

Health & Safety Policy

This policy should be read in conjunction with the following documents:

- Statement of Intent
- Organisational Duties
- Arrangements for Managing Health & Safety
- Fire & Evacuation Policy
- Internal Evacuation Policy
- Risk Assessment Policy
- Risk Assessment Register
- Accident Reporting Procedure
- Asbestos Management Plan
- Legionella Policy
- Motor Vehicle Policy
- Mini-bus Policy & Risk Assessment
- Staff Protocols
- Infection Control Policy
- Stress Policy
- Mental Health & Wellbeing Policy

ALT sign off

Name	Position	Signature	Date
Mrs J Sharrock	Principal		8/10/25
Mr P Pemberton	Vice Principal		1/9/25
Mrs S Partridge	Assistant Principal		1.9.25
Mrs M O'Neill	Assistant Principal		1/9/25
Mr J Shiner	Assistant Principal		1.9.25
Mr B Toogood	Associate Principal		1/9/25
Miss P Bailey	Business Director		1/9/25

1.0 STATEMENT OF INTENT

Wellacre will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Academy will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of The Academy.

The Academy is committed to achieving compliance with and beyond the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Academy will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Academy's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties;
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, students and trustees, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on Academy premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including students) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The Academy's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture;
- ensure the Leadership Team affords health and safety matters equal priority to other management functions;
- provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- ensure the cooperation of all staff in the operation of this policy;

- ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the Academy.

The Academy is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal and Business Director.

This Policy requires the commitment, co-operation and active involvement of all Academy employees to ensure its success and effectiveness.

All contractors and consultants working for The Academy are required to comply with this Policy. The Academy will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Academy will review this Policy annually. The Academy will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any Academy employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

SIGNED: **PRINCIPAL**	**DATE:** 8/10/25
SIGNED: **ON BEHALF OF trustees**	**DATE:** 8/10/25

2.0 ORGANISATION FOR HEALTH AND SAFETY

EMPLOYERS RESPONSIBILITIES

As employers we have a duty to all employees, casual workers, part-time workers, trainees, students, visitors and sub-contractors who may be in our workplace or using equipment provided by the Academy. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess the risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the Academy.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

The Management of Health and Safety at Work Regulations requires the employer to have suitable arrangements in place to cover health and safety risks. These arrangements should, where possible, be integrated within the management system that is already in place for the Academy.

This Health and Safety Policy refers to a management structure and arrangements are in place for the Academy to ensure compliance with the law and these can be integrated within the present company management system.

BOARD OF TRUSTEES

The Board of Trustees are responsible for ensuring health and safety management systems are in place and are effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the academy. A Health and Safety Trustee has been appointed and the trustees will be provided with regular health and safety reports. The trustees will: -

- Provide leadership on health and safety matters.
- Ensure the Academy has appropriate means and resources to properly discharge its health and safety obligations.
- Ensure that decisions taken consider fully the health and safety implications.
- Review the Academy's performance and plans for health and safety, at least annually.
- Ensure staff directly under their control follow instructions and procedures.
- Act upon any health and safety concerns or hazards that are reported to them.
- Review all investigations into serious workplace accidents, incidents and near misses.
- Appoint a suitably trained competent person to work with the Principal and Business Director.

THE PRINCIPAL

The day-to-day responsibility for all Academy health, safety and welfare organisation and activity rests with the Principal, who will:

- Ensure the effective implementation of the Health and Safety Policy.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy.
- Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that Academy staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- Ensure that this Policy is brought to the attention of all staff.
- Ensure that Academy health and safety policies and/or procedures are reviewed every two years, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- Ensure health and safety is adequately resourced with both time and finances.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management where applicable.
- Ensure suitable persons are nominated to undertake key health and safety functions.
- Ensure that suitable external training is provided for those staff with a responsibility for health & safety.
- Ensure within the Academy, adequate provision is made for consultation with employees.
- The Principal will bring to the attention of the Board of Trustees any significant health and safety issues, and will involve the trustees in any policy matters.
- Ensure an investigation is carried out where necessary for all RIDDOR reportable or serious accidents, incidents or near misses.

Training required: general health & safety and fire awareness

LEADERSHIP TEAM

On a day to day basis, the Vice/Assistant Principals will deputise for the Principal in their absence and will:-

- Lead by example.
- Ensure all levels of the Academy fully understand the arrangements for the implementation of the safety policy.
- Ensure the policy is reviewed for compliance in line with the Academy's objectives for health and safety.
- Ensure details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Will ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.

Training required: general health & safety and fire awareness

BUSINESS DIRECTOR

On a day to day basis the role of managing health and safety and liaising with staff will be delegated to the Business Director who will: -

- Ensure that Academy health & safety policies or procedures are reviewed regularly, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- Monitoring of health & safety objectives set within the Health & Safety Action Plan and reporting their progress and completion to the Resources Committee.
- Ensure that health and safety is adequately resourced with both time and finances.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management that staff are competent to undertake their roles.
- Ensure suitable persons are nominated to undertake key health and safety functions.
- Complete a Training Needs Analysis for all appointed roles within the Health & Safety Policy to ensure competence.
- Record all training and delivery of refresher requirements.
- Ensure that within the Academy, adequate provision is made for consultation with employees.
- Ensure appropriate health and safety procedures and practices to be undertaken by the Academy.
- Ensure the Risk Assessment Register is up to date and all risk assessments are in place and reviewed regularly.
- Bring to the attention of the Board of Trustees any significant health and safety issues, involving the trustees in any policy matters and bring to their attention health and safety guidance received from the nominated competent person.
- All levels of the Academy staff fully understand the arrangements for the implementation of the safety policy.
- Ensure safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Collate and analyse accident investigation reports and ensure the forms are adequately completed.
- Where necessary and in conjunction with the nominated competent person, report under RIDDOR to the HSE.
- Collate and analyse near miss reports.
- Ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out in conjunction with the Site Manager.
- Carry out full site annual inspections of the Academy.
- Carry out bespoke inspections of areas identified at the start of the academic year.
- Ensure contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.

