



Windsor Academy Trust  
Greenways Primary Academy

**Policy: Health and Safety**

<b>Policy: Health and Safety</b>	
<b>Responsible Committee:</b>	People and Culture Committee
<b>Date approved by the Board of Directors:</b>	19th September 2024
<b>Implementation date:</b>	September 2024
<b>Next review date:</b>	September 2025

# **WINDSOR ACADEMY TRUST**

## **STATEMENT OF HEALTH AND SAFETY**

The Board of Directors of Windsor Academy Trust (WAT) will strive to achieve the highest standards of health safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

### **We are committed to:**

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At WAT health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in this document. A reference copy of the full document is to be kept in the academy and must be readily available.

This policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

# Greenways Primary Academy

## STATEMENT OF HEALTH AND SAFETY

As an academy within Windsor Academy Trust (WAT), we will adopt a planned and systematic approach to the local implementation of the WAT health and safety management standards through this statement of intent and we will:

- Plan for health and safety within our academy improvement planning activity.
- Ensure relevant safety actions are included during the staff appraisal process.
- Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- Review with the WAT Compliance Officer all progress against our plans and take appropriate action.
- Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- Assess and control risks to all academy staff.
- Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members or place prominently in an area accessible to all.

Signed .....J.Garside.....  
(Headteacher)

Date ...September 2024.....

# Health and Safety Policy

## 1. Introduction

- 1.1 The Academy trust Handbook reminds trusts about their obligations regarding safeguarding, health and safety and estates management and that trust boards should follow the Department's "Health and Safety: responsibilities for and duties for schools", as well as "Health and Safety Executive (HSE) guidance for Education".
- 1.2 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all its pupils/students; employees; contractors; partners and visitors and any other users of its premises. WAT will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and all other related statutory legislation and regulations.
- 1.3 WAT will fulfil its moral and statutory responsibilities for health, safety and wellbeing by ensuring that robust policies, structures, systems, procedures and practices are in place, underpinned by a culture where health and safety is everyone's responsibility. WAT expects that all staff and stakeholders will play their part in delivering, supporting and reinforcing its health, safety and wellbeing commitments.

## 1.4 WAT is committed to:

- **Preventing** accidents and work related ill health by managing the health and safety risks in the workplace.
- **Protecting** the health, safety and welfare of all persons using WAT premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment and ensuring the safe storage and use of equipment and materials.
- **Protecting** the health, safety and wellbeing of staff, pupils/students and other supervising adults participating in off-site visits.
- **Responding** effectively to incidents by implementing effective control measures and emergency procedures.
- **Equipping and training** all employees, managers and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.
- **Engaging and consulting** with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance**, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

## 2. Purpose

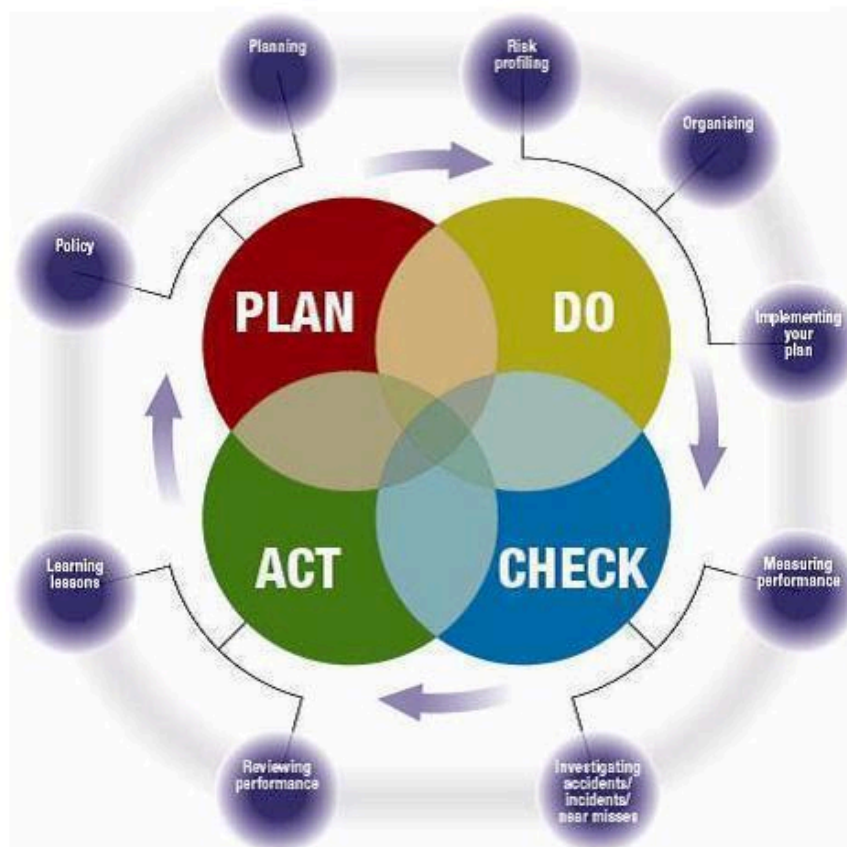
### 2.1 The purpose of the Health and Safety policy is to ensure that:

- Effective structures, systems, procedures and arrangements are developed and implemented in relation to health and safety, including fire, asbestos or other significant incidents.
- Roles, responsibilities and accountabilities for health and safety are identified and implemented.
- Safe systems of work are effective and safe working equipment is provided.
- Risks are identified and effective controls are in place to manage these.

## 3. Management of Health and Safety – Plan, Do, Check, Act

3.1 WAT recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice, which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

3.2 The HSE model has been reproduced and is illustrated as follows:



### 3.3 In adopting this approach WAT will ensure that:

#### PLAN

- **POLICY** - Appropriate written statements of policy and procedure on health and safety are in place, and that there are effective arrangements for implementation.
- **PLANNING** - There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

#### DO

- **RISK PROFILING** - Risks to employees, pupils/students, contractors, and any other people who could be affected by WAT activities are assessed and recorded.
- **ORGANISING** - organisational structures, systems and controls that are monitored and reviewed as an outcome of risk assessment.
- **ORGANISING** - Consultation takes place with employees about the risks at work and current preventative and protective measures.
- **IMPLEMENTING PLANS** - There is access to competent health and safety information, advice and guidance about the risks in the workplace and the control measures.
- **IMPLEMENTING PLANS** - Instruction and training is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.

#### CHECK

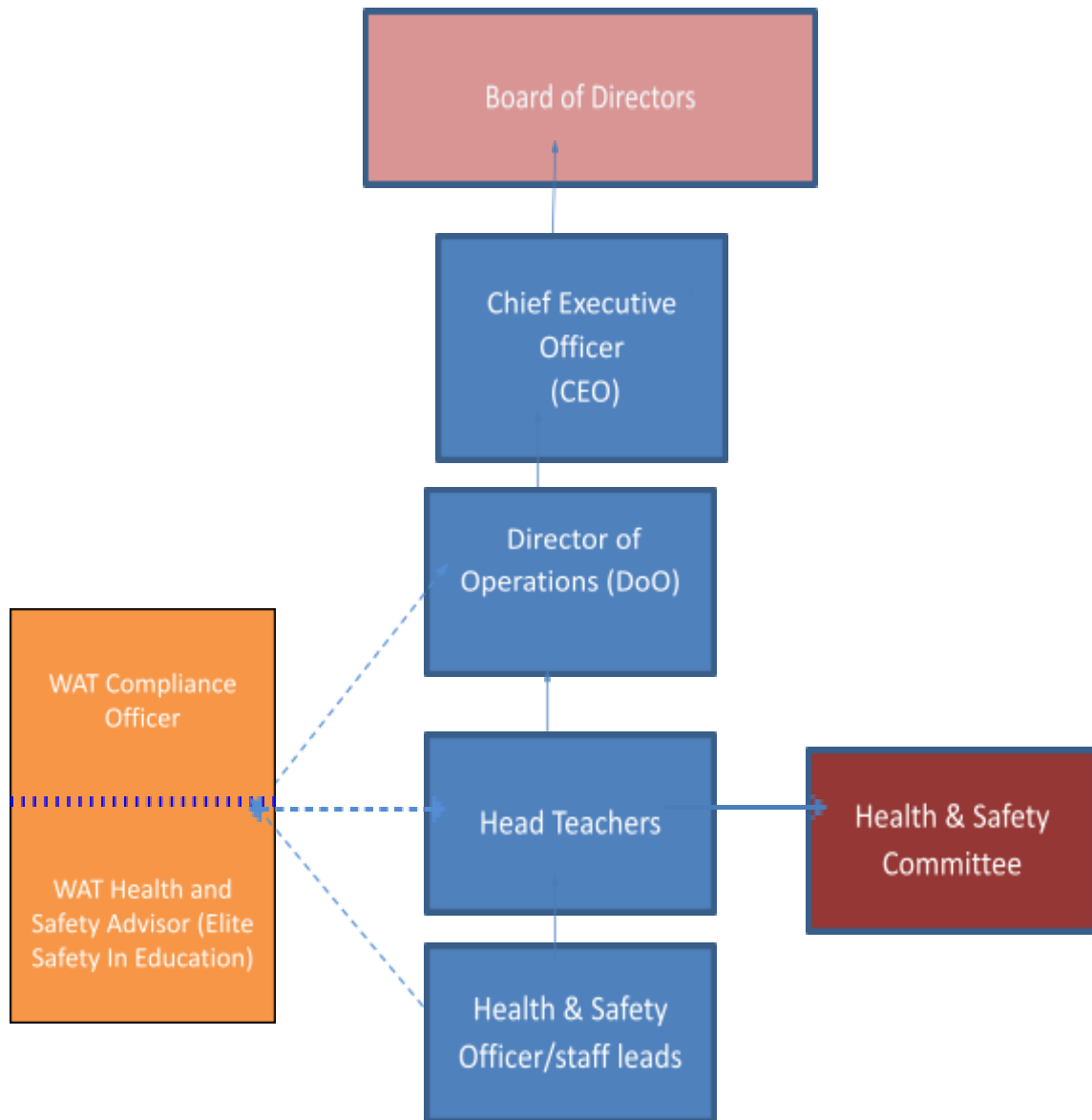
- **MEASURING PERFORMANCE** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.
- **INVESTIGATING ACCIDENTS/INCIDENTS** - Investigations take place to identify any trends and to monitor performance of policies, procedures and systems.

