

# **ATTAIN ACADEMY PARTNERSHIP**



## **Health, Safety and Wellbeing Policy**

**February 2021**

## **Attain Academy Partnership**

Attain Academy Partnership aims to provide an outstanding education for all children in all schools, relevant to the world in which they live. We would like all members of Attain to become:

- Ambitious, knowledgeable, capable learners who are resilient and independent thinkers
- Enterprising, creative and articulate pupils who have a real love of learning and strive for aspirational goals
- Ethical, informed and responsible citizens who value differences and inclusivity
- Healthy, confident and caring individuals who contribute to a mutually supportive environment

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# ATTAIN Academy Partnership

## Health, Safety and Wellbeing Policy

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## 1. Statement of Intent

The Attain Academy Partnership (herein referred to as the 'trust') board of trustees is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The board of trustees recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the trust provision.

The Health, Safety and Well-being policy reflects our commitment to ensuring that Health and Safety is paramount to the Trust, and each Academy within the Trust, and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the Trust.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Board of Trustees, Local Governing Body, Heads of Schools/Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the Trust and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements were approved by the Board of Trustees and as such it applies to all the Academies (herein referred to as the 'Academy') within the Trust:

**Signed:**..... **Date:**.....  
**(Chair of Trustees)**

This policy will be reviewed annually.

## **2. Legislation**

2.1 This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

2.2 The academy follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

## **3. Responsibilities**

### **3.1 Board of Trustees**

3.1.1 The board of trustees, as the employer is responsible for health and safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

3.1.2 The board of trustees shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonable practicable a safe and productive working and learning environment.
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls.

- 3.1.3 The board of trustees will receive regular reports from the Chief Executive Officer (CEO) and Chief Operations Officer (COO) in order to enable them to provide and prioritise resources for Health and Safety issues

## **3.2 Chief Executive Officer (CEO)**

- 3.2.1 The CEO have overall responsibility for health and safety throughout the trust and ensuring that the objective of this Health, Safety and Welfare Policy Statement are implemented.

- 3.2.2 The CEO shall ensure that the board of trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.

- 3.2.3 The CEO has responsibility for:

- Cooperating with the board of trustees to enable the health, safety and welfare policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Reporting to the board of trustees on health and safety performance and any safety concerns or issues, which may need to be addressed by the allocation of funds.
- Taking reasonable steps, to make sure that the academy buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.
- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the Academy include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the heads of school / headteachers.
- Ensuring that the heads of school / headteachers has an appropriate workload, in support of a reasonable work/life balance, having regard to their health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.
- Ensuring that anyone appointed to undertake construction and maintenance work on the academy premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to

last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days).

- Taking an active part in monitoring health and safety standards in the academy, by requiring heads of school / headteachers to provide regular reports on health and safety performance to the local governing body. Such reports should provide information on action taken in response to outcomes of:
  - Academy health and safety inspections, monitoring checks and incident investigations.
  - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Heads of School or other member of staff.
  - Any surveys carried out by the academy, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Education Support Partnership Programme if used).
- Appointing a governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

3.2.4 Whilst overall responsibility for health and safety cannot be delegated, the CEO may choose to delegate certain tasks to other members of staff.

### **3.3 Chief Finance Officer**

3.3.1 The Chief Finance Officer is the senior finance manager with overall responsibility for financial management and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust.

### **3.4 Chief Operations Officer (COO)**

3.4.1 The Chief Operations Officer is accountable to the CEO for the effective management of health and safety and as such is responsible for ensuring that the academies are managing and meeting their health and safety responsibility.

### **3.5 Heads of School / Headteachers**

3.5.1 Heads of school / headteachers are responsible for;

- Ensuring there are appropriate arrangements for implementing the trust's health, safety and wellbeing policy.
- Ensuring that the policy and arrangements are effectively communicated.
- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the academy site and that, where necessary joint health and safety arrangements are recorded and agreed.
- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.

- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Ensuring records of health and safety training are maintained by the academy.
- Ensuring that health and safety standards accessed via the Schools Infolink are made available to relevant employees.
- Ensuring the academy's health and safety standards (available via the Schools Infolink) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the academy's activities or premises, which are not covered by standards available on the Schools Infolink.
- Ensuring that risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented.
- Ensuring that managers who they directly line manage carry out their health and safety responsibilities.
- Ensuring systems are in place for monitoring and reviewing health and safety in the academy and any actions arising from this are implemented.
- Ensuring there is system in place for reporting and investigating accidents / incidents and that all employees are aware of it.
- Regularly (at least annually) reporting academy health and safety performance to the governing Body.
- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.
- Ensuring that if they are not the academy's named Educational Visits Co-ordinator (EVC), they appoint a member of the school's senior management team to undertake the role (and ensure they given training and time to undertake the role).

### **3.6 Academy Health and Safety Co-ordinator**

3.6.1 The duties of academy health & safety co-ordinator may be delegated to another member of staff however the overall responsibility remains with the head of school / headteacher

These duties have been delegated to nominated staff at each academy and details may be found in Appendix 1.

3.6.2 The academy health & safety co-ordinator will:

- Establish arrangements for the effective co-ordination of health and safety throughout the academy.
- Support the head of school / headteacher in co-ordinating the development, review and revision of the academy's health and safety standards.
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the academy.
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.



- Ensure that the head of school / headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the academy's policies and standards.
- Ensure records of health and safety training and development undertaken by employees is kept on record in the academy.
- Support the establishment of adequate arrangements for:
  - First aid;
  - Fire and emergency evacuation;
  - Reporting of health and safety incidents, hazards and concerns;
- Oversee the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinate and ensure compliance with premises related standards and assessments.
- Co-ordinate arrangements for monitoring of health and safety standards within the academy.
- Support all staff in carrying out their responsibilities.

### **3.7 All managers and supervisors**

3.7.1 All employees with management and supervisory responsibilities are responsible for the implementation of the health, safety and wellbeing policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

3.7.2 Their responsibilities include:

- Ensuring the health, safety and wellbeing policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.
- Identifying opportunities to improve the health, safety and wellbeing within the Academy, and promoting risk awareness and the development of safe behaviours.
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).
- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, head of school / headteacher or governing body.

- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the academy's requirements.

3.7.3 All managers and supervisors have a critical role in promoting mental well-being and minimising stress risks and in offering support to employees.

### **3.8 All employees**

3.8.1 All employees are responsible for:

- Looking after their own safety, and the safety of others affected by their work.
- Co-operating with the academy, by following safe working practices and carrying out their health and safety responsibilities as detailed in the academy's policies, risk assessments and health and safety standards.
- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Taking part in any health and safety training and development identified as necessary by the head of school / headteacher or their line manager.
- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.
- Reporting health and safety incidents, in accordance with the academy's health and safety incident reporting procedure.
- Observing the academy's 'lone working' procedure as outlined in Appendix 4 section 11 of this document (See Lone Working Policy)
- Making themselves aware of all fire precautions and correct procedures for such emergencies.
- Ensuring that visitors in their care are aware of the academy's health, safety and welfare policy and procedures affecting them.

3.8.2 And, with respect to safety education:

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3.8.3 All staff have a duty both under the 'Health and Safety at Work Act' and also in common law, to safeguard themselves from injury and illness at work. As such staff are responsible for informing their employer if their work is causing them to feel unduly anxious or stressed so that reasonable appropriate action can be taken.

### **3.9 Educational Visits Co-ordinator**

3.9.1 The academy undertakes educational visits and has appointed an Educational Visits Co-ordinator (EVC) who has:

- Sufficient and relevant experience in running visits;

- The competence to train and monitor others; and
- The authority to agree or not to agree to visits.

3.9.2 The nominated EVC for the academy may be found in Appendix 1. Overall responsibility however remains with the head of school / headteacher.

3.9.3 Where the academy has any part in organising events, trips or activities beyond the Academy gate it recognises that it has a responsibility. The academy's pastoral responsibilities cannot be delegated to other external providers.

3.9.4 The academy has developed a policy on visits beyond the academy gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the academy are subject to this policy.
- The visits system, including the academy approach to planning, informing, signing off and supporting visits.

Educational Visits Professional Advice:

- The academy has access to specialist advice on educational visits from Juniper Educational Visits Team (contact details in Appendix 2).
- This includes access to advice via phone and e-mail, access to the Educational Visits Website (EVOLVE) and access to the online risk assessment forms.

