



Health and Safety Policy

The Axholme Academy

September 2023

Review Date: September 2024

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## Statement of Intent

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the The Axholme Academy to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils, visitors, and other persons who may be affected by the School's or Trust's activities. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, and pupils of the school.

The Axholme Academy will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations 1999;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and SSC members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance in its schools to verify that this policy and health and safety standards are being maintained and progressively improved. The School will assist with this process where they are able to;
- m) develop and maintain a positive and proactive health and safety culture; ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The Principal, Senior Leadership Team, Governors and Staff at our academy are committed to providing a safe and healthy environment for all users of the academy. We all take

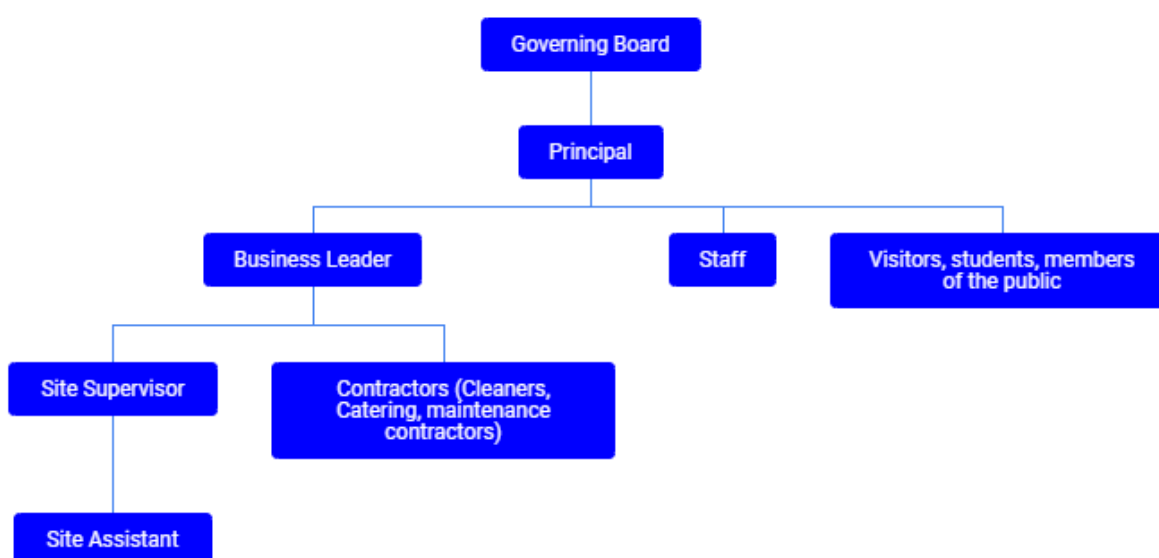
responsibility for being vigilant to, and aware of, possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will always try to keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

Signed:	Signed:
<b>D.Keogh (Principal)</b>	<b>N. Shaw (Chair of Governors)</b>
Date:	Date:

## Organisational Responsibilities for Health and Safety

Health and Safety Management of Schools requires The Axholme Academy staff to work together to ensure health, safety and wellbeing objectives are achieved.

### Organisation Chart Overview



Health and safety is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health within the academy. Below are those with special responsibilities and their responsibilities under this Policy:

Protecting the health and safety of staff, students and members of the public who may be affected by the Academy's activities is an essential part of risk management and must be led by the Principal and the Governing Board. Health and safety legislation (e.g. The Health and Safety at Work etc Act 1974 and subordinate legislation) as well as a general duty of care to others, means that both individuals as well as collectively (as the organisation) can be held responsible for a breach of these duties. Our health and safety management system, policies, procedures and defined key responsibilities are designed to underpin good health and safety management in our academy.