#### ACT

- **REVIEWING PERFORMANCE** - Performance and compliance is regularly reviewed with updates provided.
- **LEARNING LESSONS** - Learning takes place from findings from investigations to inform further developments.

#### 4. Governance of Health and Safety

4.1 The following diagram outlines the structural arrangements for the governance of health and safety across WAT, specific duties and responsibilities are detailed further in this document.



#### Board of Directors

4.2 The WAT Board of Directors (BoD) is ultimately accountable and responsible for the health and safety of employees, pupils/students and other individuals whilst on WAT premises and in all places where they might be affected by its operations.

4.3 The BoD holds responsibility and liability in relation to health and safety across the following areas:

- Health and safety management
- Risk assessment
- Legionella
- Asbestos management duty of care main “duty holders” for all arrangements as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012

- Fire safety
- First aid
- The Construction Design & Management (CDM) Regulations

4.4 The BoD will have overall responsibility for:

- Any directions issued in the arrangements concerning the health and safety of persons on WAT premises or taking part in WAT activities elsewhere.
- Ensuring that there is access for all its employees, LAB members and Directors, to relevant information, guidance, advice, support and training. This will be provided through specialist consultancy support as the “competent person”.
- Ensuring that there are established arrangements for the provision of health, safety and welfare standards expected in WAT premises.

4.5 The CEO will provide Health and Safety updates to the BoD as appropriate.

4.6 As a result of an audit, inspection, or concern/s raised with WAT, the BoD will direct health and safety improvements to WAT policies, procedures, systems and any other arrangements that are non-compliant with legislation.

### **WAT Central Team**

4.7 For the central team and central locations, responsibilities for health and safety are with the Chief Executive and the executive team who may delegate responsibilities as appropriate.

### **WAT Compliance Officer**

4.8 The Compliance Officer, under the direction of the Director of Operations, is responsible for ensuring that appropriate checks and suitable arrangements are in place at the academies in accordance with WAT’s Health and Safety and Child Protection and Safeguarding Policies. The Compliance Officer is required to promote the well-being of children and young people in terms of their:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- Contribution they make to society.
- Social and economic well-being.

4.9 The Compliance Officer has a duty to monitor and report health and safety matters and accept the duty for the way in which health and safety issues are addressed.

4.10 The Compliance Officer is a “duty holder” for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, and has a duty to scrutinise local asbestos management arrangements and via the Director of Operations and Executive team report into the Board of Directors.

4.11 The Compliance Officer has a delegated duty to establish and review additional local procedures, organisation and arrangements of particular health and safety matters. The content of all procedures, organisations and arrangements must comply with this policy and are subject to review by the WAT Health and Safety Advisor. They must include, as a minimum, provision for:

- Fire and evacuation.



- Emergency resilience/continuity plans and procedures.
  - First aid arrangements.
  - Lone working.
  - Violence at work.
  - Lettings and hiring of services and equipment (if applicable).
- 4.12 The Compliance Officer must establish measures for the local implementation of this policy, organisation and arrangements, with regard to, but not limited to:
- Housekeeping and safe disposal of waste.
  - Occupational health provision.
  - Educational visits and transport.
  - Work experience (if applicable).
  - Local rules regarding radiation (if applicable).
- 4.13 The Compliance Officer must scrutinise the local arrangements for the:
- Effective management of asbestos materials in the academies and ensure that emergency measures are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of Asbestos Containing Material (ACM) and provide feedback to the DoO.
  - Effective evacuation of premises in the event of a fire. This will include the provisions contained in the academy's local Fire Evacuation Plan and the effectiveness of the practical application of that plan.

### **Headteacher**

- 4.15 Headteachers have overall responsibility for the day to day management of health and safety in each academy even if they choose to delegate any of the duties. They are required to manage and address health and safety matters within their financial allocations. Any areas that cannot be addressed locally requiring the allocation of funds will need to be raised with the CEO/ DoO.
- 4.16 The Headteacher may:
- Delegate any, or all, of the duties.
  - Designate a person as the academy's designated Health and Safety Officer.
  - Appoint an Education Visit Coordinator (EVC) as a competent person to oversee all arrangements for educational visits and journeys.
  - Appoint a competent person to oversee any work experience arrangements if applicable.
- 4.17 The specific health and safety duties attached to any appointments must be recorded in writing and the Headteacher must ensure that the person appointed to carry out those duties is competent. "Competent" can be defined as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone's competence.
- 4.18 The Headteacher is a "duty holder" for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012. It is their duty to ensure that there are appropriate local asbestos organisation

and arrangements within the academy. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on academy premises and to ensure that the emergency measures, provided in the arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

- 4.19 If any part of the academy premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan (AMP) developed. If this role is delegated to another member of staff, that person must be named in the AMP and their particular asbestos management duties recorded.

**4.20 Matters requiring particular consideration by the Headteacher will include:**

***People - ensuring that:***

- There are adequate staffing levels for safe supervision of pupils/students and staff, both while at the academy and for any external activities.
- There is effective liaison and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff, pupils/students and others are kept to a minimum.
- All employees are provided with appropriate and adequate health and safety training and equipment consistent with their roles and that this is included in induction programmes.
- Consultation with Trades Union Health and Safety Representatives and Representatives of Employee Safety takes place as appropriate.
- Appropriate health and safety information and WAT announcements are communicated to academy staff, LAB members, Trade Union Health and Safety Representatives, visitors and contractors.

***Systems, Processes & Procedures –ensuring that:***

- The correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Detailed local arrangements are formulated and regularly reviewed outlining the action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements. These arrangements will also be reviewed by the Health and Safety Advisors.
- Arrangements are in place for termly evacuation drills and weekly fire alarm tests and any other related inspections, ensuring records are up to date and accurately recorded.

***Facilities and Equipment –ensuring that:***

- There is periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- There is adequate provision of first aid materials and fire-fighting equipment.

- The Compliance Officer and the Director of Operations (DoO) are informed about any defect in the state of repair of the building, or its surrounds, or services, which is identified as being noncompliant and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrangements are in place for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.
- There is assigned responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils/students and employees.
- If a source of ionising radiation exists on academy premises, the Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties.

***Risk Assessments - ensuring that:***

- There is an adequate system for the undertaking of suitable and sufficient risk assessment in complying with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed.
- Risk assessments are undertaken throughout the academy and control measures are implemented, and assessments are monitored and reviewed appropriately.
- All systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in “Managing for Health and Safety” guidance produced by the HSE as outlined in section 3 of this policy.

***Audit and Review –ensuring that:***

- A termly health and safety audit/inspection and periodic health and safety checks take place, (ensuring all areas of the academy and all activities are covered in an appropriate schedule and accurate records are maintained.)

**4.21 Health and Safety Committee**

Health and safety matters will be discussed locally. The terms of reference for the academy’s Health and Safety Committee (or included in other meetings) are:

- To assist in the regular reviews and monitoring of the implementation of the Health and Safety policy and arrangements throughout the academy.
- To review safety measures and to advise the Headteacher of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils/students.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher to any necessary preventative/remedial action.
- To receive reports from WAT Health and Safety Representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to WAT and to review these as necessary.

- To receive audit and monitoring reports and advise the Headteacher of any necessary preventative and/or remedial action arising from those reports.

## **5. Health and Safety Advisor**

5.1 WAT will work in partnership with its Health and Safety Advisor and other specialists who will provide active support to ensure that appropriate procedures and controls are in place for the management of risk and compliance with legal and statutory requirements including the documentation and completion of records. WAT's Health and Safety Advisor will carry out the duties and responsibilities as the "Appointed Competent Person" to periodically review health and safety management and arrangements to provide assurance and advice on health and safety across WAT in a number of areas including:

- Electrical Issues.
- Management and removal of Asbestos.
- Consideration of reasonable adjustments under the Equality Act for people with disabilities.
- Health and safety legal and technical advice for more complex cases.

## **6. Reviewing Performance - Reporting Arrangements**

6.1 The academy performance will be reviewed termly by the academy leadership team and reported to the Compliance Officer. (Updates will be provided to the BoD of any matters warranting specific attention, particularly those matters that have wider implications for WAT.)

6.2 Active monitoring will include workplace inspections in accordance with the academy's local arrangements and the Headteacher will review, report and monitor accidents, near misses and hazards reports in accordance with local arrangements and will report relevant findings to the Compliance Officer.

