Policy Name	**Health & Safety Policy – Greenacres**
Policy Number	**T042**
Date of Issue	**November 2024**
Author	**Amelia Eggleston**
Reviewed by	**Audit Committee**
Date of next review	**November 2026**

1. Scope of the policy

This Statement of Health & Safety Policy is produced in respect of Landau Forte Academy Greenacres.

2. Purpose of the policy

This policy is forms the basis of future planning and implementation of health and safety matters within the Academy.

3. Policy Detail

1. As an education provider, the Academy is committed to setting standards of health and safety by example for its students and this commitment is seen as especially important.

2. The Principal and Senior Leadership Team (SLT) recognise and accept responsibility for health and safety both under civil and criminal law, and also under the Children's Services Scheme of delegation for local management of schools.

3. In compliance with the Health & Safety at Work 1974, the Principal and Senior Leadership Team will ensure, so far as is reasonably practicable, that:

    a. The premises are maintained in a safe condition
    b. Safe access to and egress from the premises is maintained
    c. All plant and equipment is safe to use
    d. Appropriate Safe Systems of Work exist and are maintained
    e. Sufficient instruction, training and supervision is available and provided

4. In addition to the above, the Academy also recognises its obligations to non-employees and where reasonably foreseeable, will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

5. As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and students is acknowledged.

6. In doing so, the Academy will expect all staff, students, parents and visitors to abide by the requirements of this policy.

7. The Academy will ensure that adequate resources are set aside from the total budget allocation for the Policy Statement to be properly implemented.

8. The Trust as the overarching body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist

in the Trust's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

a. To take care of their own safety and that of others and;
b. To co-operate with the Trust and Senior Leadership Team so that they may carry out their own responsibilities successfully

9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

10. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

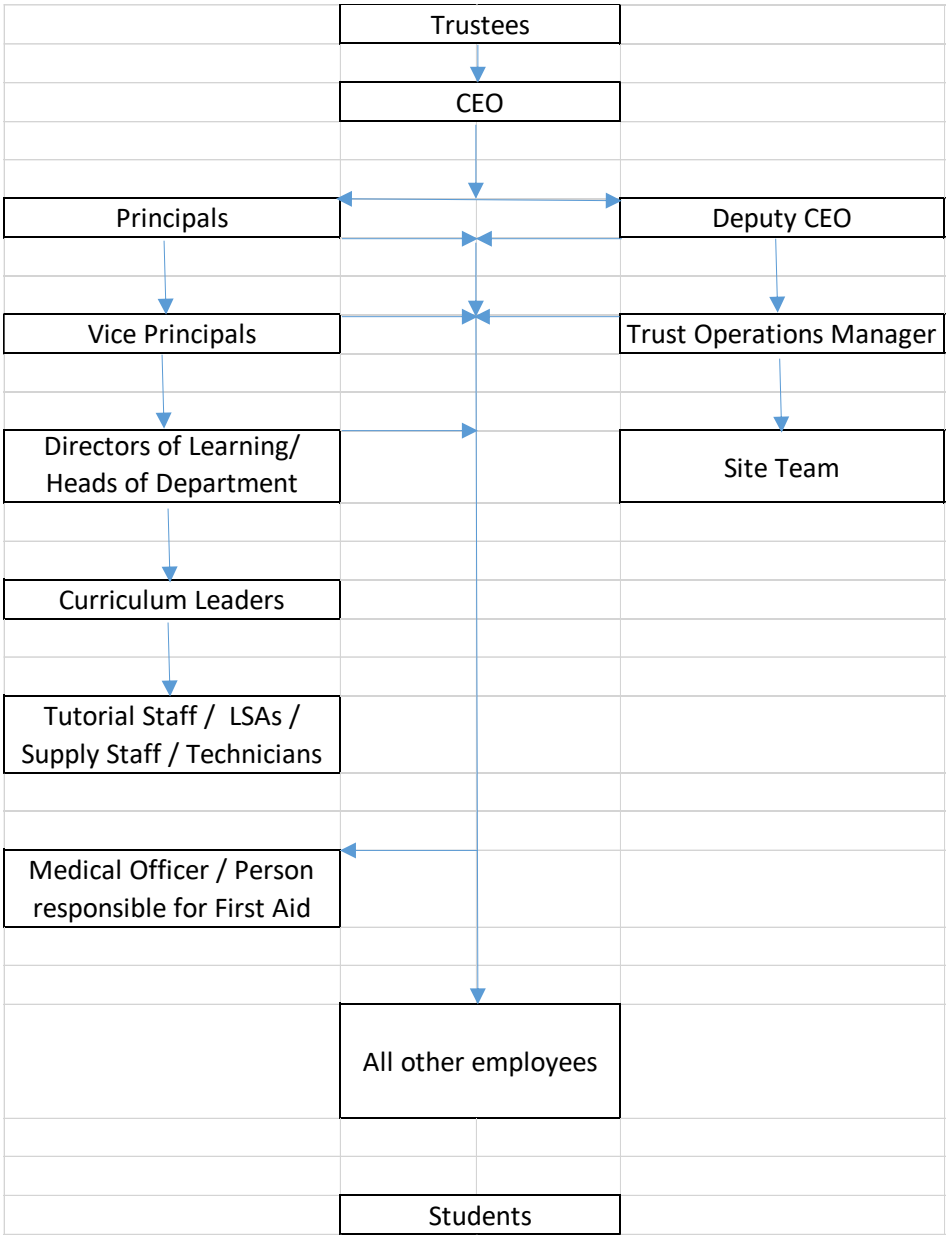
11. This Policy Statement and the following arrangements and procedures will be reviewed annually.