3.9.5 The academy EVC will:

- Ensure they have attended EVC Training (and refresher training at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in LOfC, off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the academy's guidance and establishment procedures are properly understood and followed. This will involve training on visit planning, group management, use of external providers, pre-visits risk management and safeguarding;
- Organise the training of visit leaders and assistant leaders (including voluntary helpers);
- Ensure that leaders and assistant leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The visit leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence;
- Understand where visits can be signed off by the EVC on "everyday risk" and when further advice is necessary;

- Ensure they have an understanding of how Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LOtC, off-site activities and visits meet guidance requirements;
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensure that an academy specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to visit leaders about information for parents and parental consent;
- Support the head of school / headteacher and governors as required with information, visit approvals and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of visit leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Submit electronically within the timeframes set out by the Educational Visits Team, residential, overseas and adventurous visits to the County Educational Visits Adviser for comment providing sufficient information on the risk management of the visit.
- Understand when it is necessary to seek clearance for some visits from the governing body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keep records of individual visit plans (a legal document), as well as reference material for the academy, in addition to keeping records e.g. reports of health and safety incidents (the academy has access to and uses EVOLVE to keep records).

### **3.10 Site Manager / Caretaker**

#### **3.10.1 The academy site manager will:**

- Be fully conversant with and understand the health and safety policy of the academy
- Be accountable to the COO for ensuring that contractors and sub-contractors that report to him are fully aware of the health and safety policy of the academy.
- Ensure contractors see the asbestos register.
- Advise the Business Manager of anything which might contravene the Health and Safety Act within the academy when working under his direct supervision.
- Report any hazards or safety infringements to the health & safety officer.
- Be aware of the “Lone Working” procedure as outlined in Appendix 4 Section 11 of this document. (See Lone Working Policy)
- Be fully conversant with the Fire Precautions and correct procedures of such emergencies.
- Ensure that visitors in their care are aware of the academy’s health, Safety and welfare policy and procedures affecting them.

### **3.11. Contractors and Visitors**

- 3.11.1 Visitors to the academy, including contractors, clients, service providers and members of the public must comply with the academy’s health and safety procedures and requirements.
- 3.11.2 All contractors and visitors must be made aware of the site specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.

### **3.12 Pupils and Parents**

- 3.12.1 Pupils and parents are responsible for following the academy’s health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

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

- 4.1 The trust purchases the Essex County Council Health and Safety Service as providers of competent health and safety advice, to assist the trust and academies with discharging its responsibilities.
- 4.2 The ECC Health & Safety Service includes:
- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools Infolink. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).
  - Access to a telephone and e-mail support desk for queries.
  - Further support, such as audits and site visits charged at an hourly rate.

## **5. Occupational Health**

### **5.1 Occupational Health Advice**

- 5.1.1 The trust, and the academy within it, has access to ECC wellbeing service in relation to competent occupational health advice.

- 5.1.2 The service includes:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work related absence through advising on health related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

Note: The Council's Occupational Health Service is recommended, as they have experience on advising educational environments. Further details can be found on the occupational health pages of the Schools Infolink or by telephoning 0333 013 9804.

## **5.2 Counselling**

- 5.2.1 The academy has access to the Council's Occupational Health Service and as part of this has ensured that staff also have access to the counselling service

Counselling Service: Telephone 0333 013 3267 / E-mail [counselling@essex.gov.uk](mailto:counselling@essex.gov.uk)

Further information on Schools Infolink – Staff Support / Occupational Health

## **5.3 Wellbeing**

- 5.3.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reduction workplace stressors through risk assessments.
- 5.3.2 The academy undertake occupational stress risk assessments through use of the guidance and forms available on the Occupational Stress pages of the Schools Infolink. (Health and Safety Area)

## **6. Educational Visits**

- 6.1 The academy has bought in to Juniper Educational Visits Service. This gives the academy professional advice on health and safety standards for all educational visits, including adventurous, residential and overseas visits involving children and young people.
- 6.2 Juniper Educational Visits Service has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom.

See [www.oeapng.info](http://www.oeapng.info) – documents 3.4g Headteacher / Managers and 3.3b Check List.

- 6.3 As part of the subscription to the Educational Visits Support Service the academy has access to the [EVOLVE](#) online submission system and associated resources.

Educational Visits Support is provided through the [EVOLVE](#) website or Juniper Education on 0345 646 0397.

## **7. Catering**

- 7.1 The academy manages and delivers its own in-house catering service and therefore has access to competent food safety advice.
- 7.2 The academy's competent food safety adviser is ECC school meals support and advice service.

School Meals Support Service: [Infolink](#) / 0333 013 1240/  
[school.meals@essex.gov.uk](mailto:school.meals@essex.gov.uk)

Contact: Caroline Lee (03330 321268; 07825 144553)

## **8. Health Protection**

- 8.1 The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to Essex HPT's guidance – 'Communicable Diseases in Schools / Nurseries and Centres for under 5's' or PHE general guidance 'Infection control in schools and other childcare settings'. (These documents are available on the health & safety pages of the Schools Infolink).
- 8.2 Further assistance may be available from the school nurse at a local NHS clinic or through contact with HPT directly.

Essex Health Protection Team: [essexhpt@phe.gov.uk](mailto:essexhpt@phe.gov.uk) / 0345 155 0069

## **9. Property Consultants**

- 9.1 The academy manages its property and premises in-house. The board of trustees and CEO have overall responsibility but have delegated general premises management to the head of school /headteacher and site manager / caretaker who has received appropriate training.
- 9.2 The academy also has access to standards on general property issues and compliance through the health & safety pages and the Infrastructure delivery pages on the Schools Infolink.
- 9.3 Where major building or maintenance / improvement works are being carried out, the trust appoints a property consultant.

## **9. Health and Safety Arrangements**

## **10.1 General Arrangements**

10.1.1 The detailed arrangements for implementing this policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink. The standards are on a secure part of the Infolink which the academy has access to as it buys into the ECC Corporate Health & Safety Service.

10.1.2 Academy staff who are not able to access health and safety pages on the Infolink with their login should contact the academy's health & safety co-ordinator or the Chief Operations Officer (COO) to obtain any guidance they need or to arrange for access to the health and safety pages.

10.1.3 A brief summary of arrangements for managing health and safety is given below:

## **10.2 Local Health and Safety Arrangements within the Academy**

10.2.1 Local arrangements have been implemented in each academy covering:

- Employee health and safety competence and capability.
- Failure to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, violence, lone working, manual handling, educational visits, one off events and projects, curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to young people on work experience placements and risks to pregnant workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.
- Premises management.

These are outlined in Appendix 4 (Academy Health and Safety Policies and Arrangements).

## **10.3 Health and Safety Standards (Status)**

10.3.1 How we do things safely is detailed in the health and safety standards, policies, generic risk assessments and guidance. It is important that managers and employees follow these, as they are the way the academy ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the academy by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It



may also expose the academy, or individuals within the academy to the risk of prosecution.

10.3.2 The academy has arranged for employees to be able to access standards through the following process:

- Policies, guidance and risk assessments are available electronically (centrally in a public drive and/or through the academy's VLE) and as hard copies in the academy office.

See Appendix 4 for a list of academy policies related to local Health & Safety arrangements at the academy

## **10.4 Health and Safety Risk Assessments**

10.4.1 Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999. The ECC health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments, they have limitations and it is the responsibility of the head of school / headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

10.4.2 For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: DSE/VDU, stress, manual handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications, or following an accident.

10.4.3 Specific assessments relating to staff members or pupils will be held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis and retained in line with the trust's Data Retention Policy.

10.4.4 It is the responsibility of staff to inform their line manager of any medical conditions (including pregnancy) that may impact upon their work. A separate risk assessment is required for pregnant staff members.

## **11. Health and Safety Competence and Capability**

11.1 Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

11.2 The academy considers health and safety competence requirements as an integral part of:

- Recruitment and selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

### **11.3 Performance management:**

11.3.1 The academy follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

11.3.2 In respect of the head of school / headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under leadership.

11.3.3 Reference should be made to head of school / headteacher, manager and employee responsibilities in this policy document.

11.3.4 For non-academic staff health & safety is considered as part of the performance management process.

### **11.4 Training (legal requirement):**

11.4.1 There is a legal requirement to take account of an employees' health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

11.4.2 The academy ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

11.4.3 Training and development can be delivered in a variety of ways. In some case formal training will be needed. In other cases it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

11.4.4 The academy's keeps a record of health & safety training undertaken by employees.

11.4.5 Training can be accessed through:

- Juniper Education (<https://junipercpd.org/cpd/portal.asp?sid=> / 0333 013 9834)
- Educare Online training: <https://www.myeducare.com/local/educare/login.php>

## **12. Communication**

12.1 It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the academy;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe academy, by raising health and safety concerns.

- 12.2 The academy ensures that health & safety information is communicated through the following ways:
- Team meetings
  - Staff notice board
  - Email
  - Academy VLE (DB-Primary), where available
- 12.3 The Health & Safety Law Poster, local arrangements and the trust's health & safety statement are displayed prominently with each academy.

### **13. Health and Safety Consultation**

- 13.1 Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.
- 13.2 Consultation within the academy takes place through the following methods:
- In the first instance all employees can raise health & safety concerns directly with their line manager or the health & safety co-ordinator.
  - All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
  - Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.
- 13.3 Trade Union safety representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union).
- 13.4 If the academy has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the health and safety arrangements notice.