6.3 Indicators used for monitoring and reviewing health and safety performance will include the:

- identification of areas where risk controls are inadequate or absent,
- achievement of specific health and safety objectives, and,
- an analysis of accident and ill-health data.

6.4 Academy health and safety planning will be part of the academy's improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

6.5 Robust audit and review shall reduce the likelihood of an undesirable impact on:

- health, safety or welfare of individuals or groups;
- the environment;
- finances; and/or
- the reputation of WAT.

6.6 Actions arising from audits and inspections will be incorporated within the academy action plan with appropriate target dates for completion. This will ensure that all academies are sufficiently resilient when responding to changing circumstances. Assurance updates across WAT will inform the effectiveness of control measures that

are in place to mitigate health and safety risks on the WAT risk register as these are continually reviewed by the BoD.

- 6.7 WAT executive and the Compliance Officer will be made aware of any incidents carrying a major risk to health and safety or any enforcement action taken against academies/other sites by the HSE, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the response provided in respect of such incidents or enforcement action. The BoD will also be updated as appropriate.
- 6.8 WAT's Health and Safety Advisor, working in partnership with WAT will investigate and liaise with the Health and Safety Executive (HSE) during incidents, issues or enquiries.

## **7. Local Arrangements**

- 7.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialist advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

## **8. Additional Information**

- 8.1 Further details regarding responsibilities for Health and Safety within Academies/WAT premises and further guidance notes and procedures are outlined in separate appendices to this policy document.

## **9 Communication**

- 9.1 This policy statement must be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards.

## **10. Policy Review**

- 10.1 This policy and local arrangements will be reviewed regularly and as a minimum annually, in accordance with DfE requirements.

# **APPENDICES**

## ***(Guidance and Local Procedures)***

### **Appendix 1**

**Responsibilities for Health and Safety within Academies/WAT Premises (Roles and Responsibilities for Information)**

### **Appendix 2**

**Arrangements for Health, Safety and Welfare – (guidance)**

### **Appendix 3**

**Localised for the school**

# Appendix 1

## 1. Responsibilities for Health and Safety within Academies/WAT Premises

1.1 This document details the organisation and arrangements required to maintain and continuously improve WAT's health and safety management systems.

### 2. Site Manager/Caretaker and Site Staff

2.1 The Site Manager/Caretaker are responsible for looking after the premises. Their responsibilities include:

- Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- Overseeing contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining accurate records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.

### **3. Fire Safety Officer (Appointed Person)**

3.1 The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the responsible person include, but are not limited to:

- Managing the academy/workplace to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, in the academy/workplace.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering WAT premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.
- Ensuring close down procedures are followed.
- Establishing and maintaining effective communication with the local fire service and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

### **4. First Aid Coordinator**

4.1 Responsible for the management of situations in the academy/workplace relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the academy/workplace and in addition ensure that:

- First aid facilities are maintained in a proper effective condition, and that
- First aid boxes are checked, and the contents maintained in a suitable condition.

### **5. Radiation Protection Supervisor (where applicable)**

5.1 The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Adhering to the local rules established by the radiation employer.



- Supervising sources of ionising radiation on the site, including effective security and protection.
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure.
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensuring effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

## **6. Asbestos Manager (Site Staff where applicable)**

- 6.1 The Asbestos Manager is responsible to the Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.
- 6.2 The main duties of the Asbestos Manager include a duty to:
- Inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
  - Arrange for the regular inspection of asbestos containing materials, as required by the asbestos management plan.
  - Ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment (PPE) is provided where required.
  - Maintain accurate records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan.
  - Maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered Asbestos Containing Material (ACM).
  - Arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.

## **7. Education Visits Coordinator**

7.1 The Educational Visits Coordinator (EVC) is responsible to the Headteacher for ensuring that:

- The academy procedures for educational visits are implemented.
- All academy visits comply with all regulations in every respect.
- Off-site activities are properly planned and supervised, and that the pupils' safety is paramount.
- The competency of all supervising staff and volunteers is checked.
- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
- Full details of all overseas or high risk adventurous educational visits are notified to the WAT executive for prior approval at least one month before the visit is due to commence.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.

7.2 All staff involved in educational visits should follow the Educational Visits Policy and procedures.

## **8. Work Experience Coordinator (where applicable)**

8.1 The Work Experience Coordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

8.2 The duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include safeguarding and lone working arrangements.

- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.
- Employers providing placements have full relevant information regarding pupils/students undertaking a placement with them, including details of additional educational or special needs. Where possible, pupils/students are visited during their placement.

## **9. Trade Union Health and Safety Representatives**

- 9.1 Health and safety regulations provide for the appointment of trade union appointed safety representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.
- 9.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. The same right is extended by WAT to Representatives of Employee Safety.
- 9.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Headteachers must ensure that when formulating the academy staff timetable they take regard of the current Recognition and Procedural Agreement with WAT. This agreement will be reviewed regularly by WAT with recognised trades unions.
- 9.4 Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following duties:
- To represent the employees in consultations with the employer.
  - To investigate with WAT potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.
  - To investigate with WAT, complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and to inform WAT.
  - To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents.
  - To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
  - To carry out health and safety inspections.
  - To represent the employees, he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.

- To receive information from inspectors.
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.
- Where appropriate, to attend as an adviser at WAT Joint Consultative Committee (JCC) meetings.
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

## **10. Class Teachers**

10.1 Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher to:

- Follow safe working procedures personally.
- Ensure the safety of pupils in classrooms and other areas of the academy whilst in their charge.
- Be aware of and to adopt safety measures within their teaching areas.
- Request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- Make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery, which is potentially dangerous.
- Be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

## **11. All employees with management or staff supervisory responsibilities**

11.1 All managers and supervisors are responsible to the Headteacher, via their line manager, for ensuring the application of this policy to all activities undertaken within their area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of this policy are observed and implemented by all employees they supervise in their respective workplaces.

11.2 In particular, staff holding such positions of responsibility will ensure that:

- Suitable and sufficient risk assessments are undertaken within their areas of responsibility that control measures are implemented, and those assessments are monitored and reviewed.
- Appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned.

- All accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system.
- All reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to WAT consultants for review.
- All staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.
- Any equipment/appliance which has been identified as being unsafe and which is in need of repair has been removed from use and reported to the Headteacher.
- The levels of class and staff supervision are adequate at all times.
- Daily housekeeping health and safety checks are carried out (in conjunction with other members of staff) within their areas of responsibility and report or rectify any issues as appropriate.
- They maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, WAT, DfE, CLEAPSS, DATA, afPE etc., and that all colleagues they supervise are aware of and make use of such guidance.
- They identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable.
- They consult with appropriate staff on any matters, which may affect their health or safety whilst at work.
- They carry out departmental induction training including any specific information and training that may be necessary because of activities, which are peculiar to a department.
- Levels of first aid provision are in place for the activities being undertaken.
- They resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary.
- All pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities, which may involve some risk.
- They consult the WAT Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

## **12. All employees with teaching or pupil supervisory responsibilities**

12.1 Teachers and pupil/student supervisors are responsible for the health and safety of all pupils/students under their control. Teachers and pupils/student supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils/students after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered.

- Be familiar with this policy and any local policies, rules and arrangements, which may apply specifically to a department concerned.
- Ensure that safety instruction is given to all pupils/students prior to commencing activities which may involve some risks.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils/students follow academy safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their line manager/Headteacher.
- Under the direction of management, assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking academy parties off site on educational visits and that this information is shared with the WAT Safety Consultancy.

### **13. All Employees (including Temporary Employees)**

13.1 All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Cooperate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and know what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.

- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.
- Follow all relevant safe practices and local rules.
- Report any unsafe practices to their manager or Headteacher

13.2 Where in the presence of pupils/students, as a 'reasonable person', ensure pupils/students follow safe practices and observe all academy safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety.
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- Are encouraged to inform any member of staff of any situation, which may affect their safety.

#### **14. All Pupils/Students**

14.1 Are expected to follow their respective academy Behaviour Policy in order to maintain a safe environment for all. Instances of unsafe conduct or behaviour should be managed effectively by academies in accordance with their Behaviour Policy.

14.2 Pupils/students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress including the wearing of jewellery consistent with safety and or hygiene.
- Comply with the Health & Safety policy and procedures of WAT and in particular the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with items provided for their health and safety.

## Appendix 2

### Arrangements for Health, Safety and Welfare

- 1.1 Each academy has a duty to develop suitable and sufficient local arrangements and procedures to ensure compliance with, and to complement the WAT Health and Safety Policy. Appropriate, local arrangements will also be developed for staff and visitors to other WAT premises.
- 1.2 The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in all WAT premises.

#### 2. Accidents and Incidents

- 2.1 To avoid misunderstanding an accident and incident is defined as follows:

**Accident:** -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Incident:** -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

- 2.2 In the event of an accident, all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:
- Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
  - Where possible, providing first aid, by a first-aider, to any person who is injured, obtaining further medical aid where appropriate.
  - Recording all accidents on the 'Every' Incident Dashboard as soon as possible.
  - Reporting all incidents to the Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and ensuring that a record is kept of the incident.
- 2.3 In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded.
- 2.4 The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- 2.5 Investigations should be:
- Carried out jointly by a manager, nominated by the Headteacher/senior manager and a Health and Safety Representative (if one has been appointed) or any member of an investigation team requested.
  - Conducted using the guidance and methodology contained in the HSE publication HSG245 "Investigating accidents and incidents".