Training required: IOSH Managing Safely

COMPETENT PERSON

Health and Safety Advisor

The Academy has appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the academy management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the academy is aware of statutory obligations and recommended Codes of Practice.
- Advising the academy management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the academy management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the academy.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.
- Work alongside the Business Director to ensure that the Academy achieves compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.
- Assist and maintain the health and safety policy.
- Advise on necessary training for the Business Director and other staff with a responsibility for health & safety.
- Provide advice and instruction on a range of health & safety issues as required.
- Provide guidance and support with accident investigation and RIDDOR reporting
- Consider Asbestos, Legionella and Fire Risk Assessment and provide advice on necessary action to ensure compliance.
- For the summer term submit an annual report on health & safety to the Resources Committee.

LEADERS OF FACULTY AND SENIOR LEADERS

Curriculum and Subject leaders are responsible for implementing the safety policy within the areas for which they are responsible (i.e. the departments and services under their leadership and any specific areas of responsibility delegated by the Principal). In particular, they are responsible for ensuring:

- Activities under their control are carried out, so far as reasonably practicable, safely and without risk to health.
- Arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment.
- Individual employees are aware of their responsibilities for health and safety.
- Ensure that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety.
- New staff receive a departmental induction covering policies, and departmental procedures;
- Resolve health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them.
- In high risk departments, ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Academy, on the activities and equipment for which they are responsible.
- For lower risk departments, ensure that classroom checklists are completed on a regular basis for all their departmental rooms.
- Relevant health and safety information is communicated to all staff.
- First aid procedures are complied with.
- All accidents/incidents occurring in their area of control are reported and an incident report form is completed, and carrying out a preliminary investigation if necessary.
- Staff are aware of fire evacuation and other emergency procedures.
- Ensure they and their staff are aware of and comply with the off-site visits procedures.

Training required: general health & safety, fire awareness & risk assessment

SITE MANAGER & SITE OFFICER

The Site Team will

- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, students and visitors to the premises.
- Ensure contractors are briefed on site safety before any work takes place and prior to each working session.
- Make contractors aware of the Academy Health and Safety Policy, fire and emergency procedures.
- Ensure relevant statutory signs and notices are provided and displayed in prominent positions.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Ensure safe access and egress is provided and maintained at all times throughout the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the Academy.

- Ensure relevant risk assessments are carried out and reviewed on a regular basis for site activities.
- Complete formally documented monthly workplace inspections, using a predefined checklist. Any actions will be tracked and reported on as appropriate, by the Site Manager

Training required: legionella responsible person training, health & safety, fire awareness, asbestos awareness, legionella awareness, working at height, COSHH, manual handling, use of step ladders.

CLASS TEACHERS

The safety of students in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate manager.
- Exercise effective supervision of students and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Comply with the particular health and safety measures (including risk assessments) to be adopted in their own teaching areas and to ensure they are applied.
- Ensure that appropriate and direct supervision is provided for students.
- Give clear instructions and warnings to students as often as necessary.
- Ensure that the Academy's Behaviour for Learning Policy is followed in all activities.
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified.
- Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety and specific guidance to members of staff.
- Set a good example and follow safe working procedures personally.
- Ensure the use of protective clothing and guards where necessary for themselves, students and others.
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this Health and Safety Policy, and other policies, procedures and guidance documents.
- Alert managers/ curriculum leaders to any health and safety concerns.
- Build in safety education in curriculum planning.
- Refrain from using any personal items of equipment or substances that may cause unacceptable risk in their use. Personal items can only be brought into the Academy with the permission of the Principal.

Teaching Assistants and Support Staff in charge of groups are responsible for the safety of students and for carrying out the duties noted above, even when under remote direction from a teacher.

Training required: general health & safety and fire awareness

ALL EMPLOYEES

All employees are expected to:

- Take due care of their own health and safety and that of other persons working with them.
- Take due care of students' safety, taking account of the students' ability to manage risk and guard against common dangers.
- Cooperate with the Board of Trustees, Principal, Leadership Team so far as is necessary to enable it to meet its responsibilities for health and safety.

- Use work equipment provided correctly in accordance with manufacturer's instructions and training.
- Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of ill health / illness.
- Report any damage to the site or any fixtures, fittings or equipment.
- Raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the Academy's Site Manager or Business Director.
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the Academy.
- Cooperate fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, comply with codes of practice, corporate and departmental health and safety policies and guidance, and adhere to safe working procedures, risk assessments and safe systems of work at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Attend local health and safety induction on their first day of employment.
- Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on Academy grounds.
- Challenge unaccompanied third parties not displaying a visitor's badge on Academy premises.