### **14. Health and Safety Monitoring and Auditing**

- 14.1 The academy has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.
- **Internal Monitoring:** The academy ensures that the online health and safety electronic internal monitoring checklists available annually through the health & safety pages of the Schools Infolink are completed. The submission of these automatically generates actions plans which are reported to the trust board and local governing body.
  - **Health and Safety Incident Investigation:** The academy has an internal system for reporting incidents. The incident numbers and details are reviewed by the academy's Senior Management. A summary report is also presented to

the trust board and local governing body at least termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the CEO, COO, local governing body and trust board.

- **Other Monitoring:** There are systems in place within the academy which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the academy's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed at least termly by senior managers to assess the types of issues being identified and whether they are being dealt with effectively.

14.2 Advice and pro-forma inspection checklists are available from Essex Infolink.

14.3 It is everyone's responsibility to carry out routine inspections of their own areas, bringing any Health and Safety issues as they arise to the attention of the site manager / caretaker or health & safety co-ordinator as appropriate.

## **15. Health and Safety Performance Reporting and Review**

15.1 The local governing body and head of school / headteacher review the health and safety performance of the academy at least annually. This takes the form of a health and safety performance report produced by the head of school / headteacher which is presented to the governing body for review, comment and action and includes information and statistics on:

- Academy health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the academy, which provides data that relates to employee health, safety and wellbeing.

15.2 The board of trustees and CEO review the health and safety of the Trust at least annually.

## **16. Consequences of Non Compliance with the Academy's Health and Safety Policies and Standards**

16.1 It is a requirement for all employees to fulfil their responsibilities as outlined in this policy.

16.2 Where there is a failure to comply with the policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

16.3 The academy's HR policies give full details on disciplinary and misconduct procedures.

## 17. Review and Revision

17.1 The board of trustees will ensure that this health, safety and wellbeing policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

## 18. Document Version Control

Version	Date Issued	Author	Update Information
2018-1	September 2018	COO	The policy was based on the ECC model template for academies and incorporates an H & S statement.
2018-2	June 2019	COO	There were no procedural changes. Minor amendments were made to 1. Add the Attain vision statement 2. Add appendices for the local arrangements for Gosfield and Elm Hall. 3. Clarify which of the referenced policies were Trust and which were Academy.
2020-1	May 2020	COO	Policy was reviewed. There were no procedural changes. The minor updates included: 1. Section 2: Legislation – new section detailing the statutory basis for the policy and clarifying that national guidance is followed for infection control. 2. Section 3.3: clarifying the role of CFO in ensuring finances for H & S 3. Section 3.7.3: clarifying that staff have to duty to inform their employer if their work is affecting their mental wellbeing. 4. Section 3.11: Pupils & Parents – clarification of pupils and parents responsibilities 5.3. Wellbeing – reiterating the Trusts commitment to promoting health & wellbeing 6. Appendix 1 - updates to local arrangements 7. Amendments to training providers and school's food safety advisor 8. Appendix 4 – updates to H & S policies and arrangements such as: 10. Accident reporting – clarification of RIDDOR criteria 11. Smoking – i.e. no smoking onsite 12. Premises – clarification on PE equipment and specialist equipment.

			14. Infection prevention and control – inclusion of the guidance and advice followed by the school.
2021-1	February 2021	COO	No procedural changes. Minor amendments were made to clarify the role of COO (section 3) and the local H & S arrangements for the 3 new schools in the MAT (appendices)

**Appendix 1: Health and Safety Local Arrangements Notice**  
**A: Newlands Spring Primary School**

<b>School:</b>	Newlands Spring Primary and Nursery School
<b>Head of School/Headteacher:</b>	Mrs Hawkes
<b>Health &amp; Safety Governor:</b>	Mrs Dawson-Hand
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Mrs Ellwood
<b>Site Manager/Caretaker</b>	Mr Bekvalac/Mr Fleming
<b>Educational visits co-ordinator:</b>	Mrs Ellwood
<b>TU Health and Safety Representative / Employee Representative:</b>	N/A
<b>Report health and safety accidents / incidents to:</b>	Mrs Ellwood
<b>Report hazards to:</b>	Mrs Ellwood
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mrs Hawkes, Mrs Ellwood, Mrs Dawson-Hand
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mrs Hawkes
<b>Fire Marshals:</b>	Aleks Bekvalec, Steve Fleming, Natalie Hawkes, Sarah Orley, Karoline Ellwood, Rhian Fowles, Jane Middleton, Jenny Lindop, Mandy Clifton, Dee Coulson, James Troughton, Nicola Jones, Maria Harvey
<b>Fire assembly point(s):</b>	Top Playground (back), Staff Car Park (front), Field
<b>Day and time of weekly fire alarm tests</b>	Monday and 15:40
<b>First aiders / appointed persons:</b>	Saffron Eade, Alison Stafford, Kim McLaren, Sian Giles (Lists of all other First Aid trained staff are published around the school)
<b>Designated VDU Assessor(s)</b>	Mrs Hawkes, Mrs Orley, Mrs Ellwood
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Admin Hub
Asbestos Register	Admin Hub
Hazard book	Admin Hub
Health and Safety Standards and Information relevant to school / curriculum area	School VLE (DB Primary) and Admin Hub
Location of ECC Health and Safety information	The Academy subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mrs Ellwood, Mrs Orley, Mrs Hawkes
Location of First Aid Boxes	Reception, Staff Room, Small Kitchen, Main Kitchen, Pool, Grow, Nursery, Springers

## B. Rayne Primary and Nursery School

<b>School:</b>	Rayne Primary Nursery and School
<b>Headteacher:</b>	Mrs Keeling
<b>Health &amp; Safety Governor:</b>	Mr Doy
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Mrs Keeling
<b>Site Manager/Caretaker</b>	Mr V Heckroodt
<b>Educational visits co-ordinator:</b>	Mrs White
<b>TU Health and Safety Representative / Employee Representative:</b>	N/A
<b>Report health and safety accidents / incidents to:</b>	Mrs White
<b>Report hazards to:</b>	Mr V Heckroodt
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mrs Keeling, Mr Doy, Mr V Heckroodt, Mrs Ellwood
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mrs Keeling
<b>Fire marshals:</b>	Mrs Keeling, Mr V Heckroodt, Mrs White, and all class teachers.
<b>Fire assembly point(s):</b>	Front of School and rear playgrounds
<b>Day and time of weekly fire alarm tests</b>	Monday and 4.00 p.m.
<b>First aiders / appointed persons:</b>	Mrs Falco, Mrs White, Mrs Mills, Mrs Keeling
<b>Designated VDU Assessor(s)</b>	Mrs Keeling, Mrs Hope
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Front Office
Asbestos Register	Front Office
Hazard book	Front Office
Health and Safety Standards and Information relevant to school / curriculum area	Headteachers Office
Location of ECC Health and Safety information	The Academy subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mrs Keeling
Location of First Aid Boxes	Front Office, Class group bubbles



### C. Elm Hall Primary School

<b>School:</b>	Elm Hall primary School
<b>Headteacher:</b>	Michael Wood
<b>Health &amp; Safety Governor:</b>	Karl Hearne
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Michael Wood
<b>Site Manager/Caretaker:</b>	Mario Jones
<b>Educational visits co-ordinator:</b>	Michael Wood
<b>TU Health and Safety Representative / Employee Representative:</b>	N/A
<b>Report health and safety accidents / incidents to:</b>	Michael Wood
<b>Report hazards to:</b>	Mario Jones
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mario Jones
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Michael Wood
<b>Fire Marshals:</b>	Michael Wood Mario Jones Victoria Waller
<b>Fire assembly point(s):</b>	Back Playing Field
<b>Day and time of weekly fire alarm tests</b>	Tuesdays – 4.00pm
<b>First aiders / appointed persons:</b>	Main Appointed Persons – Michael Wood Lunchtime Supervisor – Pamela Adams Claire Deighton, Jane Allen
<b>Designated DSE (VDU) Assessor(s)</b>	Michael Wood
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Office + Classrooms
Asbestos Register	School Office
Hazard book	School Office
Health and Safety Standards and Information relevant to school / curriculum area	Heads Office
Location of ECC Health and Safety information	The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Michael Wood Claire Deighton
Location of First Aid Boxes	School Office Staff room School Playing Fields (lunch and break time only)