- 2.6 All documents relating to any accident or incident investigation must be retained for a period of five years on WAT property and disposed of in accordance with confidential waste arrangements. These documents should be uploaded to the Every System and linked to the associated incident.

### **3. Animals**

- 3.1 Where livestock and other farm animals or birds are kept on academy premises, arrangements should be put in place to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.
- 3.2 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place to control the risk of transfer of infection from E. coli O157.
- 3.3 Local arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:
- The regular provision of clean water and suitable food.
  - Suitable accommodation in a low stress environment.
  - Adequate room to move and provision to address individual animal/bird welfare needs.
  - Competent management of all animals or birds.
  - Provision for weekends and holidays.
  - Provision for veterinary and other expert assistance.
- 3.4 Animals or birds must not be kept where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

### **4. Asbestos Management**

- 4.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000, Headteachers must ensure that the following obligations are carried out by a competent person, or persons:
- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
  - Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
  - Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register).
  - Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).
- 4.2 A plan will be prepared to manage that risk (the Asbestos Management Plan) and put it into effect to ensure that:
- Any material known or presumed to contain asbestos is kept in a good state of repair.

- Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
  - Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.
- 4.3 Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.
- 4.4 General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):
- 4.5 If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:
- Stop all work immediately.
  - Turn off any fans/computers/extractors.
  - Shut all windows.
  - Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.
  - Shut all doors.
  - Prevent anyone entering or re-entering the area.
  - Keep the room occupants together in another vacant room nearby.
  - Report the problem as soon as possible to the Academy/central team.
  - Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
  - Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with WAT if required.
  - Unless the incident is very minor the matter is to be reported to the HSE.

## 5. Confined Spaces

- 5.1 No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations 1997, by WAT employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, *"L101 Safe work in confined spaces. Confined Spaces Regulations 1997"*.

## 6. Consultation

- 6.1 To enable consultation with employees, WAT will have proper consultation with the recognised representatives of staff on matters of health and safety through WAT's Joint Consultative Committee (JCC). Recognised trades unions will undertake the appointment of Union Safety Representatives in line with their internal procedures.

## **7. Contractors**

7.1 Anyone entering WAT premises, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

- Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.
- By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.
- Each academy must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.
- Each academy must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.
- Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.
- All contractors must receive Health and Safety Induction training from the academy/site concerned before being allowed to work on site. This will constitute familiarisation of the site layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.
- The local Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy’s Asbestos Management Plan and where appropriate a permit to work issued.
- No contractor may undertake maintenance or construction work without having signed the register and received a relevant permit from the duty holder.

## **8. Control of Substances Hazardous to Health**

8.1 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data

sheet is not a risk assessment in itself.

- 8.2 The substances and the corresponding process in which they are used must have a written assessment carried out detailing the control measures to be used and any residual risks.
- 8.3 All employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.
- 8.4 Several chemicals in regular use in science can present major problems if spilled. Where appropriate, academies must provide equipment and adopt working practices for pupils/students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.
- 8.5 Academies and staff responsible for other premises must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:
- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person.
  - Establishing any potential risks and implementing measures to either eliminate or control those risks.
  - Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures.
- 8.6 If an academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.
- 8.7 Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:
- The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.
  - Any significant findings of the risk assessment.
  - The written control scheme and its implementation.
  - The results of any inspection, test or check carried out, and the dates.
  - Details about the state of operation of the system, i.e. in use/not in use.
- 8.8 Records regarding legionella management should be retained for at least five years.
- 8.9 If an academy has a case of legionella and an employee who has worked on hot water systems is likely to be contaminated with legionella, the academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **9. Dangerous Substances and Explosive Atmospheres**

- 9.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

- 9.2 In order to control the risks associated with these substances, academies must find out what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.
- 9.3 Where dangerous substances are identified academies must:
- Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
  - Put controls in place to reduce the effects of any incidents involving dangerous substances.
  - Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
  - Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
  - Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- 9.4 It is likely that a number of dangerous substances may be present in academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- 9.5 Many academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. In order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

## **10. Educational Visits**

- 10.1 WAT encourages academies to arrange a wide range of “out-of-school “activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the academy.
- 10.2 Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval where required.
- 10.3 Academies should strike the right balance which means that:
- The academy and staff focus on real risks when planning trips.
  - Those running trips understand their roles, are supported, and are competent to lead or take part in them.
  - The real risks are managed during the trip.
  - Learning opportunities are experienced to the full.
  - In light of the Covid-19 pandemic, financial risks must be considered when planning trips and visits, with particular attention paid to cancellation costs and insurance cover.

- Where the Trip or visit takes place overseas, it is essential that Foreign and Commonwealth Office Guidance is sought and followed prior to any bookings being made..

10.4 Striking the right balance does not mean that:

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip.
- Detailed risk assessment and recording procedures aimed at higher- risk adventure activities are used when planning lower-risk academy trips.
- Mistakes and accidents will not happen.
- All risks must be eliminated.

10.5 Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their recording system is easy to use. They should also take account of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.

10.6 The academy's arrangements for trips should ensure that:

- Risk assessment focuses attention on real risks, not risks that are trivial and fanciful.
- Proportionate systems are in place so that trips presenting lower- risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.
- Staff running academy trips should clearly communicate information about the planned activities to colleagues and pupils/students (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

10.7 It is important that those running academy trips act responsibly by:

- Putting sensible precautions in place and making sure these work in practice.
- Knowing when and how to apply contingency plans where they are necessary.
- Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

10.8 Academies should refer to the WAT Educational Visits Policy for further information.

## 11. Electricity

11.1 With particular regard to The Electricity at Work Regulations 1989, WAT will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of WAT.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
- Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

11.2 Guidance on the requirements for inspection and testing is:

- All portable electrical equipment that is used by pupils must be inspected and PAT tested annually.
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.
- Incident Management Plan
- Key Contact Information
- Threat Response Plans

## **12. Emergency Planning and Procedures**

- 12.1 Academies/central teams must complete a Business Continuity Plan. The content of the plan must include the following:
- Key Documents
- 12.2 Please refer to the Emergency & Business Continuity Policy Statement and Plan for further information.
- 12.3 Academies/central teams must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.



### **13. Equipment at Work**

13.1 All academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the academy, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

13.2 Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, in that they should initially consider which WAT employees are Display Screen Equipment (DSE) “users” and then put in place the following arrangements:

- The identification WAT employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each Academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that may be “off-site” for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the academy where it is reasonably practicable to do so.
- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The academy will reimburse the individuals for these expenses in accordance with current procedures within the academy.
- Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows.

13.3 Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning.
- Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc.: 6 monthly examinations.

- Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examinations.
  - Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.
- 13.4 All mobile lifting equipment must be visually checked before use. All users of specialised lifting equipment must be trained in its use before being allowed to use it.
- 13.5 All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidance.
- 13.6 It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.
- 13.7 Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.
- 13.8 All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:
- Identified as being suitable for the task.
  - Supplied to WAT employees or pupils by the academy free of charge.
  - Fitted correctly to ensure effectiveness.
  - Used by the operator as intended by the manufacturer.
  - Stored in a suitable and safe condition when not in use.
  - Maintained and inspected to ensure its continued suitability for use.
  - Replaced if deemed unsuitable for use.
- 13.9 The academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.
- 13.10 WAT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, may result in disciplinary action being taken.
- 13.11 Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a "Relevant Fluid" and require mandatory periodic inspection with regard to the following:
- 13.12 A relevant fluid is:
- A gas with a pressure >0.5 bar.
  - Steam at any pressure.
- 13.13 Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:

- Air pressure systems - 26 months (normally 24 months)
- Air steam boilers and boilers >100°C - 14 months (normally 12 months)
- Refrigeration and air conditioning systems - 48 months
- Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
- Steam receiving plant - 26 months (normally 24 months)
- Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

## **14. Fire and Evacuation**

- 14.1 With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order (RRO) 2005, as occupiers academies/central teams are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.
- 14.2 Academies must ensure that they liaise with local emergency services with regard to arranging any necessary contacts, particularly fire-fighting, rescue work, first-aid and emergency medical care.
- 14.3 In an emergency situation, the following information needs to be made available to the relevant accident and emergency services as required by articles 15 and 16 of the RRO as follows.
- 14.4 All procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:
- Details of relevant work hazards and hazard identification arrangements; and Specific hazards likely to arise at the time of an accident, incident or emergency;
  - What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.
  - Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
  - The location/s of where such information is displayed at the premises.
- 14.5 In addition to the local scrutiny of academy and other WAT premises for fire safety, WAT will satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

## **15. First Aid**

- 15.1 With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) academies are to put in place a local first-aid policy and effective procedures based on an assessment of local need. Suitable arrangements will also be in place for other WAT sites.
- 15.2 Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.
- 15.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the academy's first-aid needs.
- 15.4 Academies must have an appointed trained Mental Health First Aider.