12. This Policy is reviewed on an on-going basis and amended/revised as applicable. A copy is available to every member of staff and any amendments are notified to them. Copies of the policy are available from the Health and Safety Team and it is also stored electronically on the shared drive.

Section 2 – Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Trust.

In addition, the Trust has appointed Arthur J Gallagher as the competent person for all Health & Safety matters.



Duties and responsibilities have been assigned to Staff and relevant individuals as laid out below.

1. Trustees

The Trustees will comply with any directives issued concerning the health and safety of persons on trust premises or taking part in trust activities elsewhere. The Trustees are responsible for health and safety matters at a group level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Trustees, they accept a share of the responsibility for the way in which health and safety issues are addressed.

The Trustees have established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Chief Executive Officer (CEO)

The Overall responsibility for the day to day management of health and safety in the trust rests with the CEO. As manager of the group and of all the activities carried on within it, the CEO will advise Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds. The CEO is responsible for monitoring Health and Safety and reviewing processes as required.

3. Deputy CEO

The CEO will delegate to the Deputy CEO, the majority of the duties that are linked with the overall responsibilities of the CEO. The Deputy CEO will take overall responsibility for ensuring that the central team act in line with the relevant policies and have taken all appropriate steps to support the Principal in managing health and safety.

4. Principal

Overall responsibility for the day to day management of health and safety in the Academy rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise the Trust, Trustees and any relevant committees of the areas of health and safety concern which may need to be addressed by the allocation of funds so that they may ensure that all obligations are met.

Matters requiring particular consideration by the Principal will include:-

4.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
4.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
4.3 Adequate staffing levels for safe supervision;
4.4 The delegated responsibility for maintenance of the premises;
4.5 The purchase of equipment to meet appropriate safety standards;
4.6 The repair, maintenance and testing of Academy equipment;
4.7 The provision of appropriate protective clothing/equipment where necessary;
4.8 The purchase and maintenance of first aid materials and firefighting appliances;
4.9 The funding of necessary safety training for staff;
4.10 The arrangements for securing health and safety assistance from a competent source;

4.11 The appointment of a manager responsible for the premises;
4.12 The provision of appropriate health and safety information to governors.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

5. Vice Principal or other nominated Deputy

5.1 The Vice Principal will deputise for the Principal on health and safety issues as detailed above.
5.2 The Vice Principal will ensure that the duties of the Directors of Learning or relevant Heads of Department and Curriculum Leaders as detailed below are carried out in accordance with policy;

6. Trust Head of Operations

The majority of the duties are linked with the overall responsibilities of the Principal with regards to Health and Safety. However, the Trust Head of Operations will:

6.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed by an appropriate individual.
6.2 Periodically review this policy document, amend as necessary and ensure that any changes are circulated to appropriate staff
6.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
6.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
6.5 In conjunction with the Site team, advise the Deputy CEO of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record and take whatever local action is necessary to minimise the risk until repairs can be arranged;
6.6 Co-ordinate the annual health and safety audit, ensuring all areas of the establishment and all activities are covered
6.7 Report to the Principal and the Deputy CEO any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
6.8 Ensure that all teams are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

7. Directors of Learning or relevant Heads of Department

Directors of Learning or relevant Heads of Department are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their areas. They are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "learning" areas.

In the exercise of this responsibility Directors of Learning or relevant Heads of Department must ensure that:

7.1.1 all staff under their control receive instruction in their duties, regarding health and safety matters

7.1.2 all staff under their control are adequately trained to carry out their duties efficiently and effectively

7.1.3 Directors of Learning or relevant Heads of Department must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas

7.1.4 Directors of Learning or relevant Heads of Department are responsible for producing their own area safety policy where appropriate, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply staff etc.