Training required: general health & safety and fire awareness

3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Access and Egress
3.2 Accident Reporting
3.3 Asbestos
3.4 Consultation with Employees
3.5 Control of Contractors and Visitors
3.6 COSHH
3.7 Curriculum Safety
3.8 Display Screen Equipment
3.9 Off Site visits
3.10 Electrical Appliances
3.11 Fire
3.12 First Aid
3.13 Infection Prevention and Control
3.14 Gas Safety
3.15 Glazing
3.16 Housekeeping
3.17 Information, instruction and Training
3.18 Jewellery
3.19 Ladders and Step Ladders
3.20 Legionella
3.21 Lifting Equipment and Operations
3.22 Lighting
3.23 Lone Woking and Personal Safety
3.24 Manual Handling
3.25 Medication
3.26 Alcohol, drugs and Smoking
3.27 Mobile phones and driving
3.28 New and expectant mothers
3.29 Personal protective Equipment
3.30 Playground Equipment
3.31 Risk Assessment
3.32 Safety of Persons with Disabilities
3.33 Stress
3.34 Working at Height
3.35 Work related driving
3.36 Young Persons with disabilities

APPENDICES

Appendix 1	RIDDOR reporting
Appendix 2	Contractors health and safety form
Appendix 3	Asbestos flow chart

3.1 ACCESS AND EGRESS

The Academy is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the Academy will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Manager will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge. Visitors are also required to sign out and hand back their visitors' badge when leaving the Academy premises.

3.2 ACCIDENT REPORTING PROCEDURES

The Academy defines an accident as: -
An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The Academy defines a near miss as: -
An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The Academy defines a dangerous occurrence as: -
An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown on the RIDDOR flowchart **(Appendix 2).**

The first priority when an accident occurs is to give the correct first aid treatment to injured parties, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded on the accident form for future reference. Parents/carers should also be informed about accidents and incidents where necessary.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students.

Accidents that occur to contractors on site must be reported to the Academy office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported to the Business Director because a series of near misses could very easily escalate to an accident.

Relevant risk assessments and safe systems of work may require revision following either an accident or a near miss incident.

RIDDOR AND EMPLOYEES

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers to report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises. In cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. You must report within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

Specified injuries include: -

- A fracture, other than to fingers, thumbs or toes.
- Amputation.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which:
  - Cover more than 10% of the body, or
  - cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which;
  - Leads to hypothermia or heat induced illness, or
  - requires resuscitation or admittance to hospital for more than 24 hours.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students, should be dealt with in accordance with the Academy's Behaviour for Learning Policy.

Reportable Diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

Accidents involving contractors working on Academy premises are normally reportable by their employer.

It is the responsibility of the Business Director to investigate the accident/dangerous occurrence and report under RIDDOR. If there is any doubt about reporting accidents or dangerous occurrences the Business Director will seek advice from their Risk Consultant or via the HSE website www.hse.gov.uk/riddor/reportable-incidents.htm

RIDDOR and STUDENTS and other people who are not at work

Injuries to students and visitors who are involved in an accident at Academy or an activity organised by the Academy are only reportable under RIDDOR if: -

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital for treatment.

Specified injuries and occupational diseases only apply to employees. If a student is absent from the Academy following an incident this is not reportable.

How to decide if an accident to a student 'arises out of or is in connection with work'?

The responsible person at the Academy should consider whether the incident is caused by: -

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc).
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital for treatment.

PE

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- The condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, a student's arm being struck by a trampoline whilst folding the equipment away and a member of staff was not actively involved.

See Appendix 1 for further information.

RECORDS MANAGEMENT

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur on the Academy premises or while undertaking work on behalf of the Academy must be reported to the Business Director.

3.3 ASBESTOS

An asbestos survey and management plan (AMP) is in place for the Academy and is held by the Business Director. The Principal will ensure that all academy staff are made aware of the location of asbestos containing materials (ACM) and that relevant persons have access to the AMP. Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc) either by contractors or academy staff, the asbestos management plan must be consulted and checked. A copy of the Asbestos Management Plan is to be kept by the Site Manager and contractors must read and sign to say they understand it BEFORE starting work.

For more information regarding ACM contact the Site Manager.

See asbestos flow chart in appendix 3.

3.4 CONSULTATION WITH EMPLOYEES

The Academy acknowledges that it has a duty to consult with employees regarding matters affecting their health and safety whilst at work. This will be done through termly Resources Committee meetings where staff representatives will be present and will determine where wider consultation is necessary.

3.5 CONTROL OF CONTRACTORS AND VISITORS

The Health and Safety at Work etc. Act 1974 places a duty on the Academy, as well as the contractors that it employs, to protect the health, safety and welfare of employees, contractors, visitors and anyone else who may be affected when contractors are working at the Academy premises.

All contractors must report to reception, sign in and wear a visitor's badge. Contractors will be issued with relevant information such as emergency procedures, accident procedures etc. The Site Manager is responsible for monitoring areas where the contractors work may directly affect staff and students. Work by contractors will be carried out, where possible, out of academy hours.

Precautions should be taken to ensure the safety of visitors to the site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The Academy will carry out the following precautions: -

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- All electrical equipment will either be securely locked away or effectively locked off.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

In order to ensure that competent contractors are appointed, the Academy will:-

- Review all contract companies who undertake work by issuing contractors questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration. In this case companies appointed via Casserly Property Management will complete the necessary checks.
- All work that is undertaken by contractors will be supervised on a day-to-day basis by the Site Manager in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the Academy will be removed from the approved list.
- After a contractor has undertaken work, the relevant member of the Management team will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates.