## **16. Gas Safety**

- 16.1 In order to ensure gas safety academies must ensure that they comply with the provisions of the following regulations:
- Pipelines Safety Regulations 1996 (PSR)
  - Gas Safety Installation and Use Regulations 1998 (GSIUR)
  - Provision and Use of Work Equipment Regulations 1998 (PUWER)
- 16.2 In order to ensure compliance academies must:
- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use,
  - All gas pipework is identified and appropriately labelled.
  - The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose.
  - Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
  - Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
  - Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.
  - Keep the record of all safety checks for a minimum of 2 years following the check.
- 16.3 Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.
- 16.4 Academies must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the "Gas Safe" register. Academies are alerted to

the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

## **17. Health and Hygiene**

- 17.1 Employees must follow manufacturers’ instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.
- 17.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:
- Always wash hands before eating.
  - Barrier creams can help minimise infection, use where appropriate.
  - Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
  - Unwanted food is not left lying around to encourage vermin (rats, mice, pigeons, etc.) and to report any evidence of them.
- 17.3 All academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the academy’s local authority. Inspections should not normally exceed three years in frequency.
- 17.4 Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 “Generally Satisfactory”. Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the academy, to ensure the improvement to the quality of food hygiene in the areas identified.

## **18. Letting Facilities**

- 18.1 Where academies let, or hire out premises, services or equipment there will be local arrangements in place for the premises, services or equipment offered. And will take into consideration all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear before a contract is entered into.
- 18.2 The provision must include, but is not limited to, the following health and safety matters:
- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.
  - Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
  - Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
  - Hirers of any equipment or facility provided are familiar with its safe use and, if necessary, briefed accordingly;

## **19. Lone Working**

- 19.1 In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.
- 19.2 To achieve this requirement local lone working procedures will be in place to provide suitable and sufficient local health and safety provision for lone working.
- 19.3 The arrangements will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

## **20. Manual Handling**

- 20.1 In order to comply with the requirements of The Manual Handling Operations Regulations 1992 (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.
- 20.2 The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.
- 20.3 All WAT employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

## **21. Noise and Vibration at Work**

21.1 Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils/students, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance

21.2 It is important for academies to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:

- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters

21.3 Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

## **22. Occupational Health**

22.1 Provision is in place for staff to access occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).
- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support.

## **23. Alcohol and Drugs**

23.1 The possession or use of illegal drugs or substances is prohibited to all WAT employees and contractors on premises operated by the Trust.

- No one may consume alcohol on WAT premises, unless this has been agreed by the Headteacher/senior manager of the premises concerned.
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately.
- Any person found to be under the influence of an illegal substance, or alcohol,

during working hours shall be required to leave the premises in a safe manner and may be subject to disciplinary action.

- Smoking is not allowed on any WAT premises including electronic vaping devices or other forms of smoking.

23.2 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. WAT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air

## **24. New and Expectant Mothers**

24.1 A risk assessment must be carried out locally for new and expectant mothers to consider the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers. Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.

24.2 Where required, additional or different control measures must be implemented by an academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks. It is sensible to agree on the timing and flexibility of rest breaks with the employee.

24.5 Suitable and appropriate rest facilities and rest breaks will be provided for pregnant women or nursing mothers to enable them to rest.

24.6 Should a problem arise which needs further clarification, a medical referral will be made to an independent medical advisor selected by WAT. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988.

## **25. Radiation (ionising and non-ionising)**

25.1 Sources of ionising radiation must be managed in academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation.

25.2 In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation academies must pay particular attention to the content of CLEAPSS publication, "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019".



- 25.3 If lasers are used for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, “HSG65 The radiation safety of lasers used for display purposes” in planning and managing the event.
- 25.4 When using projectors and laser pointers safe systems of work should be established for teachers and pupils/students and instruction provided on their adoption so that:
- Staring directly into the projector beam is avoided at all times.
  - Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils/students, should try to keep their backs to the beam as much as possible.
  - The use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
  - Pupils/students are adequately supervised when they are asked to point out something on the screen.
- 25.5 Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

## **26. Recording and Reporting Arrangements**

- 26.1 There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work- related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:
- Work-related accidents which cause death;
  - Work-related accidents which cause certain serious injuries (reportable injuries);
  - Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
  - Diagnosed cases of certain industrial diseases;
  - Certain ‘dangerous occurrences’ (incidents with the potential to cause harm).
  - Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- 26.2 There is also a requirement under RIDDOR to maintain a record of any work- related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.
- 26.3 Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.
- 26.4 For minor injuries, academies must use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use an accident form.
- 26.5 The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.
- 26.6 For serious incidents to staff, visitors, contractors and pupils the WAT accident/incident form must be completed and sent to the Health and Safety Advisors.
- 26.7 The academies are responsible for informing RIDDOR where applicable.

## **27. Risk Assessment**

- 27.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of WAT employees at work and persons not in WAT employment arising out of, or in connection with, the conduct by WAT regarding their undertaking.
- 27.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:
- Processes and procedures
  - Equipment and materials
  - Premises
  - Specialist matters
- 27.3 All risk assessments must be completed by a competent person. For the purposes of risk assessment, “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within an academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.
- 27.4 For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed.
- 27.5 For specialist risk assessments academies should follow a hierarchy for provision:
- Use an in house competent person to carry out the risk assessment or the nominated contractor employed through WAT in the first instance.
  - Where no such person is employed at the academy or through the central WAT team, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.
  - Where the need for a specialist risk assessment is urgent or the cost of training an existing employee to a competent standard is disproportionate to the need, external risk assessment provision may need to be sought.

## **28. Safe Systems of Work**

- 28.1 Part of the employer’s general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.
- 28.2 Individual academies are responsible for ensuring that the components of a system are in place locally that include:
- Co-ordination of the work of different departments and activities.
  - Training, instruction and supervision.
  - Layout of plant and equipment.
  - The method of using particular machines and of carrying out particular processes.
  - The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
  - The sequence in which the work is to be carried out.

- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

28.3 Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

28.4 Academies should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

## **29. Security**

29.1 Each academy/site has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

29.2 From time to time access to specific areas within WAT sites may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

29.3 All visitors to WAT premises are required to sign in at reception. On the first visit to WAT premises a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to enter WAT premises.

29.4 Visitors must always be accompanied unless there are no children or vulnerable people on site at the time of the visit, or the visitor has been verified by the appropriate DBS check.

29.5 Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

29.6 Academies must have a lock-down policy in place and hold regular (annual) practice lockdowns.

## **30. Slips and Trips**

30.1 Accident statistics show that approximately a third of all staff injuries in academies result from slips, trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore particular attention must be paid to adopting effective preventative measures to reduce occurrences of slips and trips.

30.2 In order to reduce risk the following measures must be put in place:

- Local cleaning, housekeeping and repair arrangements should be in place to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.

- Local arrangements for the safe movement of people around WAT premises should be established and these should be communicated to staff and pupils/students. These measures should include provision for inclement weather and snow and ice.
- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils/students (reporting spills and trip hazards, etc.)

### **31. Stress Management**

31.1 At times employees could be under levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important to follow some key points to manage the levels of work-related stress of WAT employees, as follows;

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work wherever possible.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours, e.g. bullying and harassment.
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged when there is organisational change that may affect them.
- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.
- Managers and supervisors should be familiar with the signs of stress and should look out for these in their teams and workers.

31.2 Suitable and sufficient provision will be in place for the management of work-related stress related illness. Where in doubt follow the principles of the HSE "*Management Standards for work related stress*". Information, advice and guidance are available from staff with responsibility for human resources management.

### **32. Supervision at Work**

32.1 an adequate and appropriate level of supervision should be provided for all employees, in that:

- Managers and supervisors must know what is expected from them in terms of health and safety. They need to understand their responsibilities in the application

of the WAT Policy and local procedures. Managers and supervisors may need training in the specific hazards of particular processes and how the academy expects the risks to be controlled.

- New or inexperienced people are very likely to need more supervision than others. Academies will ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.
- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.
- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.
- Arrangements must be in place to check the work of contractors is being done safely and as agreed.

32.2 Under the Management of Health and Safety at Work Regulations 1999, there is a duty to ensure that young people (Under 18) employed by WAT are not exposed to risk due to:

- Lack of experience;
- Being unaware of existing or potential risks and/or lack of maturity.

32.3 With regard to young people employed by WAT it is important to consider:

- The layout of the workplace;
- The physical, biological and chemical agents they will be exposed to;
- How they will handle work equipment;
- How the work and processes are organised;
- The extent of health and safety training needed;
- Risks from particular agents, processes and work.

32.4 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

### **33. Training and Information**

33.1 WAT is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role.

33.2 Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed

- 33.3 All new employees will receive Health and Safety Induction training. This will include familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits), WAT policy and all local arrangements.
- 33.4 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated. Employees should be aware that declining health and safety training without having a valid reason may result in disciplinary action being taken.
- 33.5 Comprehensible and relevant information regarding health and safety compliance and best practice should be available and periodic health and safety advice and updates should be published and distributed.
- 33.6 WAT employees should be provided with comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:
- Any preventive and protective measures in place.
  - The procedures to be followed in the event of serious and imminent danger.
  - The measures for fire-fighting in the workplace.
  - The identity of those persons responsible for the evacuation from the premises.
- 33.7 Each academy/central team must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the academy/central team.

## **34. Transport and Vehicle Management**

- 34.1 Local arrangements must be in place for the safe use of transport. Measures that should be in place include:
- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
  - Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles.
  - Procedures for the safe use of vehicles.
- 34.2 Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.
- 34.3 WAT employees are strictly forbidden from driving a vehicle on WAT business whilst under the influence of alcohol or drugs.
- 34.4 WAT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on WAT business.

## **35. Welfare**

- 35.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, there is a duty to ensure the following provision so far as it is reasonably practicable to do so:

### **Welfare Facilities:**

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

#### **Health Issues:**

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

### **36. Safety Issues**

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

### **37. Work Experience Safety**

- 37.1 Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement academies should ensure that either they, or their provider, are taking into account the guidance provided and sharing the relevant information.