## D. Gosfield Community Primary School

<b>School:</b>	Gosfield Community Primary School
<b>Headteacher:</b>	Mrs Morgan
<b>Health &amp; Safety Governor:</b>	
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Mrs Morgan
<b>Site Manager/Caretaker:</b>	Mr Appleby
<b>Educational visits co-ordinator:</b>	Mrs Morgan
<b>TU Health and Safety Representative / Employee Representative:</b>	N/A
<b>Report health and safety accidents / incidents to:</b>	Mrs Morgan
<b>Report hazards to:</b>	Mrs Morgan
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mrs Morgan
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mrs Morgan
<b>Fire Marshals:</b>	Mrs Morgan Mrs Bell
<b>Fire assembly point(s):</b>	School Playground/ Field
<b>Day and time of weekly fire alarm tests</b>	Tested by Mr Appleby (day and time varies – this is recorded)
<b>First aiders / appointed persons:</b>	Mrs Bell Mrs Morgan (Paediatric First Aid) All teachers and MDAs are also trained
<b>Designated DSE (VDU) Assessor(s)</b>	Mrs Morgan
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	School Office
Asbestos Register	School Office
Hazard book	School Office
Health and Safety Standards and Information relevant to school / curriculum area	School Office
Location of ECC Health and Safety information	The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mrs Morgan
Location of First Aid Boxes	School Office / Dining Room / Kitchen (Signed out of the school office on school trips), Medical room

## E. de Vere Primary School

<b>School:</b>	de Vere Primary
<b>Headteacher:</b>	Ms Jones
<b>Health &amp; Safety Governor:</b>	Miss Stirling
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Ms Stirling
<b>Site Manager/Caretaker</b>	Mrs O'Connell (Cleaner-in-Charge)
<b>Educational visits co-ordinator:</b>	Mr Bloor
<b>TU Health and Safety Representative / Employee Representative:</b>	N/A
<b>Report health and safety accidents / incidents to:</b>	Ms Jones
<b>Report hazards to:</b>	Mrs Beadle
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Ms Jones, Miss Stirling (Governor)
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Ms Jones
<b>Fire marshals:</b>	Ms Jones Mr Bloor
<b>Fire assembly point(s):</b>	Quiet Playground
<b>Day and time of weekly fire alarm tests</b>	Tuesdays / 8am
<b>First aiders / appointed persons:</b>	Mrs Tyler
<b>Designated DSE (VDU) Assessor(s)</b>	Ms Jones
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Schools Infolink - Report online
Asbestos Register	School Office
Hazard book	School Office
Health and Safety Standards and Information relevant to school / curriculum area	School Office
Location of ECC Health and Safety information	The Academy subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Ms Jones, Mrs Beadle, Mrs Lee
Location of First Aid Boxes	Cabinets in the Accessible Toilet, next to Junior Boys' w.cs, Kitchen,

## F. Bocking Primary School

<b>School:</b>	Bocking Primary School
<b>Headteacher:</b>	Mr Wood
<b>Health &amp; Safety Governor:</b>	Rev Rod Reid
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Mr Wood
<b>Site Manager/Caretaker</b>	Mr Moss
<b>Educational visits co-ordinator:</b>	Mrs Pickering
<b>TU Health and Safety Representative / Employee Representative:</b>	
<b>Report health and safety accidents / incidents to:</b>	Mr Wood or Mr Carmoody
<b>Report hazards to:</b>	Mr Wood or Mr Carmoody
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mr Wood or Mr Carmoody
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mr Carmoody
<b>Fire marshals:</b>	Mrs Pickering, Mrs Reeves, Mr Carmoody
<b>Fire assembly point(s):</b>	Far End of Main Playground
<b>Day and time of weekly fire alarm tests</b>	Tuesday
<b>First aiders / appointed persons:</b>	Mrs Greenslade, Mrs Reeves, Mrs Pennington
<b>Designated VDU Assessor(s)</b>	Mr Wood
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Main Office & Infolink
Asbestos Register	Main Office
Hazard book	Main Office
Health and Safety Standards and Information relevant to school / curriculum area	Main Server
Location of ECC Health and Safety information	The Academy subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mr Wood & Mr Carmoody
Location of First Aid Boxes	Outside Disabled Toilet

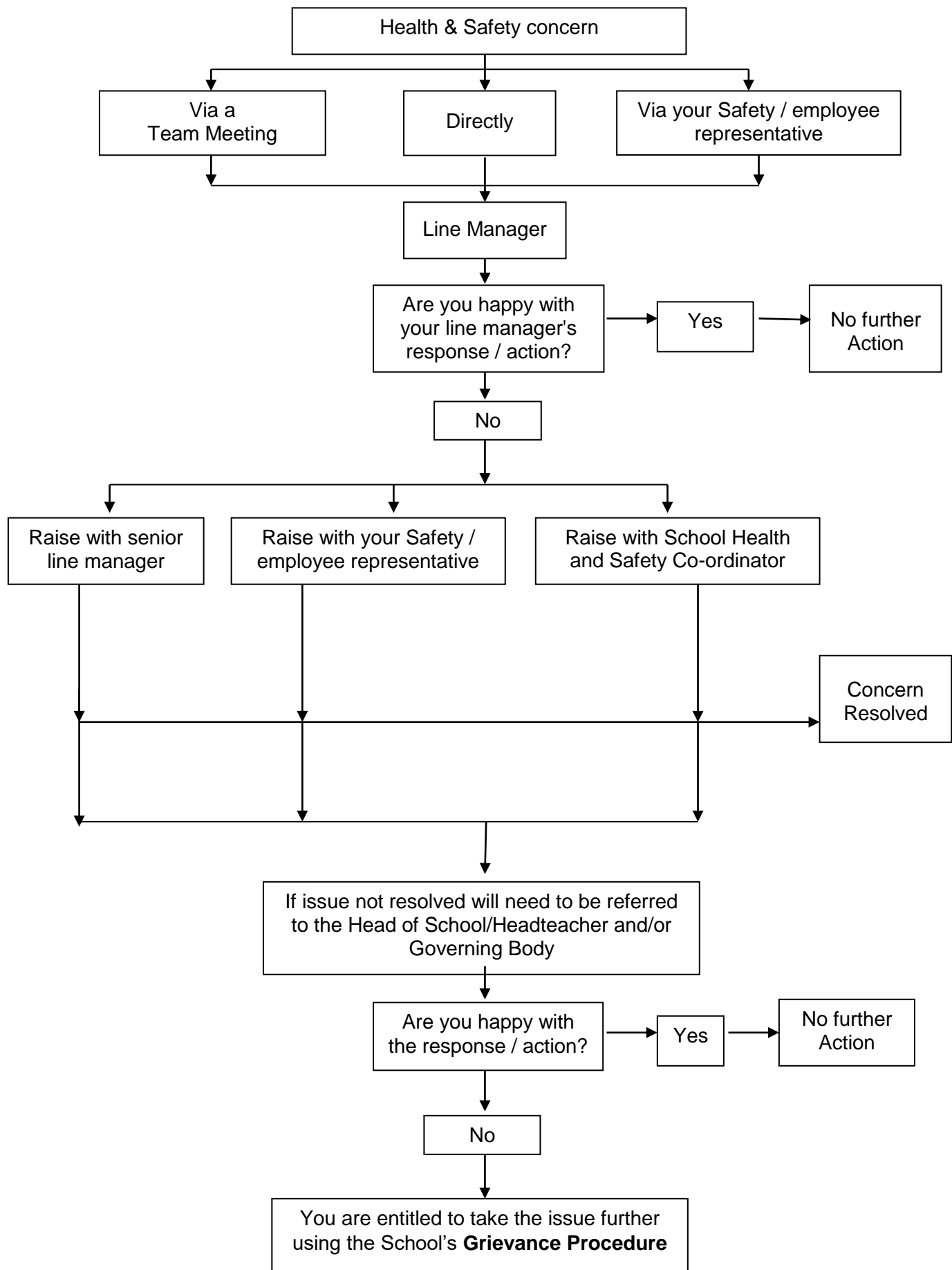
## G. Cressing Primary School

<b>School:</b>	Cressing Primary School
<b>Headteacher:</b>	Mr Caplen
<b>Health &amp; Safety Governor:</b>	Mr Morton
<b>Health &amp; Safety Trustee</b>	Mr Doy
<b>School Health and Safety Coordinator:</b>	Mr Caplen , Mr Chambers
<b>Site Manager/Caretaker</b>	Mr Allen
<b>Educational visits co-ordinator:</b>	Mr Caplen
<b>TU Health and Safety Representative / Employee Representative:</b>	Mrs Brownsell
<b>Report health and safety accidents / incidents to:</b>	Mr Caplen
<b>Report hazards to:</b>	Mr Caplen, Mr Allen
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mr Matthew Morton
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mr Caplen, Mr Chambers
<b>Fire marshals:</b>	Mr Caplen KS2 area, Mrs Swift KS1 area Mrs Moss Office buildings, Medical Room, Adult rest rooms, Staff room.
<b>Fire assembly point(s):</b>	1 point at rear of school on far playground
<b>Day and time of weekly fire alarm tests</b>	Tested every Tuesday by Mr Allen in the morning when he unlocks.
<b>First aiders / appointed persons:</b>	Every member of staff has up to date First Aid training. Mrs Gambell, Mrs Heath, Mrs Blatch & Mrs Brazier Diabetic trained. appointed persons Mrs Heath & Miss Belmont
<b>Designated VDU Assessor(s)</b>	Mr Caplen and Mrs Moss
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	In school Office
Asbestos Register	In School Office
Hazard book	In Staffroom available for all staff to write in.
Health and Safety Standards and Information relevant to school / curriculum area	In the Staff Room
Location of ECC Health and Safety information	The Academy subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mr Caplen, Mr Chambers, Mrs Moss
Location of First Aid Boxes	In Medical room plus a small set in each classroom

