liaison Officer) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Liaison Officer will report these to the Health and Safety Officer as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - a) Fractures, other than to fingers, thumbs and toes
 - b) Amputations
 - c) Any injury likely to lead to permanent loss of sight or reduction in sight
 - d) Any crush injury to the head or torso causing damage to the brain or internal organs
 - e) Serious burns (including scalding)
 - f) Any scalping requiring hospital treatment
 - g) Any loss of consciousness caused by head injury or asphyxia
 - h) Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- i) Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- j) Where an accident leads to someone being taken to hospital
- k) Where something happens that does not result in an injury, but could have done
- l) Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Academy's include, but are not limited to:
 - m) The collapse or failure of load-bearing parts of lifts and lifting equipment
 - n) The accidental release of a biological agent likely to cause severe human illness
 - o) The accidental release or escape of any substance that may cause a serious injury or damage to health
 - p) An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

Academy staff (Pastoral staff at Guilsborough Academy and Administrative staff at Naseby Academy) 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.

Reporting to Ofsted and child protection agencies

The Principal at Guilsborough Academy 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 Designated Safeguarding Lead will also notify Northamptonshire Safeguarding Children Board of any serious accident or injury to, or the death of, a pupil while in the Academy's care.

24. Training

Our 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 (SEND), are given additional health and safety training.

25. Work Related Learning

The person responsible for co-ordinating pupils on Work Experience (Assistant Principal) will:

- Ensure that all arrangements for work experience satisfy the given H&S criteria
- Liaise with parents/carers and employers with regard to health and safety, ensuring that DBS Disclosures are in place where appropriate.
- Ensure that pupils going on work experience are made aware of the health and safety issues at their workplace.

26. Educational Visits:

The Academy has an EVC coordinator for coordinating educational visits.

The MAT subscribes to-EVISITS (and currently continues to follow their procedures and has a fully trained internal EVC Coordinator) The EVC will:

- a) Liaise with staff organising educational visits and activities to ensure that MAT procedure and the required legal procedures are adhered to;
- b) Provide advice and guidance to staff and ensure that risk assessments are undertaken for all activities and visits;
- c) Ensure that approval is sought from the external Health and Safety provider in respect of all Category C activities.
- d) Seek information from the websites -

<https://oeapng.info/evisit/>

<https://www.e-visit.co.uk/LongtownOutdoorLearning/eVisit>

Person responsible for taking a Academy trip shall:

- a) Ensure that approval is sought from the Trustees (for residential and overseas trips) and from the Principal for all other activities where pupils are taken off site;
- b) Ensure that the MAT's Educational Visits Procedure is followed at all times;
- c) Liaise with the MAT's Educational Visits Co-ordinator with regard to risk assessments and other issues to ensure the safety of pupils at all times;
- d) Liaise with the EVC and complete the appropriate approval application form (EVISITS)

Education and Training

This Health and Safety Policy will be given to all staff and will be made available on the computer network. It will form part of all induction procedures.

Heads of Department and Team Leaders will be responsible for identifying the training needs of their staff.

Monitoring and evaluation arrangements

The final part of this policy identifies the arrangements by which the effectiveness of the policy at setting the framework for managing health and safety can be monitored and evaluated.

1. Monitoring Health and safety checks

will be organised termly by: Operations Manager.

Fire: Operations Manager

Escape routes and exits are checked by: Site Team

Alarms are tested weekly by: Site Team

Fire drills are organised termly by: Operations Manager

Lockdown drills organised by: Vice Principal/Facilities Manager

Health & Safety representative of Trustee complete a H & S tour every term

Maintain Accident records for staff and pupils

Reports to RIDDOR are made by Operations Manager.

2. Trade Union Representatives

The Safety Representative may:

carry out the duties as defined in the Safety Representatives and Safety Committee Regulations and assist communication between the members they represent, the MAT's Management and Governors.

assist in dealing with problems involving health and safety when asked to do so in accordance with the agreed MAT Health and Safety procedure;

- carry out regular inspections of the workplace with the Academy Health & Safety Officer.
- attend termly meetings of staff representatives to discuss any issues of concern to be reported to Trustees.
- Trade Union representatives are invited to raise any Health and Safety Concerns at the termly H&S staff committee meeting.

3. The Staff Health & Safety and Environment Committee

It is intended that most health and safety at work matters should be dealt with promptly within each Department, involving discussion with and, where appropriate, remedial action being taken by Heads of Department and only in exceptional circumstances will it be necessary to refer matters to the Health & Safety Committee.

The Committee will meet at least once per term, will formulate safety rules and procedures, and will consider hazards and safety problems throughout the MAT. This is chaired by a member of the Environment Health and Safety committee of Governors and members of staff. Attendees are:

Joint committee

- Vice Principal
- Chief Finance Officer
- Chair of Health & Safety Governors Committee – who should this be?
- Trustee
- Operations Manager

The functions of the Health and Safety Committee are:

- a. The study of accidents and notifiable diseases, statistics and trends and where appropriate, consider ways of control so as to prevent recurrence;
- b. Ensuring that a schedule for Health & Safety Inspections of the premises and grounds is in place and that Trustees are able to be involved in these.
- c. To receive regular reports of the Health & Safety Inspections and identify and pursue any significant issues.
- d. To monitor fire safety management, ensuring that appropriate procedures are in place and records maintained.
- e. To consider reports which Safety Representatives may wish to submit;
- f. To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act;
- g. To assist in the development of MAT safety procedures and practices.
- h. To monitor the effectiveness of the safety content of staff training
- i. To provide a link with the appropriate inspectorate of the enforcing Authority

4. Contractors and Safety:

The person responsible for approving and monitoring contractors and lettings who work within Academy is the Operations Manager