### **38. Working at Height**

- 38.1 WAT has a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires all parts of WAT to follow the hierarchy of controls; avoid, prevent arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.
- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height.
- Roof work must have planned safe access, to prevent falls from edges and openings.
- When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.
- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).
- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, and prevent falls.

## Appendix 3 – Local Arrangements

### Accident Reporting Procedures

In accordance with the Governor's accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available from the front office.

- The first aid books are located in each classroom or with trained first aiders. These are used to record all minor incidents to pupils; significant incidents must be reported to Governors and recorded on the appropriate forms.
- Incidents which involve visitors, staff, and contractors must be recorded on the forms available in the front office.
- Academy accident reports will be monitored for trends and a report made to the Governors, as necessary.
- Head bumps to pupils are recorded and a copy of the report given to parents/guardians.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

**Reporting to the Health and Safety Executive (HSE)** Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as a result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to HSE under RIDDOR.
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/ equipment, lack of supervision, etc. must be reported to the HSE within 15 days of the incident occurring.
- The academy will still be required to record for their own records continuous absences of 3 days.



## **Asbestos**

The asbestos survey is held in the front office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment by the Site Manager.

The academy's asbestos monitoring person/s will be the Site Manager. Refresher training is required every 3 years.

The academy shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

### **Refurbishment & Demolition Surveys.**

A refurbishment survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place.
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey, consideration must be given to the risk of spread of debris, including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles.
- Breaking through walls, ceilings, cladding and partitions.
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to Pupils, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

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### **Release of Asbestos Containing Materials**

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Headteacher must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Headteacher.

## **Contractors**

All contractors used by the academy shall ensure compliance with relevant Health and Safety legislation, guidance and good practice.

All contractors must report to academy reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with verbal guidance on fire procedures, local management arrangements, and vehicle movement restrictions.

The Site Manager will be responsible for monitoring areas where the contractors' work may directly affect staff and pupils and any concerns reported to the Headteacher and for keeping records of all contractors' work.

### **Academy Managed Projects**

To ensure contractor competency the academy will use previous/recommended contractors and where required seek guidance and advice from Windsor Academy Trust.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The Academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used, prior to works commencing on site.

## **Control of Substances Hazardous to Health**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations.)

The academy's nominated person responsible for substances hazardous to health will be the Site Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.

- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

**Guidelines:**

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, office manager and Headteacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Headteacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

## **Pupil Workstations**

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

## **SEN Pupils and Computers:**

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

## **Educational Off Site Visits**

### **Introduction**

Educational visits are activities arranged by, or on behalf of the academy, and which take place outside the academy grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the academy by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the academy day.

### **Aims**

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our pupils than could be provided on the academy's site alone.
- Promote the independence of our pupils as learners to enable them to grow and to develop in new learning environments.
- Include all year groups in short excursions and longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

### **Residential Activities**

Pupils in the academy will have the opportunity to take part in a residential visit.

### **How Visits May be Authorised**

The Headteacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the academy.

The academy's Educational Visits Co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed.
- Support the Head Teacher and Governing Body in their decisions on approval.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP National Guidance. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the academy. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher will seek the approval of the Governing Body and consider informing the Local Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or to reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should try to make a preliminary visit to the venue if the academy has not used the venue before, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group.

They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to Health and Safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The

Headteacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors, and their risk assessment procedures.

It is important to assess and record any health, safety, or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the academy and should be built into the overall financial arrangements for the visit itself.

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/Pupil ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward, and the group has no special requirements.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6.
- 1 adult to 6 pupils in Years 1 to 3.

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing** requirements – Trained? Experienced? Competent? Ratios?
- **Activity** characteristics – Specialist? Insurance Issues? Licensable?
- **Group** characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental** conditions – Like Last Time? Impact of Weather? Water Levels?
- **Distance** from support mechanisms in place at the home base – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Headteacher, and the Educational Visits Co-ordinator, and all adults supervising the trip.

## **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees

- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the academy has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal Disclosure and Barring checks. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident.  
<https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

The academy makes a charge to parents if their children are transported by means of transport provided by the academy. The charge covers the expenses of coach travel and venue; we do not make any profit from this.

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to pay or contribute. Parents will be informed of this principle through the academy prospectus and letters sent home about intended visits.

The timetable for the payment should allow for the Headteacher making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an activity extends beyond the normal academy day the home telephone number of a designated emergency contact should be provided.

Before a group leaves the academy, the academy office should be provided with a list of everyone, children and adults travelling with the party, together with a programme and timetable for the activity.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure the safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the academy, the group leader

should discuss with the Headteacher the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from the staff room (under Health and Safety).

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: National Guidance for offsite activities <http://oeapng.info/>

### **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit/applications for approval of visit
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for group leaders
- Guidance for the emergency contact and Headteacher
- Medical questionnaire returns
- First-aid boxes

### **Fire Evacuation & other Emergency Procedures**

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the front office and reviewed on an annual basis.

#### **Fire Instructions**

These documents are made available to all staff and included in the academy's induction process.

An outline of evacuation procedures is made available to all contractors/visitors and they are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.



## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Headteacher/School Office.

### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire logbook.

### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

### Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Gas meter room located in the canteen building.
- **Water:** Main building: Y4/6 cloakroom sink, above staffroom door in KS1 and in the boiler room in the canteen building.
- **Electricity:** Electric box in the y4/6 cloakroom.

Details of chemicals and flammable substances on site are kept by the Site Manager as appropriate, for consultation.

## EMERGENCY PROCEDURES

### Fire Evacuation

#### If You Find a Fire or One is Reported to You:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

#### On Hearing the Fire Alarm:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- The Site Manager, Headteacher, or Office Manager will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/effect the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors, and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

**Assembly Points** – Main KS2 playground at the fire assembly points located on the perimeter fencing.

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.
- Pupils should walk in their subject/class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

## **A CALM, ORDERLY EXIT IS ESSENTIAL**

### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. Visitors' log etc. will be taken out to the assembly point by the reception staff. The result of this check must be reported to the Headteacher/senior member of staff as soon as it is completed.
- Staff are allocated specific areas of the academy to sweep whilst, proceeding to the nearest exit point.
- The Headteacher/Deputy Headteacher/Site Manager and Academy Office Manager will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Headteacher/senior member of staff, or Site Manager, will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff have been notified it is safe to do so by the fire brigade/Headteacher/Site Manager or senior member of staff.
- If the building cannot be reoccupied following an evacuation, the academy Emergency Plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person. On stairways, the helper should descend first with the person's hand on their shoulder. On level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm, e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm, etc.

### **Lockdown Procedures**

In the event of an emergency situation, which is not fire related: "Lockdown".

- The lockdown alarm, which is an intermittent alarm, will sound.

Children will be advised of what actions are to be taken, which could include:

- Blinds drawn
- Doors locked
- Hide under the tables
- Stay silent
- Move to another area of the school

## **Fire Prevention**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire logbook.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place, and the system will be tested on a regular basis at least once a year.

### **Inspection of Fire - Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

The Site Manager will record checks in the inspection book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Site Manager and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Site Manager.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Manager.

The Site Manager will record checks on the electronic system and in the site inspection records folder.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

### **First Aid & Medication**

At various areas around the site.

Extra and additional equipment for first aid boxes is kept in academy office.

A teaching assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

#### **First Aiders:**

The academy has qualified first aiders.

A list of qualified first aiders is displayed at various locations throughout school.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The Headteacher's designated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

#### **Transport to Hospital:**

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance.) Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Medication that is prescribed to be administered 4 times a day or more, will be kept and administered within Greenways Primary Academy at the request of the parent/guardian and with the consent of the headteacher.

The academy keeps medication on site that is in line with the Supporting Pupils with Medical Conditions Policy.

Records of administration of medicines will be kept by the necessary first aider administering the medication and then the office staff.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in the academy are securely stored in the locked cabinet in the front office and the staff room fridge in a secure compartment, with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens, the following has been put in place:

- All asthma inhalers are kept in the pupils' classrooms clearly marked with their name.
- Adrenaline Pens are kept within a safe place in the pupils' classrooms.
- Staff have received the appropriate training for administering medicines (Adrenaline pen and asthma.).
- School adrenaline pens and inhaler are kept in a high cupboard in the staff room with limited access.

### **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs, e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.).

These plans are reviewed annually, and written precautions/procedures made available to staff.

### **Button Batteries**

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.

### **What to do if a child ingests a button battery:**

- CALL 999 In the event of battery ingestion, seek immediate medical attention.
- Do not let the child eat or drink until an X-ray can determine if a battery is present.
- Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

### **Allergies/Long Term Illness**

A record is kept in the front office and electronically of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

Staff under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

## **Health and Safety Information & Training**

### **Consultation**

The Governors meet termly to discuss health, safety, and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by the academy management to the full Governing Body.

The Health and Safety Law poster is displayed in the main office.

Elite Safety in Education provides competent Health and Safety advice for our academy.

### **Health and Safety Training**

Health and Safety induction training will be provided and documented for all new employees by the Headteacher.

The Headteacher/ Deputy Headteacher will be responsible for ensuring all staff, are provided with adequate information, instruction and training and identifying the Health and Safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).
- Refresher training where required.