7.1.5 The Director of Learning or relevant Head of Department is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

7.2 Under Section 6 of the Health and Safety at Work etc. Act Directors of Learning or relevant Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers Data Sheets").

7.3 Directors of Learning or relevant Heads of Department must report to the Principal (via Academy Site Manager) all problems, defects and hazards.

7.4 Report and if appropriate make recommendations to the Curriculum (Learning) Leaders, Coordinators, Academy Site Manager or his/her safety representative on any practices, premises, equipment etc., which give rise to risks to health and safety.

8. Curriculum Leaders

All Curriculum Leaders are responsible to the Principal (via the Senior Leadership Team) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Academy's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

8.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed using the trust's preferred framework.

8.2 ensure that appropriate safe working rules and procedures exist and are documented within the department and that these are brought to the attention of everyone concerned;

8.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate reporting system in place);

8.4 ensure that all accidents are investigated with a view to preventing a recurrence;

8.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;

8.6 remove from use and inform the Academy Site Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
8.7 ensure that adequate levels of class supervision are available at all times;
8.8 carry out (in conjunction with other members of staff) the annual health and safety audit within their areas of responsibility and provide a report to the Academy Site Manager.
8.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LA, CLEAPSS, EFA, RPA, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
8.10 identify specific staff health and safety training needs and inform their Director of Learning or relevant Head of Department accordingly;
8.11 consult with all staff on any matters which may affect their health or safety whilst at work;
8.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
8.13 ensure that levels of first aid provision remain adequate for the activities being undertaken;
8.14 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Academy Site Manager.
8.15 ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
8.16 ensure that good standards of housekeeping are maintained;
8.17 consult the Site Manager when additional assistance becomes necessary.

9. Tutorial Staff [Including Supply Staff / Learning Support Assistants/ Technicians]

Tutorial staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. learning space, laboratories, workshops, grounds etc., and off site e.g. educational visits.

Tutorial Staff shall:

9.1 ensure that they complete and sign a room checklist, provided by the Site Manager, at the beginning of each term to confirm whether the room is safe to use, or whether remedial action is required;
9.2 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
9.3 be aware of the Academy's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
9.4 ensure that safety instruction is given to all students prior to commencing practical sessions;
9.5 know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
9.6 ensure that students follow Academy/departmental safety rules and that protective equipment is worn where appropriate;

9.7 ensure that all personal protective equipment is suitable and in good condition prior to issue;
9.8 ensure safety devices e.g. machinery guards are in good condition and are used;
9.9 report any defective equipment to the Curriculum Leader;
9.10 investigate all accidents (in conjunction with Curriculum Leader) which occur through activities organised/supervised by the Department;
9.11 propose for consideration by their Curriculum Leader any improvements which they consider would improve health or safety standards within the department;
9.12 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking Academy parties off site on educational visits.

10. Site Team

The Site Manager, is responsible to the Principal via the Trust Head of Operations.

Duties include:

10.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
10.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc. Academy
10.3 complete an annual health and safety audit, supported by the Trust Head of Operations, paying particular attention to the building structure, services, access to/egress from the Academy, main circulation areas etc.;
10.4 ensuring that other site supervisory staff are adequately supervised;
10.5 identifying any particular health and safety training needs of supervisory staff in the group.
10.6 ensuring that staff within the team are not involved in activities outside their limitations;
10.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
10.8 ensuring that all staff work in accordance with safe working practices issued by the Academy;
10.9 responsible for coordinating all contractual work and maintenance carried out on Academy premises; ensure that risks assessments are undertaken and that control measures are implemented, and that assessments are monitored and reviewed.
10.10 Arrange for regular evacuation drills and fire alarm tests etc.
10.11 Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

11. Academy Medical Officer or individual with overall responsibility for First Aid

11.1 The Medical Officer or individual with overall responsibility for First Aid will assess those issues involving Academy members that are referred to them.
11.2 The Academy Medical Officer or individual with overall responsibility for First Aid will maintain a record of accidents, incidents and near misses reported, and monitor the incidence of accidents periodically;

12. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior staff of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required:

12.1 to participate in the risk assessment process and comply with findings;
12.2 to report all defects in the condition of the premises or equipment to which they become aware to the relevant individual;
12.3 to report all accidents, incidents and near misses according to the procedures included in Section 3 of this document;
12.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
12.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
12.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
12.7 follow all relevant codes of safe working practice and local rules;
12.8 report any unsafe working practices to the Curriculum Leader/Director of Learning/ Principal.

13. Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all Academy safety rules.