## Appendix 2: Getting help on health and safety

<b>ECC Contacts</b>	<b>Name(s)</b>	<b>Contact No. / email</b>
ECC Corporate Health & Safety Team	H&S Support Desk	Tel: 0333 013 9818 <a href="mailto:hs@essex.gov.uk">hs@essex.gov.uk</a>
School Meals	School Meals Helpline:	Tel: 01245 356218 E-mail: <a href="mailto:school.meals@essex.gov.uk">school.meals@essex.gov.uk</a>
Asbestos / legionella / contractor management advice	Refer to Attain	
County Educational Visits Adviser	Educational Visits Team	Tel: 01245 221022 <a href="mailto:sue.bryce@junipereducation.org">sue.bryce@junipereducation.org</a> <a href="mailto:Norberto.fusi@junipereducation.org">Norberto.fusi@junipereducation.org</a>
ECC Counselling Service (Confidential service)	Occupational Health Centre	Tel: 0333 013 3267 E-mail: <a href="mailto:counselling@essex.gov.uk">counselling@essex.gov.uk</a>
EES for School	Training	<a href="mailto:enquiries@EESforschools.org">enquiries@EESforschools.org</a>
Critical Incidents (support and guidance for dealing with critical incident)	Schools Communications	Tel: 01245 434745 E-mail: <a href="mailto:schools.communication@essex.gov.uk">schools.communication@essex.gov.uk</a>
<b>Other contacts</b>		
School's Property Consultant		
School's food safety advisor	Tel: 0333 013 1240 Email: <a href="mailto:school.meals@essex.gov.uk">school.meals@essex.gov.uk</a> Contact: Caroline Lee Email: <a href="mailto:caroline.lee@essex.gov.uk">caroline.lee@essex.gov.uk</a> Tel.: 03330 321268	
Occupational health advice	0333 013 9804	
School nurse		
Essex Health Protection Team (Infection control advice):	0345 155 0069 <a href="mailto:essexhpt@phe.gov.uk">essexhpt@phe.gov.uk</a>	
School Legionella advice: Gosfield Community Primary School Newlands Spring Primary School Rayne Primary & Nursery School Elm Hall Primary	Envirocure Limited 01634 726716	
Cressing Primary School	Primec Limited 01787 478350	

### Appendix 3: How to raise a health & safety concern



## Appendix 4: Academy Health and Safety Policies and Arrangements

<b>1. Healthy School Initiative</b>	<ul style="list-style-type: none"> <li>The academy fully supports the Healthy School Initiative. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves: <ul style="list-style-type: none"> <li>giving health issues high priority in our planning</li> <li>making sure that we have effective policies on sex education and drugs education</li> <li>planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living</li> <li>providing opportunities for children to take responsibility for their learning and behaviour</li> <li>making sure that the environment is stimulating and conducive to learning</li> <li>providing opportunities for children to put forward their views and be listened to</li> <li>supporting children who need additional care and attention</li> <li>providing opportunities for all our staff to develop their skills</li> <li>working closely with parents and external agencies to provide the best possible support for our children</li> <li>making sure all children have clear and appropriate targets</li> </ul> </li> </ul>
<b>2. Accessibility</b>  <b>Relevant Policies:</b> <ul style="list-style-type: none"> <li>Accessibility Plan*</li> <li>Equality Policy**</li> <li>SEND Policy**</li> </ul>	<ul style="list-style-type: none"> <li>The academy will ensure arrangements are in place to support staff and children with medical conditions and in doing so ensure that such members of the academy community can access and enjoy the same opportunities at the academy as any other member.</li> </ul>
<b>3. Academy Curriculum</b>  <b>Relevant Policies:</b> <ul style="list-style-type: none"> <li>Drug Education Policy*</li> <li>Individual curriculum* Policies such as Computing policy, PE Policy Relationships and Sex Education Policy Science Policy PSHE Policy</li> <li>Online Safety Policy** (including Data Security and Acceptable Use Agreement)</li> <li>Data Protection Policy**</li> </ul>	<ul style="list-style-type: none"> <li>It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the head of school / headteacher before that particular activity next takes place.</li> <li>Pupils are taught about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.</li> <li>Pupils are taught respect for their bodies, and how to look after themselves. These issues are discussed with the pupils in PSHE lessons, and reinforced in design and technology, where children learn about healthy eating and hygiene. The children are also shown how to move and play safely in PE lessons. Pupils in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).</li> <li>Pupils are taught online safety in order to equip them with the skills necessary to ensure that both they and their personal information remain safe whilst using the internet.</li> <li>In line with the Academy's belief that that everybody can and should promote everybody else's safety, pupils are taught to spot hazards in the classroom or around the Academy, and to inform their teacher.</li> <li>Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help pupils discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.</li> </ul>
<b>4. Academy Meals and Food Allergies</b>	<ul style="list-style-type: none"> <li>The academy provides the opportunity for children to have a meal at lunchtimes. The academy does all it can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of</li> </ul>