Training records are held by the office staff electronically and they will be responsible for co-ordinating Health and Safety training needs and for including details in the training and development plan along with the Headteacher. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

### **Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Elite Safety in Education, outcomes of the inspection will be reported to Windsor and an action plan implemented for the academy.

A named Governor may be involved/undertake an inspection on an annual basis and report back to the Headteacher who will inform the full Governing Body of the outcomes from the audit. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the academy's Health and Safety representative(s) if possible.

## **Infection Control**

### **Introduction**

This policy has been written following guidance from UK Health Security Agency guidance on infection control and winter readiness.

### **Aim and Objectives**

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

### **Principles**

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

### **Planning and Preparing**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform UK Health Security Agency. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the UK Health Security Agency. It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

### **Infection Control**

Infections are usually spread from person to person by close contact, for example, infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands. Or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

### **Staff and children are given the following advice about how to reduce the risk of passing on infections to others:**

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise Sources of Contamination**

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

### **To Control the Spread of Infection**

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

### **Personal Protective Equipment (PPE)**

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

### **Cleaning of The Environment**

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

### **Cleaning of Blood and Body Fluid Spillages**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

### **Vulnerable Children**

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

### **Female Staff – Pregnancy**

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to UK Health Security Agency guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

**Chicken Pox** can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. 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.

**German Measles** (rubella). If a pregnant woman comes into contact with German Measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

**Slapped Cheek Disease** (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant Pupils.

In school we follow the guidelines set by the UK Health Security Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: [UK Health Security Agency](#)

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

### **Meningitis**

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.), and not sharing drinks and cutlery will also help reduce the risk of contagion.

### **Coronavirus Disease – COVID-19**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.



The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

## **Legionella**

The academy complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the academy has been completed by a competent contractor.

The Headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook by the Site Manager.

The contractor will be responsible for the following:

### **This will include:**

- Monthly temperature checks.
- Sampling and disinfecting of water tanks.
- Testing and Inspection of Thermo-Static Mixing Valves (annually).

### **The Site Manager will:**

- Identify and carry out flushing of rarely used outlets on a regular basis, and during academy holiday periods.
- Test records are to be located in the electronic system.

## **Lettings**

Lettings will be managed by the PA to the Headteacher and HR following any guidance and legislation.

Prior to any agreement for letting out of the academy premises/equipment a written contract detailing the terms and conditions including insurance arrangements must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

## **Lone Working**

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport.
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

## **Definition of Lone Working**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

## **Controls**

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log-in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If, staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk, or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work-related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

### **Minibus – N/A to Greenways**

The office will maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus and will conduct an annual check of their driving licence via the gov.uk website.

The site staff will carry out a weekly check of the minibus. Drivers are responsible for checking the vehicle prior to use and completing the necessary paperwork.

Risk assessments have been carried out on the use of the minibus and staff are aware of their responsibilities.

## **Occupational Driving & Driving the School Minibuses**

### **Introduction**

This document describes the procedure for the management of occupational driving. NB This does not include hired transport and drivers.

### **Minibuses**

#### **Introduction**

These procedures are designed to give guidance but are not exhaustive. In essence the school must ensure that its vehicle is operated safely and complies with all the relevant legislation governing transport operations.

It is a requirement that the school's procedures are followed by all employees. Failure to do so may result in action being taken under the school's Conduct and Discipline Procedure. If you are in any doubt, you must seek advice from the Headteacher.

### **Drivers' eligibility and authorisation**

A list will be retained of approved school minibus drivers. Those wishing to be added to this list must:

- Be approved by the Headteacher.
- Be aged 25 or over; (or requirement of school insurers).
- Have held a full driving licence for at least three years.
- Observe the requirements of the Highway Code at all times.

It is essential that prospective drivers be given opportunity to gain experience with the vehicles prior to authorisation. During this time, drivers must not carry any pupils as passengers.

Drivers passing their test from 1 January 1997 will not be eligible to drive a minibus on a standard car driving licence as they will not have D1 on their licence. They will need to pass a MIDAS training course.

### **Vehicle Use**

Vehicle use will be restricted to the education and welfare of the pupils of Windsor Trust Schools.

### **Policy for the use of the school vehicles**

- School vehicles can only be driven by school authorised drivers.
- Seat belts must be worn. It is the responsibility of the driver to ensure this.
- Any journey over a fifty-mile radius of school must have a second adult in the party who is able to drive the minibus.
- The seating capacity of the bus must not be exceeded.
- All drivers must undertake the safety checks schedule, as detailed in the log sheet, before undertaking an official journey.
- All drivers have a responsibility for the safety of their passengers.
- Any driver involved in an accident, no matter how minor, must complete an accident report form and hand it to the Head Teacher on return from the journey. Drivers must **not** admit liability for an accident, whatever the circumstances.
- A risk assessment is used to decide appropriate levels of staff needed when the minibus is being used.
- Smoking is prohibited in school vehicles.
- Drivers **must not** drink alcohol, or be under the influence of alcohol, when in charge of school vehicles. Drivers **must not** drink alcohol for a minimum period of six hours prior to taking charge of a school vehicle.
- Under no circumstances must a mobile phone be used whilst driving the minibus. A hand free kit is permitted but only for use under exceptional circumstances.
- If you require to use a mobile phone, park somewhere safe, turn off the engine prior to making a phone call or accepting a phone call.
- Drivers are advised to take at least a ten-minute break after every two hours continuous driving.
- In the case of mechanical problems, staff should not attempt repairs but must contact the appropriate breakdown service. N.B. This includes punctures.
- An annual check will be made by the school using the DVLA website of staff licences (staff permission required).

### **Vehicle Accident Procedure**

Any accidents, incidents or damage involving a vehicle must be reported to the Headteacher.

### **In the event of an accident:**

- Ensure the safety of passengers.
- Do not admit liability of any kind.
- Take the name and address of all people involved.
- Take registration number and insurance details of all other vehicles involved.
- Take the name and address of any witnesses present.
- Ask to see driving licence or other corroboration, if possible.
- Give your own name, school address and insurance details.
- Note damage to your own and other vehicles.
- Note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.

### **Police Involvement**

#### **Call the police if:**

- Anyone is injured.
- You believe that an offence has been committed.
- The party involved refuses to give name and address or has left the scene of the accident.
- Vehicle(s) are causing an obstruction or hazard or are in an unsafe condition.
- Any facts are in dispute.

### **Vehicle Breakdown Procedure**

In the event of a breakdown:

- Turn on the hazard warning lights, unless parked in a safe position.
- Ensure the safety of passengers. (This can be especially important on motorways where appropriate evacuation of the occupants is required).
- Assess the breakdown, report to the school office and/or telephone the breakdown service, as appropriate.

### **Special Circumstances**

Petroleum spirit must not be transported in minibuses.

The school will abide by the Road Traffic (Carriage of Dangerous Substances in Packages, etc).

A check will be made to ensure that the member of staff or volunteer's insurance cover is adequate for the purpose. This is essential, especially if pupils are being transported.

### **Driving a Minibus**

#### **Car licences first obtained after 1 January 1997**

If you pass your car test (category B) you can drive vehicles with no more than eight passenger seats. To drive vehicles with between nine and sixteen passenger seats (category D1) you will need to take an appropriate test.

But you will be able to drive a minibus with up to sixteen passenger seats without having to obtain category D1, provided:

1. The vehicle is used for social purposes by a non-commercial body but not for hire or reward.
2. You are aged 21 or over.
3. You have held a car (category B licence) for at least two years.
4. You are providing your service on a voluntary basis.
5. The minibus maximum weight is not more than 3.5 tonnes, excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances; (see below).

When driving a minibus under these conditions, you may not receive any payment or consideration for doing so (other than out of pocket expenses) or tow any size trailer; you may only drive minibuses in this country.

### **Maximum authorised mass and specialist equipment.**

The maximum weight of a vehicle that may be used on the road is known as the “maximum authorised mass” (mam). It may also be described as the “gross vehicle weight” or “permissible weight”. This is normally shown on a plate fitted to the vehicle.

There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750 kgs for the extra equipment for minibuses which have been designed or substantially and permanently adapted for the safe carriage of passengers with disabilities or wheelchair users. This would cover minibuses with a mam of 4.25 tonnes and would be comparable with the weight threshold which new drivers of cars/light goods vehicles are permitted to drive.

### **MINIBUS AND COMMUNITY PERMITS**

Minibus and Community Bus Permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community. Further information is available in the booklet ‘Passenger Transport Provided by Voluntary Groups’ available from Traffic Area Offices.

Minibus Permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have a PCV (category D1 or D) entitlement. The services must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis. Community Bus Permits are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.

If you had entitlement to drive cars prior to 1 January 1997, you will continue to be able to drive minibuses under the Permit Schemes.

New drivers who passed their car test (category B) on or after 1 January 1997 may also drive a permit minibus provided the driver licensing conditions, at section 2 above, are met.

The permit arrangements apply only in the UK – you cannot take a permit minibus abroad unless you hold either PCV D1 or D entitlement.

## **Mobiles/Communication Technology**

### **Aim**

To inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy.

### **Staff**

During teaching time and school cleaning times, and while on playground duty and during meetings, mobile phones will be switched off or put on ‘silent’.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on playground duty and during meetings. These situations must be agreed in advance by the Headteacher or Deputy Headteacher.