All students will:

13.1 follow all instructions issued by any member of staff in the case of an emergency;
13.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
13.3 inform any member of staff of any situation which may affect their safety.

14. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

14.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
14.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
14.3 to make representations to the Principal on general matters affecting the health, safety and welfare of employees;
14.4 to carry out workplace health, safety and welfare inspections;

14.5 to attend any Health and Safety working party meetings;
14.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives		
Name	Union	Area Covered
None at present		

15. Health and Safety Committee

The Academy has established a Health and Safety Committee which meets at least quarterly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the Academy's activities. Members of the Committee are; Louise Bridge, Mark Andrews, Sarah Tomson and a representative from IT.

This committee will be chaired by the Principal of the academy with the purpose of ensuring that the Principal is regularly updated about all Health and Safety activity and actions across the academy. It may be appropriate for the Trust Head of Operations and other members of Academy or Trust leadership to attend for discussion of specific issues/concerns.

Section 3 – Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Academy Transport

Staff who drive Trust mini buses must have the relevant license requirements, be responsible for undertaking checks on minibuses and adhere to student supervision arrangements.

2. Accident / Incident Reporting, Recording & Investigation

All accidents/incidents/hazards/defects/near misses are recorded using the Trust recording system. The Academy actively encourages staff to report incidents and accidents without fear of retribution in order to constantly improve the working conditions in Academy and with the aim of preventing potential future incidents.

A summary of incidents is prepared for the next Health and Safety Team meeting and is also submitted to the Trust Head of Operations on a monthly basis.

The 'Recording of Health & Safety Incidents' guide is attached in Appendix A, containing the protocol for categorising and recording of accidents, incidents, and near misses.

Staff are encouraged to deal with and/or report 'near-misses', by use of the 'Every' system which will report into the Site Manager, who will review reported instances with the Health & Safety Committee, or directly with the Principal if considered serious enough.

3. Asbestos

The Site Manager is responsible for Asbestos Record System Manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual and sign manual prior to starting any work on the premises. Any person who refuses to sign prior to commencing the work will not be allowed to carry out any work.

If it is thought that asbestos has been disturbed seal off the room and do not allow entry and contact the Trust's asbestos consultants, ACS Asbestos Compliance Solutions on 01623 473214.

4. Contractors

The Site Manager liaises with contractors, completes an induction and exchanges health and safety information and agrees safe working arrangements, risk assessments, frequency of liaison meetings, and is responsible for monitoring contractors working methods. Staff should report concerns to the Academy Site Manager. All contractors should be vetted to ensure they have suitably qualified people to enable completion of the job required and also to ensure the contractors themselves have no previous enforcement actions against them.

5. Car Park/Parking of Vehicles

Staff use their ID cards to gain access via the gate and car registration numbers are logged to aid safeguarding procedures and monitoring of only permitted cars.

Visitors enter via a security gate where a button is pressed by the Visitor and answered by Reception to allow access.

A strict 5-mile per hour speed limit applies to all academies once vehicles have passed the security gate.

Pedestrians must use the paths provided.

6. Communication

Regular and effective consultation and communication is seen as an essential element of developing a good health and safety culture and the academy activities promotes this principle in order that everyone is kept up-to-date of all health and safety information. Global communications are made to all staff through the Health & Safety Team. Specific communication as deemed necessary may also be forthcoming via the Senior Leadership Team to tutoring staff.

7. Communicable Diseases/Infections

Students, staff members and visitors with communicable diseases may attend the academy unless the Health Protection Agency recommends a period of exclusion. Anyone attending the academy following the diagnosis of a communicable disease will be required to comply with the minimum periods of exclusion outlined by the Health Protection Agency, the Principal will take responsibility for enforcing this. Students may be allowed to sit exams within the academy during a period of exclusion if appropriate infection control and isolation procedures can be implemented, this will be considered on an individual basis.

In the case of an outbreak of a communicable disease within the academies the Health Protection Agency will be informed, and infection control procedures will be implemented under their guidance. In extreme cases where closure of the academies may be required the Principal is responsible for making the final decision under the advice of the Health Protection Agency.

8. Curriculum Safety [including out of Academy learning activity/study support]

Tutorial staff are to undertake suitable (written) risk assessments prior to commencing hazardous activities and forward to their line manager. Consideration MUST be given to the specification of staff qualification requirements to teach certain activities, the BAALPE document must be referred to for P.E.

9. Drugs & Medications

Parents must complete a 'Parental Agreement Form', available from the Academy's Medical Officer or individual with overall responsibility for First Aid, prior to staff administering medicines to students.

10. Defects

It is the responsibility of all staff to reports any defects to the Site Manager, via the Every system, who will action as appropriate.