The Academy's-Appointed Contractor/Consultant

The Academy may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which academy employees are unable to undertake. All Contractors/Consultants appointed by the academy must be able to provide auditable evidence of their competency.
A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the academy premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the academy management team and/or COMPLIANCE to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Academy's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the academy is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the academy prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the academy. Where weekly inspections are required, copies of documentation must be provided to the academy.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the academy with specific risk assessments as

required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.

- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the academy in order to ensure that adequate steps are taken to reduce exposure to academy employees and students.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the academy and that they co-operate fully with the academy's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the academy that this has taken place.

PERMITS TO WORK

When any hazardous work is undertaken (by Contractors or Academy staff) a Permit to Work should be used. This would include any works producing flames, producing heat or sparks, working at height, live work on electricity supply systems, or work in confined spaces (this list is not exhaustive). The purpose of a permit to work is to ensure that any high risk or hazardous work is properly planned and authorised. The permit specifies any precautions to be taken and highlights any prohibited activities. A permit to work specifies the date, time and location of the work, and ensures any persons affected by the work is aware and provides a record of the work, the precautions and the equipment used.

3.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

It is the intention of the Academy to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Academy acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Academy recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the Academy to comply with the control of substances hazardous to health regulations (COSHH) the Academy will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

The Academy's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Academy.
- Use outside agency advice (i.e. CLEAPSS) on matters around microorganisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and students and other persons who may be affected by the Academy's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

3.7 CURRICULUM SAFETY

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to students, other members of staff, parents or visitors should be noted and reported to the Site Manager or Principal.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

3.8 DISPLAY SCREEN EQUIPMENT (DSE)

The Academy recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The Academy will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the Academy for display screen equipment. If the DSE user requests an eye test the Academy will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the Academy will meet the cost for the basic corrective lenses required. Further details can be found in the policy for Eye Test Procedure for Display Screen Equipment User.

Office based employees will report any display screen equipment issues to their respective Manager.

3.9 OFFSITE VISITS

All educational visits are carefully planned in advance with staff visits if possible and full risk assessments completed in line with the Academy trip procedure. The Evolve system is used. A letter is sent via Arbor for the parents/carer explaining what the trip is about and what might be expected of their child.

Students are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them and preferably be first aid trained, they should also carry a mobile phone in case of emergency.

Staff are to be briefed on what action to take should a critical incident ensue.

Please see Guidelines for Off-site and Educational Visits.

3.10 ELECTRICAL APPLIANCES

To meet the duties placed upon the Academy, the Academy undertakes to have all portable appliances inspected or tested on three yearly basis and the electrical installation inspected or tested, as a minimum, every 5 years by a suitably qualified/approved electrical engineer.

All electrical equipment used by the Academy will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Depending on the use and application of the particular item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. **Employees must not bring electrical equipment into the Academy unless authorised by the Principal.**

Any defective equipment will be removed from use immediately until such time as it can be repaired or replaced. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Academy acknowledges that work on electrical equipment can be hazardous and therefore the Academy will take steps to reduce the risks so far as is reasonably practicable. The implementation of this policy requires the cooperation of everyone on site either directly employed by the Academy or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points. The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage. Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

3.11 FIRE SAFETY

Wellacre Academy are committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a break out of fire.

- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

FIRE PROCEDURES

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

The first Academy employee notified of the incident will take the following action: -

- Activate the nearest fire alarm.
- Evacuate the room, close the door and leave by the nearest fire exit.
- If the incident is in normal working hours, notify the Principal/Site Team.
- If the incident is outside normal working hours, call the nominated member of the ALT.

The Senior Fire Marshall on site will: -

- Attend the scene and ensure the emergency services have been called.
- Take the position of controller.
- Liaise between the emergency services and the staff and students.
- Preserve and secure the scene, take photographs and if appropriate contain pollution spread or make-safe.
- Prevent entry to unauthorised persons.
- Notify the Principal if the incident is out of office hours.
- Provide a witness interview room and temporary means of communications (landline, mobile telephone, radio, etc.)
- Instruct operatives not to speak to the media.
- Begin the investigation.
- Obtain the details of witnesses (name, home and business address, telephone numbers, employer).

If the incident is being controlled by another person or the authorities, relay all relevant information to that person.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

RECORD KEEPING

The following records will be kept:

- An up to date Fire Risk Assessment.
- Details of maintenance checks of firefighting apparatus, fire detection installations and warning and detection equipment.
- Records of weekly fire alarm tests and practice evacuations.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.

- Maintenance and service records.

Refer to Fire & Evacuation Policy for further information.

3.12 FIRST AID

First Aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First Aiders will be provided with retraining at regular intervals in order to ensure that their skills are maintained. A first aid risk assessment has been developed to ensure that there is adequate provision.

After all accidents, details must be recorded on the accident form. To ensure compliance with data protection legislation the completed accident forms will be securely filed in the main offices.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

1. Seek medical attention from the Academy's First Aider or Appointed Person.
2. The names of the First Aiders are written on the first aid notices, which can be found in prominent locations around the Academy.
3. All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the Academy:

- First aid personnel must inform the Business Director when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times
- Named First Aiders must ensure that all first aid boxes are kept replenished and stock checked every half term (Head of PE, Head of Science, Main Office Administrators, Head of DT)
- Professional medical assistance must be summoned where necessary.

Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the Health and Safety Advisor as soon as possible.

3.13 INFECTION, PREVENTION AND CONTROL

The Academy follows national guidance published by Public Health England when responding to infection control issues. Staff, students and visitors will be encouraged to follow good hygiene practice, outlined below where applicable.

HANDWASHING

Students and staff are encouraged to;

- wash their hands with liquid soap and warm water

- always wash their hands when using the toilet, before eating or handling food, and after handling animals
- cover all cuts and abrasions with waterproof dressings
- use sanitiser which is available throughout the site (where deemed necessary)
- signage is used to remind staff and students how and when to wash their hands.

COUGHING AND SNEEZING

Students and staff are encouraged to;

- cover their mouth and nose with a tissue when coughing and sneezing
- wash their hands after using or disposing of tissues
- catch it, bin it, kill it message is promoted.

CLEANING OF THE ENVIRONMENT

The environment is cleaned frequently and thoroughly including equipment.

All spillages of blood, faeces, saliva, and vomit are dealt with immediately and staff are provided with appropriate PPE.

When spillages occur, a product is used that combines both a detergent and a disinfectant and is used as per the manufacturer's instructions. Only products that are effective against bacteria and viruses and suitable for use on the affected surface will be used.

3.14 GAS SAFETY

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the Academy will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference. Wherever possible the Academy will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification. Where necessary, appliances and metres will be adequately protected and guarded to prevent access by students or unauthorised persons.

3.15 GLAZING

All glass in the door panels to be safety glass and fire retardant in line with the location of the door. All windows are to be in line with EN standards wherever possible. If any glazing is damaged this must be reported to the Site Manager as soon as possible who will make-safe and take steps to repair as soon as possible. Periodic checks of the Academy glazing will be done by the Site Manager and the findings recorded.

3.16 HOUSEKEEPING

It is Academy policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping can cause employees and students to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

3.17 INFORMATION INSTRUCTION AND TRAINING

It is the Academy's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the Academy complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Academy's undertakings.

Training is provided for all employees:

- On recruitment into the Academy, then annually
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the Academy's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks. All training will be recorded and retained on each individual employee's personal file for future reference by the Business Director. Employees will report any problems to the Principal

3.18 JEWELLERY

It is the policy of the Academy and in the interests of health and safety that staff jewellery should be discreet. Students wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery; further information can be obtained from the Dress Code Policy.

3.19 LADDERS AND STEPLADDERS

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the Academy will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The Academy accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.

- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. EN131 Class 1 ladder may be used within the Academy. Site-specific risk assessments on the use of ladders will be carried out prior to activity by and the results communicated to the Business Director. The Principal will ensure that employees are following the systems laid down for their safety.

3.20 LEGIONELLA

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria. A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The Academy will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the Academy can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment has been undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Academy's premises. The assessment will be completed by a person who is competent to do so. Regular water and temperature checks are completed and recorded as identified in the legionella risk assessment.

Refer to Legionella Policy for further information.

3.21 LIFTING EQUIPMENT AND LIFTING OPERATIONS

The Academy defines lifting equipment as any plant certified for lifting or lowering loads and any operation thereto, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Suitable for the activity it is to perform
- Adequately strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The Academy may use equipment of this type for various activities to be carried out during the course of the work; therefore, the Academy will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. scissor lift, is thoroughly examined every six months. Any lifting accessories must also be examined within this timeframe.

- All other lifting equipment is examined annually

Where necessary, the Academy will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

3.22 LIGHTING

The Academy regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff, students and visitors to the premises. All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the employees and students alike.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a Site Manager.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect.

3.23 LONE WORKING/ PERSONAL SAFETY

The Academy believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the Principal. The academy will work in partnership where inappropriate behaviour/ individual conduct compromises the Academy's aims in providing an environment in which the students and staff feel safe.

The Academy recognises that it is not illegal to lone work. The Academy accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

3.24 MANUAL HANDLING

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The Academy accepts that some manual handling activities may be necessary during their operations.

The need for employees to undertake manual handling operations will be avoided wherever possible. Departmental risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the Academy for safe manual handling operations. Results of manual handling assessments will be made available to all relevant employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Business Director.

3.25 MEDICATION

For more information see the Policy for Supporting Students with Medical Conditions.

3.26 ALCOHOL, DRUGS AND SMOKING

All staff, students and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the Academy grounds. Drug and/or alcohol abuse in Academy or affecting performance, may be considered by the Academy to be a disciplinary matter.

3.27 MOBILE TELEPHONES AND DRIVING

The Academy does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation. In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the Academy's premises.

The following safety procedure must be followed:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with legislation all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone, always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic, or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving, never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

Refer to Motor Vehicle & Mini Bus Policies for further information.

3.28 NEW AND EXPECTANT MOTHERS

It is the policy of the Academy to establish and maintain, so far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The Academy is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the Academy has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The Academy can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the Business Director will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife that could impact on the assessment, is passed on to the Academy.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace.

Risk assessments will be reviewed throughout the pregnancy, and on return to work (if it is within 6 months of having the baby) or if the mother is breastfeeding.

3.29 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Academy will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees and students. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees and students who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Principal will be responsible for replacing any defective PPE upon request.