Should staff need to take photographs whilst on the school site, they should seek the Headteacher’s approval in advance and must utilise the school’s own photographic

equipment. Under no circumstances can iPads/iPods be used to take photographs of the pupils or other staff without the consent of the Headteacher. The iPads/iPods must not be used for communication of social networking sites.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening the Data Protection Act, bringing the school into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

### **Pupils**

The Headteacher and Governors of Greenways Primary Academy recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school will not allow the bringing of mobile phones to school by pupils, unless under exceptional circumstances which must be agreed prior with the Headteacher or Deputy Headteacher.

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressing for a primary age child.

Pupils remain responsible for all their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Pupils should not bring mobile phones into school unless by prior arrangement. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a pupil needs to have in their possession, or use, a mobile phone during the school day. Should a pupil require a mobile phone, it is to be handed into the year 6 staff at the beginning of the school day and collected at the end of school.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

### **Sanctions**

For those pupils who fail to follow the above guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to the parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

### **Inappropriate Use**

Generally, a mobile phone will be deemed to be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law.
- Distracts from the performance of duties.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

### **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices.

### **Parents/Performances and Events**

The school actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The Headteacher will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children after the performance.

Parents will be reminded that photographs and videos of other children must not be posted on social networking sites.

### **Exemptions**

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.

### **Moving & Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the Health and Safety of staff will be reported to the Site Manager and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

### **Premises & Work Equipment**

#### **Statutory Inspections**

Regular inspection and testing of academy equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the office staff.

All staff are required to report any problems found with plant/equipment to the Headteacher or the academy office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Curriculum Areas**

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas to the Site Manager.



### **Air Conditioning Units (if applicable)**

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and will be subjected to the same tests as academy equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Internal & External play equipment**

The equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected annually by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

## **Risk Assessments**

The academy risk assessments (for non-teaching and premises) will be co-ordinated by Elite Safety in Education.

Academy staff will be responsible for ensuring risk assessments are in place for activities undertaken and for all off-site visits.

The risk assessments are held electronically on Elite Safety H&S Portal and on the school shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff will be made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.

It is the responsibility of staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Pregnant and Nursing Mothers Assessments**

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

### **Security**

Safety of our pupils, staff, and visitors to the academy is of paramount concern to our whole academy community. The Governors and Headteacher have endeavoured to make the academy as safe as possible.

#### **Entry to Academy for Visitors/Staff**

The reception area is clearly marked and directs the visitors to the main entrance of the academy. Visitors are able to wait in the foyer but prevented from going further into the academy by a fob system on the door. This door must not be propped open.

Visitors who are admitted into the academy are asked to sign in via the Sign-in system on the ipad and given a visitors' badge and lanyard. The academy calendar is used to inform the receptionist of planned visitors.

Children are reminded in assembly to tell their teacher if they see an unknown person without a lanyard or a red lanyard wandering alone around the academy premises.

#### **Entry to Academy for Children and Children Accompanied by Parents**

Entry to the KS1/KS2 playground is through the appropriate gates which are unlocked by the Site Manager at least half hour before the start of the morning session. These gates are locked at 9am each morning.

Gates are unlocked at 3pm for children to go home.

The staff lock the gates at 3.30pm.

Parents and children, who require access and egress to and from the academy when these gates are locked, are required to use the main academy entrance.

### **Supervision of Children**

All pupils should not arrive before 8.30am at which point the parent supervises the children. Children access the relevant entry door when pupils will be required to commence academy activities whilst being supervised by other members of staff.

### **Pupil Supervision**

The Headteacher or in their absence a nominated senior teacher remains on the premises until the last child is collected. Children attending after school club will be looked after by the after-school club staff.

Security of the academy building will be reviewed in the Health and Safety committee meetings, and matters may be referred to the Governors for consideration as necessary.

## **Alarm System**

The academy alarm is always set each day.

## **Care of ICT Equipment**

As far as possible all equipment is secured. Expensive portable equipment is locked away daily in the stock rooms and other secure areas. 'Older' computers remain in classrooms.

## **Security of Data**

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

## **Curriculum Networked Computers:**

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- SLT only has access to management files.

## **Office Computers:**

- Accessed only via individual passwords for Headteacher and Academy Office Manager.
- Financial files are accessed via further password.

## **Other Data Protection Issues:**

- Printed material is disposed of by shredding.
- Parents are informed of data kept in academy and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Disaster recovery plan in place.
- Academy anti-virus software is updated regularly.

## **Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Greenways Academy has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

## **What is the Sun-Smart Campaign?**

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11am and 3pm.
- Make sure you never burn.
- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

At Greenways Academy we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

**Education:**

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the academy is doing about sun protection and how they can help at the beginning of the summer term.

**Clothing:**

- We encourage parents to provide sun hats to protect the children whilst outside.

**Sunscreen:**

- The academy does not supply sunscreen.
- Parents are asked to apply sunscreen before school starts.
- Children are encouraged to apply their own sunscreen at lunch time, nursery parents are asked to put sunscreen on their child before the start of a session.
- Sunscreen use will be encouraged on academy trips.

**Shade:**

- Canopies on the EYFS playgrounds.
- Parasols on the KS2 playground

## **Tree Management**

The school will carry out a two-yearly inspection regime, which must be carried out by an appropriately qualified arborist who will take into account things such as size, type, location of each and every tree and the risk to both people and property in the event of any failure.

**Tree Risk Assessment** – Carried out by an arboriculturist

- Assess target(s) that may be vulnerable (e.g. playgrounds, neighbouring premises, buildings).
- Assign target zones to target areas as appropriate.
- Determine tree inspection type and priority.
- Assess trees for hazard (identify trees needing more detailed inspection).
- Make tree risk assessment (assess the probability that a hazard may result in harm).
- Assign risk categories to trees and prioritise management.
- Implement management system including remedial action, monitoring and inspection regime.

Any regime that simply involves treating tree stock as a whole, essentially a “one size fits all” inspection policy with no regard to specific risk is likely to be considered insufficient.

**The school will ensure:**

- Good record keeping of inspection reports for each tree, and evidence of taking into account advice given and implementation of recommendations.
- Incorporate tree management into our school health and safety management/ improvement plans and associated grounds inspection records.

**Site Manager**

- Carry out regular monitoring inspections of all trees identified in the inspection report and document.

- Carry out additional monitoring inspections when adverse weather conditions have occurred and document and make safe any areas of concern.

## **Vehicles on Site**

The access gates for pupils attending academy and leaving academy are separate to the main vehicle access point.

After normal opening times and closing times however, children and parents use the main entrance which has a separate gate for pedestrians this is also the main vehicle access point, used by delivery vehicles and by some members of staff as a car park.

If an event is being held outside of normal academy activities, the pedestrian gate is open.

## **Violence**

Greenways Academy will not tolerate violent behaviour from parents, visitors or others who enter the academy.

The academy has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the academy.

### **Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the academy. Consult with SLT if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation, staff should be aware of their stance and tone of voice etc.

### **Procedure to Follow:**

- Staff remain calm and non- confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave staff remind that it is a school and as such, they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, and you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

## **Volunteers in the Academy**

### **Introduction**

At Greenways Academy, we define a volunteer as any adult who agrees to undertake, without pay, designated tasks which support the work of the academy. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of academy too. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to academy's resources.

Greenways Academy values volunteers and the contribution that they make to the sustained success of the academy. We hope that the association will be a mutually beneficial partnership between the academy and the volunteer; that the benefits to be

gained by the academy in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in academy.

### **Safeguarding**

Greenways Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Greenways Academy will require an Enhanced Disclosure & Barring Check prior to starting their placement in academy. This must be confirmed with the Headteacher recorded on the central record by the office.

Providers must understand the legal obligations upon the Governors and Headteacher are the ones who decide on who may come into the academy as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances.

HM Chief Inspector of schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005).

It is the responsibility of the academy to ensure that its child protection policy is adhered to at all times.

### **Organisation**

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a teacher's responsibility under *loco parentis*.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by academy or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the academy's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given instruction of the tasks that they will be participating in. A Volunteer Registration Form should be completed for, and signed by, all official volunteers in academy. It should be noted that volunteers' work in academy is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the academy.

### **Academy Information and Regulations**

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to Health and Safety issues. The same legislation and responsibilities on Health and Safety applies to volunteers as paid staff within the academy.

The academy holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in academy.

## **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the academy will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g. excess travel costs connected with the tasks undertaken for academy etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g. resources or equipment purchased for academy use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Headteacher prior to expenditure.

## **Induction and Training**

Volunteers who work in academy will be given an induction process which aims to enable them to become familiar with the academy, staff and their roles, how their role fits into this, principles and procedures unique to the academy and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in academy, if not before. If the volunteer is undertaking formal training, (e.g. NVQ or other work-based qualification) the academy will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within academy, such opportunities should be provided for the volunteer.

## **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person, and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

## **Wellbeing/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, in line with the HSE management standards.

The academy may use the HSE Stress Indicator tool to identify any issues.

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

- Regular Performance Management Reviews.
- Open door policy of Headteacher and SLT.
- Mentoring of new staff.
- Regular staff meetings.

## **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kickstools are to be used. Staff must not climb onto chairs etc.

The academy's nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.

- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Pupils will not be permitted to use ladders/stepladders.

Contractors will not be permitted to use any of the academy's work equipment.

## **Work Experience**

The academy retains a duty of care for all students undertaking work experience in the school.

- All students are briefed before working in the school regarding arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/students' parents at the earliest possible opportunity.