11. Educational Visits/ Off-Site Activities

The Academy has an Educational Visits Policy and an Educational Visits Co-ordinator. All visits are approved by the Principal, which should be recorded on the EVOLVE system, including risk assessments which must be completed prior to the visit being approved.

12. Electrical Equipment [fixed & portable]

The Site Team are responsible for regular PAT Testing of portable appliances. All staff must declare any portable appliances they are using on site so that Site Team can test them.

Fixed electrical testing is completed every five years.

Staff are responsible for reporting any defects to electrical equipment to the Site Manager. Defective equipment must be taken out of use and signed accordingly.

13. Environmental Conditions

Temperature – A reasonable temperature is maintained throughout the Academy. If it is not possible to maintain a reasonable temperature, the Principal will liaise with the CEO or Deputy CEO to discuss whether the academy should remain open for students and staff.
Lighting – Adequate lighting is provided during occupation of the Academy
Cleanliness – All areas are cleaned daily
Floors / Routes – All routes are to be clear at all times

14. Equal Opportunities

The academy will ensure that those with disabilities are able to safely access the building and facilities. The building has disabled toilets. A PEEP will be put in place for any student or staff member requiring assistance to ensure their safe evacuation from the building in case of an emergency.

15. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Each learning space has fire procedures displayed. A fire drill is completed regularly and fire alarm testing is completed by the Site Team. A fire risk assessment must be completed for each academy, by competent persons and reviewed at least annually and or following any significant changes to the premises or their use, at which point any existing emergency procedure should be similarly reviewed and updated as necessary

Also see current Fire and Emergency Evacuation Policy.

16. First Aid

First Aid should be carried out by a qualified member of staff. An up-to-date record will be maintained of staff who have undertaken First Aid training. First Aid kits are stored in green boxes/bags marked with white crosses and are located at allocated points throughout the Academy, the contents of which are checked regularly by the

Medical Officer. Kits are also stored in the Medical Room. A First Aid folder with emergency care plans for students with medical needs is stored in the Medical Room, alongside emergency boxes containing medication that might be required in an emergency and plans for its administration. Regular First Aid updates take place to ensure that all First Aiders understand the information contained in the First Aid folder.

15. Gas/Heating systems

All gas/heating systems must be serviced and reviewed on an annual basis (as a minimum) by persons qualified to do so and certification of these services/reviews must be retained at each academy.

16. Glass & Glazing

All glass in doors and side panels to be safety glass. All replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

17. Handling & Lifting

The introduction of the Manual Handling Operations Regulations 1992 has resulted in a more defined legal obligation to both employers and employees with regard to lifting and handling tasks. The emphasis should always be on the avoidance of manual handling activities wherever possible.

Where manual handling cannot be avoided, work should be organised to –
- assess the risk
- reduce the risk

No person should carry out manual handling activities unless they have had suitable training.

Where any lifting is required, it should be preceded by a risk assessment.

18. Hazardous Substances/COSHH (Control of Substances Hazardous to Health)

All substances are subject to a COSHH Assessment prior to use in the academy, which are filed and maintained by the Site Manager and the Science Department also have their own records. The onsite cleaning team have a COSHH folder in each location required. A COSHH sheet should be completed for every chemical used in the academy, including first aid needs and exposure levels.

Procedures

- Safely dispose of any substances that are no longer required.
- Make a list of all remaining hazardous substances that are used or created within the Academy – these are to be kept in departments and reviewed at least annually.
- Obtain a suppliers hazard data sheet for every hazardous material.
- Determine whether it is possible to eliminate the need to use any of the remaining substances by modifying current working methods.

- Identify whether it is possible to substitute any substance with an equally effective but less hazardous material.
- Undertake a risk assessment of the use of each remaining hazardous substance in the Academy. The assessment must identify any risks to staff and students that are created through use of the substance.
- Identify what precautions or control measures are required to completely eliminate the risk or reduce them to the minimum level possible. Implement the precautions.
- Record the assessment.
- Provide all staff with adequate training and information on the safe use of hazardous substances and safe working procedures to be followed by staff and students.
- Monitor the use of hazardous substances periodically to check that precautions are being properly followed.
- Periodically examine and test all mechanical control systems (such as fume cupboards) to ensure efficient operation. Keep records of all checks.
- Review all assessments and safe working practices periodically to ensure they remain valid.
- Inform all new staff of the above requirements where applicable.

19. Health and Safety Advice

Anyone requiring health and safety advice should contact a member of the Health & Safety Committee.

20. Housekeeping, Cleaning & Waste Disposal

Arrangements are in place to ensure premises are kept clean and to minimise the accumulation of rubbish. There are arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, external waste bins are located in a locked compound. All of this section is managed through the site team.