<p><b>Relevant Policies:</b></p> <ul style="list-style-type: none"> <li>• Allergy and Anaphylaxis Management Policy**</li> <li>• Food Policy*</li> </ul>	<p>the School Standards and Framework Act of 1998.</p> <ul style="list-style-type: none"> <li>• Food allergies are a growing concern. The Academy aims to provide, as far as practicable, a safe and healthy environment in which people at risk of allergies and anaphylaxis can participate equally in all aspects of school life.</li> <li>• Staff will be sufficiently trained to recognise and manage severe allergies, including emergency situations that may arise during the school day.</li> <li>• Where children choose to bring their own packed lunch, the Academy provides them with a suitable place to eat it, and supervises them during this time.</li> <li>• The academy operates a Nut Free policy and parents are requested to support this when providing their child with a packed lunch.</li> <li>• The academy promotes a healthy lifestyle and does not allow sweets to be eaten in the academy.</li> </ul>
<p><b>5. Academy Uniform</b></p> <p><b>Relevant Policy:</b></p> <ul style="list-style-type: none"> <li>• School Uniform Policy*</li> </ul>	<ul style="list-style-type: none"> <li>• It is academy policy that all children wear the academy uniform when attending the academy, or when participating in an academy-organised event, even if outside normal academy hours. The requirements for academy uniform are agreed with parents, and are reviewed regularly.</li> <li>• The academy always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. The academy regulations were drawn up to recognise cultural diversity and will not discriminate on grounds of race, creed or gender in line with the Equality Act.</li> <li>• For Health &amp; Safety reasons children are not permitted to wear jewellery in the academy. Earring studs in pierced ears are an exception to this rule however they <b>must be</b> removed during PE and games.</li> </ul>
<p><b>6. Child Protection</b></p> <p><b>Relevant Policy:</b></p> <ul style="list-style-type: none"> <li>• Child Protection Policy**</li> <li>• Intimate Care Policy*</li> <li>• Safeguarding Policy*</li> <li>• Self-harm Policy*</li> <li>• FGM Policy*</li> </ul>	<ul style="list-style-type: none"> <li>• The academy follows the procedures for child protection drawn up by the LA and the trust board. Key people responsible for child protection within the trust and each academy are prominently displayed within each academy.</li> <li>• If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Designated Safeguarding leads within their academy about their concerns.</li> <li>• When investigating incidents or suspicions, the person responsible in the academy for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). The academy handles all such cases with sensitivity, and attaches paramount importance to the interests of the child.</li> <li>• All adults employed in the academy are required to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.</li> <li>• All adults in the academy share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the academy acted in the child's best interests</li> </ul>
<p><b>7. Fire and other emergency procedures</b></p> <p><b>Relevant Policies:</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan*</li> <li>• Fire and Emergency Procedures Plan*</li> <li>• PEEPS Policy**</li> <li>• Swimming Pool Emergency Action plan*</li> <li>• School Emergency Plan*</li> </ul>	<ul style="list-style-type: none"> <li>• An outbreak of fire in a school can be extremely serious. Under the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement for each building to have an up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.</li> <li>• Procedures for fire and other emergency evacuation are displayed prominently around each individual academy. These procedures are made available to all staff as part of the trust's induction process as well as to all contractors/visitors.</li> <li>• Personal Emergency Evacuation Plans (PEEPs) are in place for any member of staff, pupil or visitor with a disability (physical, mental or otherwise i.e. visual, hearing etc.) who require assistance with any aspect of an emergency evacuation. These are completed at the beginning of the academic year/on first diagnosis being communicated to the academy, and will be reviewed regularly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Emergency exits, fire alarm call points and assembly points are clearly identified.</li> <li>• Emergency contact details and key holder details are maintained by the CFO/Head of School/Headteacher and held in the School Emergency Action Plan</li> <li>• Fire drills are held once per term with results recorded in the Log Book and acted upon. Fire safety Officers will wear high visibility jackets during all evacuation procedures.</li> <li>• Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes <ul style="list-style-type: none"> <li>○ In-house checks to ensure all fire-fighting equipment is in the correct position, easily accessible, correctly charged and operational, and showing no signs of tampering</li> <li>○ Annual maintenance of all firefighting equipment by contractors</li> <li>○ Testing of the fire alarm system</li> <li>○ Testing and maintenance of the emergency lighting maintenance</li> <li>○ Inspection of fire doors to ensure both the door and any closing devices operate correctly.</li> </ul> </li> <li>• The academy operates a Permission to Work process for all Hot Working. The site manager / caretaker is responsible for ensuring that the process is implemented.</li> </ul>
<b>8. Educational Visits</b>  <b>Relevant Policy:</b> <ul style="list-style-type: none"> <li>• Emergency procedures for Offsite Visits*</li> <li>• Off-Site Visits Policy (also known as (or Educational Visits)*)</li> <li>• Lost Child &amp; Missing Child Procedure Policy**</li> </ul>	<ul style="list-style-type: none"> <li>• The academy takes very seriously its responsibilities for ensuring the safety of children whilst on a school trips (see Policy for Off-Site Visits).</li> <li>• The visit leader considers the health and safety of all the trip participants (i.e. staff, children, volunteer helpers) during the trip planning stage.</li> <li>• No child is taken off the academy site without the prior permission of the parent.</li> <li>• Staff will take a mobile phone, a portable first aid kit and information about the specific medical needs of pupils.</li> <li>• The academy has procedures in place in the event of an incident on an off-side visit.</li> <li>• Coaches and mini-buses will only be used if seat belts are provided. Children are instructed to use the seat belts and remain seated at all times when the bus is moving.</li> </ul>
<b>9. First Aid and Medication</b>  <b>Relevant Policies:</b> <ul style="list-style-type: none"> <li>• Allergy and Anaphylaxis Management Policy**</li> <li>• Policy for the Administration of Medicines and Management of Children's Illnesses**</li> <li>• First Aid Policy*</li> </ul>	<b>First Aid:</b> <ul style="list-style-type: none"> <li>• The academy has assessed the need for First Aid provision to provide first aid, both on site and where required for trips/visit and extra-curriculum activities.</li> <li>• Each academy provides a First Aid Post with an appointed First Aider who is regularly checking that the contents of the first aide boxes (including travel kits) are complete and replenished as necessary.</li> <li>• A list of qualified First Aiders is displayed prominently around the academy and procedure are in place for revalidating first aid certificates before they expire.</li> <li>• Where it is considered necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.</li> <li>• No casualty will be allowed to travel unaccompanied to hospital and an accompanying adult will be designated in situations where the parent/carer cannot be contacted in time.</li> <li>• All incidents involving injury are recorded in the accident book.</li> <li>• Any person suffering a specified injury or omitted to hospital is reportable under RIDDOR. (See 10. Accident reporting below)</li> </ul> <b>Administrating medicines:</b> <ul style="list-style-type: none"> <li>• All medication will be administered in accordance with the DfE guidance and Trust Policy.</li> <li>• The academy will, at the request of the parent/carer and with the consent of the head of school / headteacher, administer medication prescribed by a medical practitioner.</li> <li>• No Medication will be administered unless a request form had been</li> </ul>

	<p>completed by the parent/carer.</p> <ul style="list-style-type: none"> <li>Records will be kept of medication received and administered by the academy.</li> <li>All non-emergency medication is securely stored in the academy, with access strictly controlled.</li> <li>Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pens, it will be kept in the First aid cupboard or child's classroom as appropriate and clearly labelled.</li> </ul> <p><b>Individual Health Care Plans</b></p> <ul style="list-style-type: none"> <li>Parents/ carers are responsible for providing the academy with up-to-date information regarding their child's health care needs and providing appropriate medication.</li> <li>Individual Health care Plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These are completed at the beginning of the academic year when the child enrolls / on diagnosis first being communicated to the academy, and will be reviewed regularly.</li> <li>All staff members are made aware of any relevant health care needs.</li> <li>Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health care professional as appropriate.</li> </ul>
<p><b>10. Accident Reporting</b></p> <p><b>Relevant Policy:</b></p> <ul style="list-style-type: none"> <li>First Aid Policy*</li> </ul>	<p><b>Accidents to employees</b></p> <ul style="list-style-type: none"> <li>All employee accidents, no matter how minor, and including near misses, must be reported.</li> </ul> <p><b>Accidents to pupils and other non-employees (members of the public/visitors etc.)</b></p> <ul style="list-style-type: none"> <li>All accidents to pupils and other non-employees must be recorded a per academy procedure. More significant incidents as detailed below must also be reported to the head of school / headteacher and CEO: <ul style="list-style-type: none"> <li>Major injuries</li> <li>Accidents where significant first aid treatment has been provided.</li> <li>Accidents which result in the injured person being taken from the scene of the accident directly to hospital.</li> <li>Accidents arising from premises/equipment defects.</li> </ul> </li> <li>All major incidents will be reported to the CEO, head of school / headteacher and the Board of Trustees.</li> <li>The CEO, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.</li> </ul> <p><b>Reporting to the health and Safety executive (HSE)</b></p> <ul style="list-style-type: none"> <li>The head of school / headteacher or nominated Health &amp; Safety Co-ordinator person, is responsible for reporting all incidents involving a fatality or major injury to the HSE.</li> <li>Reportable injuries, diseases or dangerous occurrences under RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences regulations 2013) include: <ul style="list-style-type: none"> <li>All death, if they arose from a work related accident</li> <li>Specified Injuries to workers. These include: <ul style="list-style-type: none"> <li>Fractures, other than to fingers, thumbs and toes</li> <li>Amputations</li> <li>Any injury likely to lead to permanent loss of sight or reduction in sight</li> <li>Any crush injury to the head or torso causing damage to the brain or internal organs</li> <li>Serious burns (including scalding) covering more than 10% of the body or causing significant damages to eyes,</li> </ul> </li> </ul> </li> </ul>

	<p>respiratory system or other viral organs</p> <ul style="list-style-type: none"> <li>▪ Any scalping requiring hospital treatment</li> <li>▪ Any loss of consciousness caused by head injury or asphyxia</li> <li>▪ 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 hour</li> </ul> <p>○ Dangerous occurrences or near-miss events– events where something happens that does not result in an injury, but could have done. There are 27 categories of dangerous occurrences events relevant to work places. Examples of near-miss events relevant to schools include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ The collapse or failure of load-bearing parts of lifts and lifting equipment</li> <li>▪ The accidental release of a biological agent likely to cause severe human illness</li> <li>▪ The accidental release or escape of any substance that may cause a serious injury or damage to health</li> <li>▪ An electrical short circuit or overload causing a fire or explosion</li> </ul> <p>(For more information on dangerous occurrence visit <a href="https://www.hse.gov.uk/riddor/dangerous-occurrences.htm">https://www.hse.gov.uk/riddor/dangerous-occurrences.htm</a>)</p> <ul style="list-style-type: none"> <li>• Work-related accidents (including physical violence) resulting in an employee's absence or inability to carry out their normal duties for periods of 7 days or more (including weekends and holidays) must be reported to the HSE via their online reporting system <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a> within 15 days of the incident occurring.</li> <li>• Work-related accidents (including physical violence) where an employee, or a self-employed person suffers an over-three day injury must be recorded by the School.</li> <li>• Accidents to a pupil or visitor at school or on an activity organised by school must be reported if they result in an injury where the person is taken directly to hospital for treatment and the accident was as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to lack of supervision / organisation etc. There is no need to report where they are taken to hospital purely as a precaution when no injury is apparent.</li> <li>• See <a href="#">HSE: Incident reporting in schools (accidents, diseases and dangerous occurrences)</a> for more information</li> </ul> <p>Further information on RIDDOR is available on the HSE website : <a href="https://www.hse.gov.uk/riddor/index.htm">https://www.hse.gov.uk/riddor/index.htm</a>.</p>
<p><b>11. Personal Safety and Welfare</b></p> <p><b>Relevant Policies:</b></p> <ul style="list-style-type: none"> <li>• Anti-Bullying Policy*</li> <li>• CPD Policy**</li> <li>• Drugs and Alcohol Policy**</li> <li>• First Aid Policy*</li> <li>• Lone Working Policy**</li> <li>• Physical Intervention Policy**</li> <li>• Smoking at Work Policy**</li> <li>• Visitors Management</li> </ul>	<p><b>Display Screen Equipment (DSE)</b></p> <ul style="list-style-type: none"> <li>• All staff who use display screen equipment, such as computers and LED interactive screens, daily as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) shall have a DSE assessment carried out.</li> <li>• Staff identified as DSE users are entitled to eyesight test for DSE use upon request and at regular intervals thereafter, by a qualified optician (and corrective glasses if required specifically for DSE use).</li> </ul> <p><b>Lifting and Handling</b></p> <ul style="list-style-type: none"> <li>• Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.</li> <li>• Staff should ensure they are not lifting heavy items and equipment unless</li> </ul>