3.30 PLAYGROUND/PE EQUIPMENT

The playground is inspected on a termly basis by the Site Manager who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Principal/Site Manager as soon as possible.

Any defects will be rectified as soon as possible to limit the chances of a child being injured. Any defects found by a member of staff should be reported to the Site Manager as soon as possible.

The PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Site Manager and any actions/defects found are rectified as soon as possible or if the budget allows. None of the equipment is to be left in an unsafe condition.

3.31 RISK ASSESSMENTS

The Academy accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the Academy will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking risk assessments for all activities with a significant hazard, within the Academy.
The aim of the risk assessment process is to:

- Identify hazards associated with the Academy's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Risk assessments will be completed, in accordance with the Risk Assessment Policy and Risk Assessment Register, for all work activities undertaken by the Academy. The Business Director will ensure that the documentation is reviewed at least annually or if circumstances change. It is Academy policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to:

- Identify all hazards associated with the Academy's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

Management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

Refer to Risk Assessment Policy and Risk Assessment Register for further information.

3.32 SAFETY OF PERSONS WITH DISABILITIES

The Academy has a responsibility to ensure that all persons who visit the Academy's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Principal will ensure that persons with a physical or mental impairment are protected from everyday hazards within the Academy, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the Academy prior to their visit in order that any special arrangements can be made. In this unlikely event the Principal will make the necessary arrangements.

The Academy will aim to make as many rooms as accessible and safe as possible for disabled persons, where this is not reasonably possible an appropriate decision will be made based upon the Academy's Disability Policy. The Principal ensures that all staff are aware of their responsibilities in ensuring that disabled persons are safe at all times and where necessary ensure that suitable training is given to staff.

3.33 STRESS

The academy addresses all work related illnesses; in particular stress. Regular staff surveys, 1:1 line management sessions, stress risk assessments and team briefings are held. Incidents of work-related stress are monitored very carefully and are always referred to Occupational Health.

Refer to Stress Policy for further information.

3.34 WORKING AT HEIGHT

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations, the Academy shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The Academy will do all that is reasonably practicable to prevent falls from height.

The hierarchy below will be used for managing and selecting suitable ways for work at height:

a. Avoid the need to work at height where possible, e.g. using extended equipment from the ground.
b. Prevent falls using appropriate access equipment such as work platforms or rope access.
c. Reduce the distance and consequences of a fall should one occur.
d. Provide instruction and training for any staff undertaking work at height.

The Academy has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task.
- Selection of work equipment considering the distance to be travelled for access and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort).
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

3.35 WORK RELATED DRIVING

The Academy will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The Academy will require all drivers to submit their driving licence for inspection annually, the Academy reserve the right to contact the DVLA in order to monitor the status of individual licences

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The Academy will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Business Director.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may affect or prevent driving e.g. epilepsy or heart condition.

3.36 YOUNG PERSONS AT WORK

The Health and Safety Executive classifies all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Academy's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience. Children under the age of 13 years of age are prohibited from any form of employment; however, children between 13 and the Minimum Academy Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the Academy offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, the Academy will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any students are employed or they are offered work experience, the Academy will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Academy will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Academy views this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.
In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the Academy are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum Academy leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

APPENDIX 1

SUMMARY OF ACCIDENT REPORTING PROCEDURES

RIDDOR and EMPLOYEES

The regulations require the Academy to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work.** Under RIDDOR the Academy must report the following work related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:-

- Accidents which result in death must be reported immediately, Accidents that report in specified injuries must be reported within 10 days,
- Accidents which prevent the injured person from continuing their normal work for more than seven days (including weekends) must be reported within 15 days of the accident.

Specified injuries include:-

- A fracture, break or crack of a bone other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
  See Riddor website for a full list of specified injuries

Physical violence
Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence.

Reportable diseases
Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions **and** the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on academy premises are normally reportable by their employer.

RIDDOR, Students and Visitors

Injuries to students and visitors who are involved in an accident at the Academy or an activity organised by the Academy are only reportable under RIDDOR if:-

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity **and** the person is taken from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

Specified injuries and diseases only apply to employees. If a student is absent from academy following an incident this is not reportable.

How to decide if an accident to a student 'arises out of or is in connection with work'?

The responsible person at the Academy should consider whether the incident is caused by:-

- A failure in the way a work activity was organised (e.g. inadequate supervision of an activity or offsite visit)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a non employee's death or they are taken from the scene of the accident to hospital for treatment.

Therefore when completing accident forms the following need to be flagged and sent to the Principal as soon as possible:-

- Accidents where a student user is taken from the scene to hospital for treatment
- If staff are off work or unable to undertake their normal duties for 7 or more days as a result of an accident
- If a member of staff has a specified injury.

Accident Reporting Procedures

Knowledge/ Awareness of accident/ injury/ violent incident/ near miss at school

NON EMPLOYEES

- Pupils, parents
- Visitors to site
- Contractors

Accident/ Injury Minor – insignificant / no injury
e.g. Fell over in playground and needed minor first aid
Record locally on accident/ incident form.

More serious - More significant first aid required OR potential for more serious injury
Record on accident/incident form.
If in doubt phone HSW@Work Ltd
Retain a copy on site.
If pupil inform parents.

Violent Incident Pupil on pupil violence
Record internally in accordance with schools behaviour management policy serious in nature. Record injuries on accident/ incident form and retain copy.

Near Miss
Report and record near miss on accident/ incident and retain a copy on site.