21. Jewellery

Jewellery should be kept to a minimum and no responsibility can be taken by the Academy for accidents caused by excessive/dangerous items. Nose studs should not be worn. Only one stud should be worn in each ear. Students are required to accept the Academy's opinion of what is suitable in matters of clothing and appearance.

22. Lettings/Shared Use of Premises

The Facilities Lettings Team have a set of health and safety documents appropriate to the hiring out of the Academy facilities outside of normal hours. These documents are issued to all persons/companies who use our facilities. This documentation is maintained by the Marketing & Facilities Manager.

23. Lift

All staff and students should take appropriate care when using any lift, an emergency button for which is located inside. A key to operate the lift is issued to staff/students as deemed appropriate, and one key is held on Reception at all times. Any problems with the operation of the lift should be reported to the Site Team and notices put on the lift doors immediately to state 'Out of Order'. The lift must not be used during a fire or emergency evacuation.

24. Lock downs
In the event of a lock down being required at the academy, all staff and students should follow the procedure which will be distinctly different to the normal evacuation process to enable clear differentiation. Lock down drills should be undertaken at least every six months, i.e. at least two in each academic year, unless we are made aware of circumstances of increased risk, in which case we would expect an immediate drill to be undertaken if one has not been done within the last 31 days.

25. Lone Working
All staff working alone in the premises must identify themselves to the duty site team member prior to commencing any works.

There is a risk assessment for lone working that all staff have access to.

26. Maintenance / Inspection of Equipment
Ladders and steps are subject to visual checks prior to use and written checks every six months by the site team. Fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms are all subject to checks co-ordinated through the site team.

27. Monitoring the Policy
The annual Health and Safety Audit is co-ordinated by the Trust Head of Operations. This policy is reviewed as and when necessary but at least every year.

25. Near misses
All staff are responsible for reporting near misses as detailed in Appendix A

26. Pandemics
In the event of a pandemic, there will be a Trust response and action plan agreed, with appropriate risk assessments completed and alternative ways of working agreed and communicated with all staff.

27. Personal Protective Equipment (PPE)
Equipment will be selected that is suitable and sufficient; employees are responsible for maintaining and adequately storing PPE. The Academy will provide PPE free of charge to employees when it is identified by risk assessment. Employees are responsible for using PPE and reporting any defects.

28. Plant, Machinery and Equipment
It is the responsibility of staff in their various departments for maintaining any plant and machinery and defining Safe Systems of Work (SSOW) accordingly. This includes:-

- Adequate and correct guarding of machinery
- Appropriate signage
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials

No new machinery/equipment or dangerous substances will be brought into the Academy unless first having been cleared with a member of the Executive Leadership Team.

If specified, the correct PPE should be worn when using any equipment/machinery.

29. Reporting Defects

It is the responsibility of all staff to report any defects to the Site Team for further action as appropriate.

30. Risk Assessments

The following information should be detailed on the risk assessment form:-

■ The date the assessment was undertaken;

■ The persons involved in the risk assessment process (this may be more than one person); and

■ The date of the next review (this is normally every 12 months).

Next, populate the following information:-

a. Hazards

e.g. Slip, trip, fall/ Hazardous substance/Manual Handling, etc.

b. Persons at Risk

Determine those who may be exposed to the identified hazards for the activity being assessed. This may include pupils, staff, contractors, visitors and other third parties.

c. Existing Control Measures

These are the control measures for the hazard that you **already have in place** and can include but are not limited to the following:-

- Training;
- Statutory Inspections and regular maintenance;
- Audit and inspection programmes; and
- Safe systems of work.

d. Probability

Based on your existing control measures determine the probability of the hazard causing injury or ill health, based on the Trust scoring system.

e. Severity

If the hazard was to cause injury or ill health, determine the likely severity, based on the Trust scoring system.

f. Risk Rating

By **multiplying** the probability and severity ratings you will be able to determine **the residual risk** from the hazard.

g. Additional Controls

Based on your risk rating you should then determine if additional controls are required to reduce the risk to a tolerable level.

When choosing additional controls the hierarchy detailed below should be used:-

Once additional controls have been agreed, you need to **determine who will take responsibility** for ensuring they are implemented.

You should assign a **target date** that is realistic and achievable and also detail when the action is complete. A record of all action completion should be maintained. Once steps "a" to "g" have been completed you need to repeat this process for the remaining identified hazards.

Each risk assessment should be seen as a live document and should be subject to review:-

■ At least annually;

■ After a serious incident or near miss (this may indicate that existing controls are not adequate); and

■ If the circumstances change (e.g. you have a new piece of equipment in the science lab).