Policy**	<p>they have received training and/or equipment in order to do so safely.</p> <ul style="list-style-type: none"> <li>• All manual handling activities which present a significant risk to the Health &amp; Safety of staff will be reported to the site manager / caretaker. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task</li> </ul> <p><b>Lone Working</b></p> <ul style="list-style-type: none"> <li>• Staff members are encouraged not to work alone in the academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.</li> <li>• Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.</li> <li>• Staff working outside of normal academy hours must obtain permission from the head of school / headteacher. They must ensure that they their card / complete the sign-in logs as they enter and leave the building.</li> <li>• Where lone working cannot be avoided staff must ensure they have the means to summon help in an emergency e.g. access to a phone. Staff will inform a colleague, friend or family member about where the member of staff is and when they are likely to return.</li> <li>• Staff conducting home visits should leave details of their mobile phone numbers, times and location of visits and notification of returning to the academy in all instances.</li> <li>• Nominated key holders who may be required to back up the nominated security company attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Following an incident there may be a requirement for nominated key holders to respond.</li> <li>• Contractors and Sub-contractors will in most cases be working to their own company's health and safety policy under their safety officer dealing with on site matters. It is still a condition of the academy's policy that if working alone, in or out of normal working hours, in different areas of the academy, such as boiler rooms, electrical rooms or plant and machinery rooms, they must inform the site manager / caretaker or whoever is on duty at the time. If a hazardous situation is thought to exist or the situation presents itself where help is needed, there should be no hesitation but to seek assistance.</li> </ul> <p><b>New and expectant Mothers</b></p> <ul style="list-style-type: none"> <li>• New and expectant mothers may be particularly at risk from certain hazards namely, physical, biological and chemical agents; and processes and working conditions, which may harm their pregnancy or affect their health and safety and that of their unborn/newly born child.</li> <li>• Where any assessment reveals potential risks to new and expectant mothers, all female staff of childbearing capacity that could be affected, must be provided with relevant information about the potential risks and the action that will be taken to prevent exposure should they become pregnant.</li> <li>• Where a member of staff informs their line manager that they are pregnant a specific risk assessment should be undertaken into that an individuals' specific circumstances.</li> <li>• Managers are required to subject risk assessments for new and expectant mothers to routine and regular review to ensure the risk assessment remains effective in addressing the needs of the different stages of pregnancy and of breast-feeding.</li> </ul> <p><b>Personal Safety</b></p> <ul style="list-style-type: none"> <li>• The academy takes very seriously the need to safeguard the health and welfare of all our staff, pupils and visitors.</li> <li>• The academy believes that staff should not be expected to put</li> </ul>
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	<p>themselves in danger and will not tolerate violence, threatening behaviour or abuse directed against academy staff.</p> <ul style="list-style-type: none"> <li>• Staff will report any such incidents to the head of school / headteacher. The Trust will work in partnership with the police where inappropriate behaviour / individual conduct compromise the Trust's aims in providing an environment in which the pupils and staff feel safe. This is outlined further in the trust's Anti-bullying policies.</li> <li>• The academy will not permit the use of unauthorised drugs (illegal or legal drugs such as alcohol and tobacco) on academy premises.</li> </ul> <p><b>Paediatric Moving and Handling</b></p> <ul style="list-style-type: none"> <li>• There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.</li> <li>• All staff who move and handle pupils have received appropriate training.</li> <li>• All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.</li> </ul> <p><b>Protective Clothing and Equipment</b></p> <ul style="list-style-type: none"> <li>• The academy is responsible for providing protection for all staff where required and appropriate. It is the duty of all staff or personnel within the academy to make proper and good use of that protection.</li> <li>• Any defects, damage or malfunctions in the protection provided must be reported immediately to the line manager.</li> </ul> <p><b>Stress/Wellbeing</b></p> <ul style="list-style-type: none"> <li>• The academy is committed to promoting the high levels of health and well-being, and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.</li> <li>• All staff have a duty to promote mental wellbeing and to inform the head of school / headteacher, their line manager or Human Resources if they are experiencing stress or illness at work.</li> <li>• A number of internal systems are in place to respond to individual concerns and monitoring of staff workloads. These include <ul style="list-style-type: none"> <li>○ Return to work interviews following staff absences</li> <li>○ Fit for work scheme for staff following 4 weeks of continuous absence.</li> </ul> </li> <li>• Safeguarding the health and welfare of staff includes their professional development which is addressed in the CPD policy.</li> </ul> <p><b>Smoking</b></p> <ul style="list-style-type: none"> <li>• Smoking, including e-cigarettes and vaping, is not permitted anywhere on the academy premises</li> </ul>
<p><b>12. Premises and work Equipment</b></p> <p><b>Relevant policies:</b></p> <ul style="list-style-type: none"> <li>• Asbestos Management Plan*</li> <li>• Asbestos Management Policy**</li> <li>• Letting Policy**</li> <li>• Lone working Policy**</li> <li>• Premises Management Policy**</li> <li>• Management of</li> </ul>	<p><b>Asbestos:</b></p> <ul style="list-style-type: none"> <li>• The academy takes the management of asbestos seriously. An asbestos management plan is in place for the academy in accordance with HSE and DfE Guidance.</li> <li>• The asbestos register, management plan and record of inspections are kept in academy Office and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment (e.g. kilns).</li> <li>• No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.</li> <li>• Those authorising work will ensure that:</li> </ul>