Identify if injury/accident is RIDDOR reportable see also www.hse.gov.uk/pubns/edis1.pdf e.g.

- Non employee is taken straight from site to hospital for treatment **AND**
- Accident / injury attributable to the condition, design or maintenance of premises or equipment or as a result of inadequate arrangements for supervision (due to schools undertaking)
- **Fatality** notify HSE immediately by telephone **0345 3009923.**
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 15 days of the incident. http://www.hse.gov.uk/riddor/reportable-incidents.htm

EMPLOYEES

This includes part time, temporary or a self employed person working on your site

Accident/ Injury
Record and report **all** accidents on accident/ incident form and retain a copy on site.

Violent Incident
Record and report on accident/ incident form and retain a copy on site.

Near Miss
Report and record near miss on accident/ incident form and retain a copy on site

Identify if injury/accident is also RIDDOR reportable if work related:

- Injury results in death, hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends)
- **Specified injury** – any broken bone (excluding fingers and toes), amputation, loss of sight (see full list on HSE website)
- **Fatality to employee** Notify HSE immediately by telephone **0345 3009923.**
- **Specified injury (report within 10 days) or over 7 day injury (report within 15 days)** to HSE via their online system if work related http://www.hse.gov.uk/riddor/reportable-incidents.htm

Accident to be '**work related, out of or in connection with work**' due to the way the work was carried out, any machinery, plant, substances or equipment used for the work or the condition of the site or premises where the accident happened

- ***Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.***
- ***If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.***

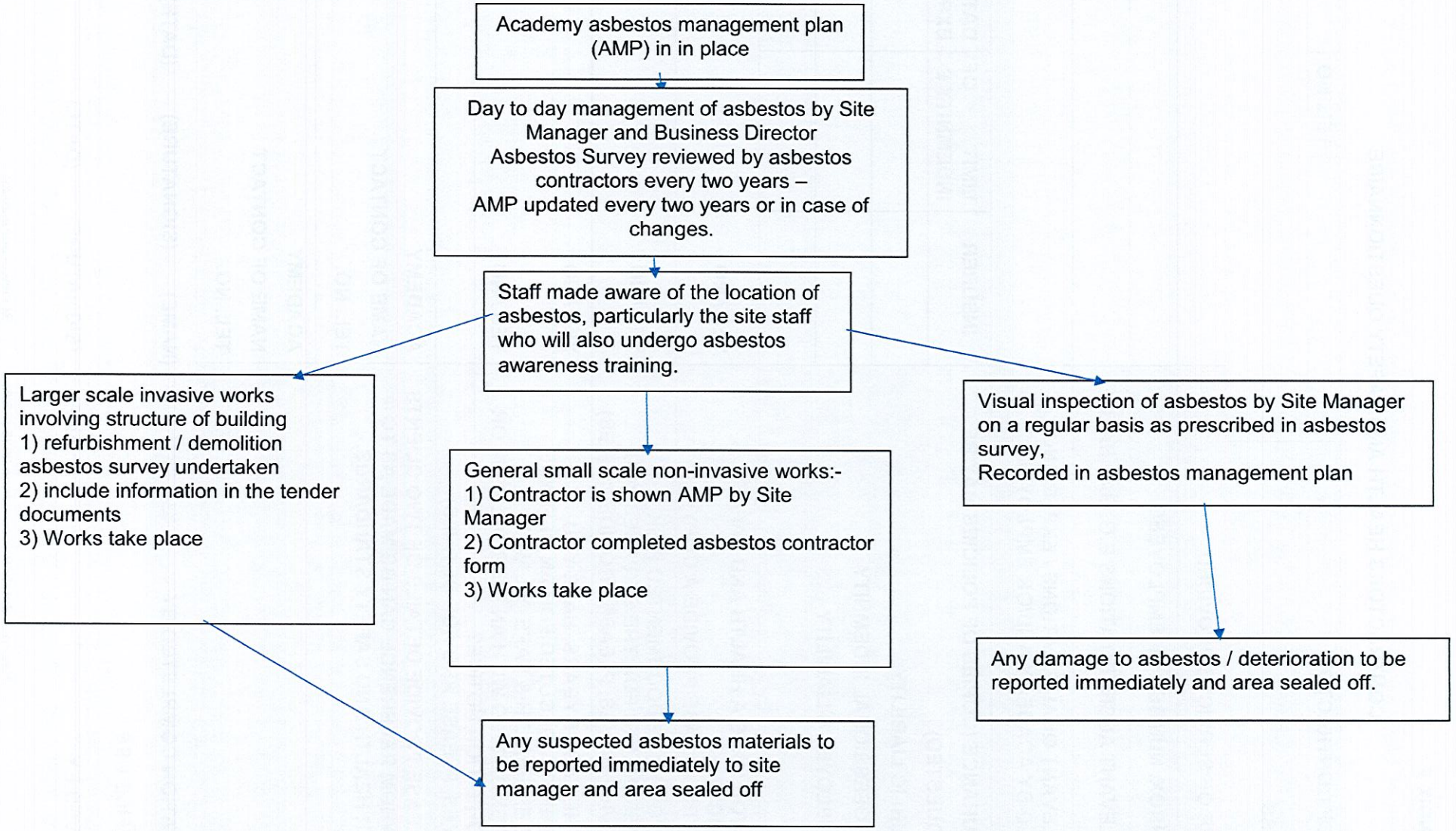
This flow chart is intended to provide guidance, for specific advice, please contact HSW@Work Ltd