To facilitate this, risk assessments will be stored on the Every system which will provide renewal reminders for risk owners to review and confirm/update each risk assessment as necessary.

31. Security

All site visitors will report to reception as directed by signs. All visitors and regular Academy users will wear identity badges or visitor passes. All outside doors will be kept secure. All buildings are alarmed by the Site Team at the end of the each day. Any faults are reported and the buildings are manned until alarm is in place.

32. Smoking

Academy All Landau Forte academies are no smoking sites. This includes the use of vaporisers and any other smoking implements.

33. Staff Consultation

Staff can raise health and safety concerns to the Academy any member of the Health & Safety Committee.

34. Staff Health & Safety Training and Development

New staff are briefed and issued with copies of any relevant policies and documentation, plus fire safety awareness and emergency evacuation processes as part of their induction. Evidence of completion and understanding of this induction should be obtained and stored on the individual member of staff's file.

Annual refresher training should be carried out for **all** staff as part of inset training. Staff are encouraged to ask for and attend health and safety training sessions. Staff performing certain tasks such as significant manual handling, operation of D&T machinery etc. must attend specific training and required updates.

35. Staff Well-being / Stress

Staff have access to services for counselling and well-being via Westfield Health.

36. Supervision [including out of Academy learning activity/study support]

When students are in the care of the Academy, agreed ratios for Academy visits will be adhered to. All staff and responsible adults will complete an enhanced DBS check.

37. Use of VDU's / Display Screens

All staff who are classed as DSE Users must complete a workstation assessment.

38. Vehicles on Site

There are restrictions on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, and special arrangements for deliveries at the Academy.

39. Violence to Staff / Academy Security

Violent incidents must be reported to Line Managers. Violent incidents must be reported for any violent incident whether it is verbal or physical. If injuries are sustained, the accident reporting procedure must be followed too.

40. Work Experience

The Academy has a work experience co-ordinator. A work place risk assessment must be completed prior to a student undertaking a work placement either internally or externally.

41. Working at Height

Staff using steps and ladders require training. Written ladder checks must be completed and visual checks completed prior to use. No one must use tables or chairs to stand on. All working at height activities must have a risk assessment completed.

Internal Recording of Health and Safety Incidents

Introduction:
This document should be read in conjunction with the Academy Health & Safety policy available in the Academy shared area and sets out definitions of incidents for reporting purposes within the Trust.

Each Academy records details of all near misses, accidents and incidents that take place on site and in relation to any Academy activities. As a minimum that will include details of the injured party, the nature of the injury and treatment given, a description of the incident, and witness details. Where a member of staff is absent from the Academy as a result of the incident the number of days absence will also be recorded. All recorded incidents will be investigated by an appropriate member of staff.

Health and Safety incidents will be reported at Academy Health & Safety meetings and incident numbers will be reported to Trustees on a monthly basis.

The definitions set out below will be used in reporting and are written with reference to the HSE Education Information Sheet No1 (Revision 3) – Incident reporting in schools (Appendix 1).

Definitions:

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): Accidents meeting the requirement to be reported to the HSE, these will include incidents that:

- result in death;
- prevent the injured person from continuing their normal work for more than seven days;
- are on the list of specific reportable injuries issued by the HSE;
- meet the definition of a dangerous occurrence as issued by the HSE, e.g. the collapse of scaffold; or
- are on the HSE reportable diseases list.

Schools and Academies are only required to report injuries to pupil or visitors at the school or Academy or on an activity organised by the school or Academy where there is a death or the person is taken directly from the scene of the incident to hospital for treatment (examinations and diagnostic test do not constitute treatment). The incident must also have occurred out of a work activity.