<p>Legionella**</p>	<ul style="list-style-type: none"> <li>○ The asbestos management plan is maintained</li> <li>○ The asbestos log is consulted at the earliest opportunity in the planning process and that ALL work on the fabric of the building or fixed equipment is entered in the permission to work log signed by those undertaking the work</li> <li>○ A visual inspection of those asbestos containing materials remaining on the site is conducted and recorded in the log.</li> </ul> <ul style="list-style-type: none"> <li>• The academy acknowledges that as long as asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed it can become a danger to health as asbestos fibres can become released into the atmosphere and inhaled. Please note that simply drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</li> <li>• Any damage to materials known or suspected to contain asbestos should be reported to the site manager / caretaker, who will contact an approved contractor.</li> </ul> <p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• All contractors must comply with relevant Health &amp; Safety legislation, guidance and good practice. They must hold an up to date Liability Insurance, suitable qualifications, and provide an up-to-date DBS certificate for every operative who will be on site.</li> <li>• The site manager / caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.</li> <li>• Where the academy undertakes projects directed by the Board of Trustees, the Board has additional statutory obligations. Such projects will be managed by the CFO who will ensure that Board's consent has been obtained and, where applicable, all statutory approvals such as planning permission and building regulations have been sought.</li> <li>• Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The Trust, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to the works commencing onsite. On completion of all works, the contractor is to provide a Health &amp; Safety file.</li> </ul> <p><b>Electrical Safety</b></p> <ul style="list-style-type: none"> <li>• The Electricity at Work regulations 1989 requires all electrical systems and appliances are periodically inspected and maintained</li> <li>• A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5 yearly cycle</li> <li>• All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)). All earthed equipment (class I) and cables attached to such equipment will be tested annually by a competent person.</li> <li>• Personal electrical equipment should not be brought into the academy without prior permission and when on site it will be classed as academy equipment and subject to the same tests as academy equipment.</li> <li>• All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use.</li> <li>• The site manager / caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.</li> </ul> <p><b>External Play Equipment</b></p> <ul style="list-style-type: none"> <li>• External play equipment will only be used when appropriately supervised. The equipment will be checked daily before use for any apparent defects.</li> <li>• PE and Play equipment will be subject to annual inspections by qualified contractors.</li> </ul>
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	<p><b>Flammable and Hazardous substances</b></p> <ul style="list-style-type: none"> <li>• The academy recognises that the Control of Substances hazardous to Health Regulations 2002' (COSHH) requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.</li> <li>• Within curriculum areas, subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS for example)</li> <li>• In all other areas, the academy's nominated person(s) responsible for substances hazardous to health shall ensure: <ul style="list-style-type: none"> <li>○ An inventory of all hazardous substances used on site is compiled and regularly reviewed.</li> <li>○ Material data sheets are obtained from the relevant suppliers for all such materials.</li> <li>○ Where required COSHH risk assessments are conducted and that these assessments are seen and understood by all staff.</li> <li>○ All chemicals are appropriately and securely stored out of the reach of children.</li> <li>○ All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).</li> <li>○ Suitable personal protective equipment (PPE) has been identified and is readily available for use.</li> </ul> </li> <li>• The site manager / caretaker is responsible for ensuring that COSHH assessments are available from contractors.</li> </ul> <p><b>Gas Safety</b></p> <ul style="list-style-type: none"> <li>• Under the gas (Installation and Use) regulations 1994, the academy is required to ensure all gas appliances (central heating boilers, gas water heaters etc.) are checked, serviced and maintained by a competent (Gas Safe Register formerly Corgi registered) contractor on an annual basis.</li> <li>• The site manager / caretaker is responsible for arranging the testing and maintenance of the gas appliances. All documentation is retained to confirm these tests have been undertaken.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>• Regular inspection and testing of academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring are kept.</li> <li>• Work equipment is restricted to those users who are authorised or have received the specific training. The site manager / caretaker is responsible for ensuring that any training or instruction needs or personal protective equipment requirements are identified, and that relevant risk assessments are conducted where required.</li> <li>• All staff are required to report any problems found with equipment to the site manager / caretaker. Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.</li> </ul> <p><b>Legionella Risk management:</b></p> <ul style="list-style-type: none"> <li>• The academy complies with advice on the potential risks from legionella as identified in the HSE ACOP L8.</li> <li>• A water risk assessment is carried out every 3 years.</li> <li>• The site manager / qualified consultant is responsible for ensuring that the identified operational controls are being conducted and recorded in the Log book. The risk assessment should be reviewed where significant changes have occurred to the water system. The academy's site manager / caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted, and make</li> </ul>
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	<p>arrangements for correcting the following action points.</p> <ul style="list-style-type: none"> <li>• Operation checks include: <ul style="list-style-type: none"> <li>○ Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.</li> <li>○ Conducting necessary water temperature checks (monthly)</li> <li>○ Disinfecting / de-scaling showers, or other areas where water droplets are formed (quarterly)</li> <li>○ Water tanks inspected for compliance and safety on an annual basis.</li> </ul> </li> <li>• Further information can be obtained via the relevant Health &amp; Safety Regulations at work Act 1974 and the Management of health &amp; Safety at work Act 1999.</li> </ul> <p><b>Lettings / Shared use of Premises</b></p> <ul style="list-style-type: none"> <li>• This policy applies to lettings. Those who hire any aspect of the academy's site or any facilities will be made aware of their obligations under Health &amp; Safety Legislation and the content of the Trust's Health &amp; Safety policies, and will have responsibility for complying with it.</li> </ul> <p><b>PE Equipment</b></p> <ul style="list-style-type: none"> <li>• Pupils are taught how to carry out and set-up PE equipment safely and efficiently. Staff check that equipment is set up safely</li> <li>• Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager / caretaker.</li> </ul> <p><b>Specialist Equipment</b></p> <ul style="list-style-type: none"> <li>• Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.</li> </ul> <p><b>Vehicles on site</b></p> <ul style="list-style-type: none"> <li>• Vehicular access to Trust premises is restricted to Trust staff and visitors only and not for general use by parents/guardians when bringing children to the academy or collecting them.</li> <li>• Access to the academy site must be kept clear for emergency vehicles</li> </ul> <p><b>Work at Height</b></p> <ul style="list-style-type: none"> <li>• Working at heights can present significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at heights.</li> <li>• When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff should not climb onto chairs etc.</li> <li>• Basic instruction is provided to all staff that use ladders / stepladders and is available from <a href="http://www.hse.gov.uk/pubns/indg405.pdf">http://www.hse.gov.uk/pubns/indg405.pdf</a>.</li> <li>• Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.</li> <li>• The site manager / caretaker is the academy's nominated person(s) responsible for work at height. They shall ensure: <ul style="list-style-type: none"> <li>○ All work at height is properly planned and organised</li> <li>○ The use of access equipment is restricted to authorised users</li> <li>○ All those involved in work at height are trained and competent to do so</li> <li>○ The risks from working at height are assessed and appropriate equipment selected</li> <li>○ A register of access equipment is maintained and all equipment is regularly inspected and maintained</li> <li>○ Any risk from fragile surfaces is appropriately controlled.</li> </ul> </li> </ul>
<p><b>13. Security</b></p> <p><b>Relevant Policy:</b></p>	<ul style="list-style-type: none"> <li>• The academy takes the safety and security of staff, pupils and visitors seriously. While it is difficult to make the academy site totally secure, the academy will do all it can to ensure a safe environment for all who work</li> </ul>

<p>School Security Policy** Lone working Policy** Visitor Management Policy** CCTV Policy**</p>	<p>or learn here.</p> <ul style="list-style-type: none"> <li>• The academy reviews security measures regularly, and draws upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).</li> <li>• Academy premises are protected by a monitored intruder alarm system and CCTV (where applicable)</li> <li>• All adult visitors who arrive in normal school hours are required to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the academy premises. Visitors are not left unaccompanied.</li> <li>• Teachers will not allow any adult to enter their classroom if the academy visitor's badge does not identify them.</li> <li>• If any adult working in the academy has suspicions that a person may be trespassing on the school site, they must inform the head of school / headteacher immediately. The head of school / headteacher will warn any intruder that they must leave the school site straight away. If the head of school / headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.</li> <li>• Any issues regarding damage or access to the site should be reported to the site manager / caretaker.</li> <li>• The teacher or head of school / headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the academy site, the head of school / headteacher will inform the police, and record the incident in the incident book.</li> <li>• Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.</li> </ul>
<p><b>14. Infection prevention and control</b></p> <p><b>Relevant Policy:</b> Exclusion periods for common infectious illnesses*</p>	<p>The academy follows national guidance published by Public Health England when responding to infection control issues. Staff and pupils will be encouraged to follow the good hygiene practices outlined below, where applicable.</p> <ul style="list-style-type: none"> <li>• <b>Handwashing:</b> <ul style="list-style-type: none"> <li>○ Always wash hands after using the toilet, before eating or handling food, and after handling animals</li> <li>○ Wash hands with liquid soap and warm water</li> <li>○ Cover all cuts and abrasions with waterproof dressings</li> </ul> </li> <li>• <b>Coughing and sneezing</b> <ul style="list-style-type: none"> <li>○ Cover mouth and nose with a tissue</li> <li>○ Wash hands after using or disposing of tissues</li> <li>○ Spitting is discouraged</li> </ul> </li> <li>• <b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>○ Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)</li> <li>○ Wear goggles if there is a risk of splashing to the face</li> <li>○ Use the correct personal protective equipment when handling cleaning chemicals</li> </ul> </li> <li>• <b>Cleaning of the environment</b> <ul style="list-style-type: none"> <li>○ Clean the environment, including toys and equipment, frequently and thoroughly</li> </ul> </li> <li>• <b>Cleaning of blood and body fluid spillages</b> <ul style="list-style-type: none"> <li>○ Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment</li> <li>○ When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's</li> </ul> </li> </ul>

	<p>instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface</p> <ul style="list-style-type: none"> <li>○ Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below</li> <li>○ Make spillage kits available for blood spills</li> </ul> <ul style="list-style-type: none"> <li>• <b>Laundry</b> <ul style="list-style-type: none"> <li>○ Wash laundry in a separate dedicated facility</li> <li>○ Wash soiled linen separately and at the hottest wash the fabric will tolerate</li> <li>○ Wear personal protective clothing when handling soiled linen</li> <li>○ Bag children's soiled clothing to be sent home, never rinse by hand</li> </ul> </li> <li>• <b>Clinical waste</b> <ul style="list-style-type: none"> <li>○ Always segregate domestic and clinical waste, in accordance with local policy</li> <li>○ Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins</li> <li>○ Remove clinical waste with a registered waste contractor</li> <li>○ Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection</li> </ul> </li> <li>• <b>Animals</b> <ul style="list-style-type: none"> <li>○ Wash hands before and after handling any animals</li> <li>○ Keep animals' living quarters clean and away from food areas</li> <li>○ Dispose of animal waste regularly, and keep litter boxes away from pupils</li> <li>○ Supervise pupils when playing with animals</li> <li>○ Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.</li> </ul> </li> <li>• <b>Pupils vulnerable to infection</b> <ul style="list-style-type: none"> <li>○ Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.</li> </ul> </li> <li>• <b>Exclusion periods for infectious diseases</b> <ul style="list-style-type: none"> <li>○ The academy will follow recommended exclusion periods outlined by Public Health England and documented within the academy's Exclusion periods for common infectious illnesses policy.</li> <li>○ In the event of an epidemic/pandemic, the academy will follow advice from Public Health England about the appropriate course of action.</li> </ul> </li> </ul>
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\*Local academy policies

\*\*Trust Policies