APPENDIX 2

CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE

NAME OF CONTRACTOR		**TEL. NO**	
ADDRESS			
1. TYPE OF SERVICES PROVIDED			
2. APPROX. NUMBER OF EMPLOYEES			
3. RELEVANT ACCREDITATIONS E.G. GAS SAFE			
4. RELEVANT QUALIFICATIONS / EXPERIENCE HELD BY ACADEMY AND/OR EMPLOYEES			
5. INSURANCE (COPIES OF POLICIES MAY BE REQUESTED) **- PUBLIC LIABILITY** **- PROFESSIONAL INDEMNITY** **- EMPLOYER'S LIABILITY**	**INSURER**	**LIMIT OF INDEMNITY £**	**DATE OF EXPIRY**
6. DO YOU HAVE A HEALTH AND SAFETY POLICY? (IF YES, PLEASE PROVIDE A COPY)	**YES / NO**		
7. DO YOU HAVE DOCUMENTED RISK ASSESSMENTS FOR THE SERVICES YOU PROVIDE (IF YES, PLEASE PROVIDE COPIES)	**YES / NO**		
8. IN THE LAST 5 YEARS, HAVE YOU **- BEEN PROSECUTED FOR AN OFFENCE UNDER HEALTH & SAFETY LAW?** **- BEEN SERVED WITH AN IMPROVEMENT OR PROHIBITION NOTICE?** **(IF YES, PLEASE PROVIDE DETAILS)**	**YES / NO** **YES / NO**		
9. PLEASE PROVIDE DETAILS OF TWO CLIENTS TO WHOM REFERENCE CAN BE MADE AS TO YOUR HEALTH AND SAFETY STANDARDS.	**ACADEMY** **NAME OF CONTACT** **TEL. NO.**		
	ACADEMY **NAME OF CONTACT** **TEL. NO.**		
APPLICATION COMPLETED BY	**(NAME) (SIGNATURE) (DATE)**		
FOR OFFICE USE			
APPROVED BY	**(NAME) (SIGNATURE) (DATE)**		

Appendix 3 – Asbestos Management



Appendix 4 – Infection Control

Wellacre will provide the academy community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza. A checklist of actions has been devised to aid planning and preparing for an outbreak of pandemic influenza and clarifies communication procedures.

Infections are likely to spread particularly rapidly in academys and as students may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the academy 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. Academy staff will give students positive messages about health and well-being through lessons and through conversations with students.

In the event of the academy becoming aware that a student or member of staff has contracted an infectious illness, we would direct them to their G.P. in the first instance, and, if necessary, inform Trafford Local Authority,

Alternatively, they may contact the academy to advise us that a student or member of staff has sought medical attention and has been diagnosed as having an infectious illness. During an outbreak of an infectious illness such as pandemic influenza. The academy will seek to operate as normally as possible, but will plan for higher levels of staff absence.

The decision on whether academy should remain open or close will be based on medical evidence and government advice. This will be discussed with the Government's Health Protection Agency. It is likely that academy will remain open, but we recognise the fact that both the illness itself and the level of interaction between both staff and students may impact staff absence levels. The academy will close if lessons cannot be staffed or there is not adequate supervision for the students. Students will be asked to complete work at home or at a local library using the academy website or educational websites.

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 or even talking within a close distance.
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

Viruses can survive longer on hard surfaces than on soft or absorbent surfaces. Staff and students are given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose, unless you have just washed your hands.
- Cover your nose and mouth when coughing or sneezing.
- Do not attend academy if you think you may have an infectious illness.
- If you feel ill during the day then go to the medical room. Parents will be contacted if First Aiders feel you are not well enough to remain in academy.

These messages are promoted through posters around the academy, in assemblies and via the academy curriculum.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN ACADEMYS

TO MINIMISE SOURCES OF CONTAMINATION WE WILL ENSURE THAT:

- Relevant staff will have a Food Hygiene Certificate or other training in food handling.
- Food that requires refrigeration is covered and dated within a refrigerator, at a temperature of 5 C or below.
- Hand Washing takes place before and after handling food.
- Full Cleaning and disinfecting of food storage and preparation areas takes place.
- Food is purchased from reputable sources and used by recommended date.

TO CONTROL THE SPREAD OF INFECTION WE WILL ENSURE THAT:

- Good hand washing procedures are encouraged
- Students are encouraged to dispose of the soiled tissues hygienically.
- Different cloths/mops/products are kept for different areas.
- All cuts and open sores are covered.
- Catering staff wear uniforms when preparing food.
- Aprons are worn by students and staff in Food Technology lessons.
- First Aiders wear PPE when dealing with accidents. (e.g. gloves)
- A protocol is in place that is followed regarding contact with blood and body fluids.
- If a child is unwell in academy, they will wait in the medical room until they are collected by their parents or carers. They are closely monitored and do not wait in communal areas.
- Staff are vigilant as to signs of infection persisting or recurring.
- Parents are instructed to keep their child at home if they have an infection, and to inform the academy as to the nature of the infection.
- Parents are reminded not to bring a child to academy who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- The academy has a number of Qualified First Aiders who assess students and staff before recommending further action.
- Individuals who are believed to have an infectious illness are sent home and are advised to contact their GP or local hospital.
- Risk Assessments are written as necessary and in accordance with government guidelines.