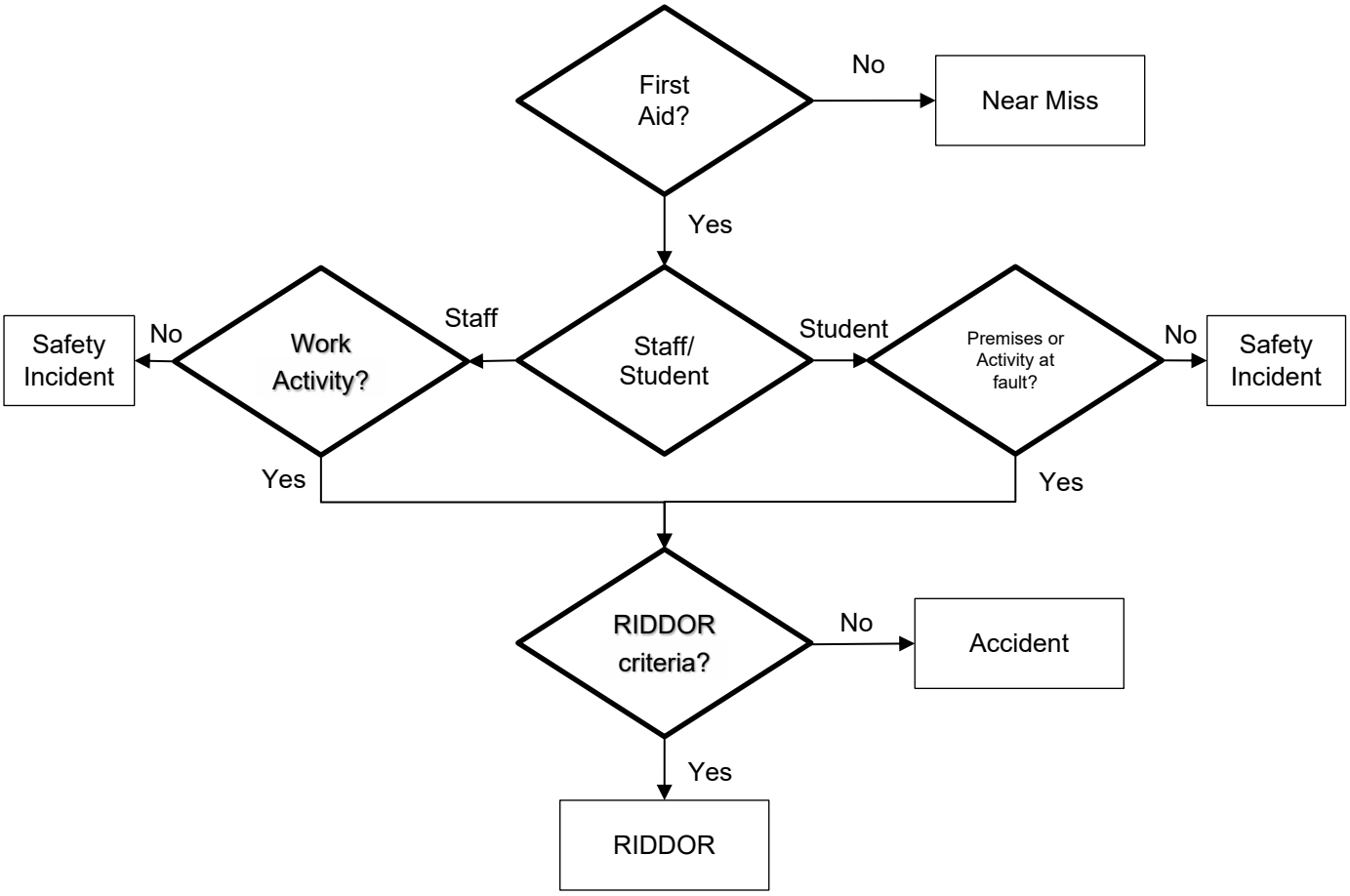
Accident: Any first aid to staff as a result of a work activity. Any student or visitor requiring first aid as a result of a fault with planning or supervision of the activity, or where the condition of the Academy building, grounds or equipment were at fault.

Safety Incident: Any first aid to staff that is unrelated to a work activity. Any first aid to a student or visitor that is unrelated to the condition of Academy facilities

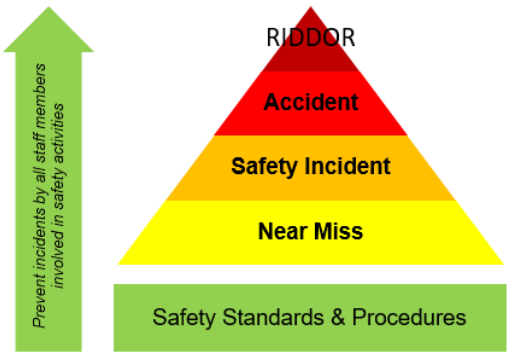
and/or the planning of an activity. Any physical violence between students that results in first aid being required.

Near Miss: Incident occurred where no first aid is required or a fault with the condition of the Academy buildings, grounds or equipment that is identified as having the potential to cause an accident to a member of staff, student or visitor.

Reporting Flow Chart:



Reporting Triangle:



Year to Date	Staff / Students / Visitors	YTD Prior Year	Current Period	CP Prior Year
0	0 / 0 / 0	0	0	0
22	5 / 16 / 1	17	2	2
55	2 / 52 / 1	41	9	8
0	0 / 0 / 0	0	0	0

Date	**November 2024**
Change Made	**Amendment to section 5-deleted paragraph not relevant to primary school.** **Amendment to contact details for section 3**
Made By	**Amelia Eggleston**