## Key Identified Responsibilities

A) Overall responsibility for the management of health and safety in the academy is that of the duty holder who is: **The Principal**

B) Day to day health and safety management responsibility in the following key areas is:

Premises, Plant and Site Safety/Security:	<b>Site Supervisor/Business Leader</b>
Catering:	<b>Cook in charge</b>
Cleaning:	<b>The Cleaning Supervisor</b>
Science:	<b>Head of Science</b>
D&T (including Food Technology):	<b>Head of Technology</b>
Art:	<b>Head of Creative Arts</b>
Physical Education:	<b>Head of PE</b>
ICT (Network and Infrastructure):	<b>Network Manager</b>
Classrooms	<b>All Teaching Staff</b>
General Student Welfare	<b>Pastoral Support Team</b>
Educational Visits:	<b>Lead teacher of each visit</b>
Work Experience Placements:	<b>Work Experience Coordinator</b>
First Aid and Accident reporting	<b>First Aiders</b>

## General Responsibilities

### The Governors will:

- Ensure that adequate funding is provided to enable the academy to be organised and run in a safe and healthy manner.
- Where funding for the control of particular hazards is the responsibility of another (e.g. the landlord/ Third parties or contractors etc.), the Governors, through the Principal, will ensure problems are highlighted and any risks eliminated or minimised through implementation of effective controls.
- Deal with any health and safety concerns or observations brought to them by the Principal, staff or parents, through their termly meetings or any emergency meetings, as necessary.
- Review and formally approve the health and safety policy.
- Ensure that a process is in place to bring the Academy Health and Safety Policy to the attention of all staff and authorised volunteers.
- So far as is reasonably practicable ensure compliance with the requirements of relevant health and safety legislation.
- Delegate Health and Safety responsibility to the Principal
- Ensure there are robust processes in place for providing training, auditing and monitoring of health and safety across the organisation.
- Satisfy themselves of the adequacy of consultation that takes place between managers, staff and Trade Union Representatives ensuring everyone contributes to safe working.

### The Principal will:

- As Duty Holder ensure the academy meets so far as is reasonably practicable the requirements of all relevant health and safety legislation.
- Ensure that staff have access to this and all other relevant policies, procedures and information as is legally required and that such documents are updated to reflect changes in legislation and accepted good practice.

- Ensure that health and safety is incorporated into the planning and organisation of all academy functions, activities and tasks undertaken.
- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. Consultation and communication will be via:
  - The induction and appraisal process;
  - Staff/Team/Manager/other Relevant Meetings;
  - Provision of Information through electronic means.
- Ensure that appropriate staff carry out suitable and sufficient risk assessments of the hazards within their areas of responsibility, (curriculum and non-curriculum), and that adequate controls are in place, findings are recorded, communicated to persons considered at risk, and reviewed in order to reduce risk.
- Ensure suitable arrangements are in place for the reporting, recording, investigation and analysis of accidents, incidents and near misses.
- Ensure staff members are competent to carry out duties expected of them through the provision of adequate training, instruction, information and supervision for all members of staff and authorised volunteers.
- Encourage staff and governors to promote health and safety and meet with staff and governor representatives on safety matters as appropriate.
- Ensure health and safety is on the agenda at all appropriate management and governor meetings, reporting on any findings from audits/inspections/accidents and any recommendations made.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

**The Business Leader will:**

- be responsible to the Principal for the maintenance and upkeep of the academy building and grounds to ensure an attractive and vibrant environment for learning
- Responsible for all record keeping and inspection/maintenance schedules in accordance with statutory requirements and the academy's policies
- Ensure safety inspections of equipment, plant, resources, personal protective equipment (PPE) and the working environment within their areas of responsibility are undertaken, any issues or defects are actioned and findings are fed back to all stakeholders.
- ensure that accidents and first aid events are recorded in accordance with the academy's Health and Safety Policy
- Ensure accident investigations have taken place and reporting of any RIDDOR's
- Be responsible for the maintenance of the academy's online Health and safety Management database, including Risk Assessments and staff training
- Ensure that the Health and Safety policy is regularly updated
- Line manage the Site Supervisor and be the point of contact for the cleaners and catering staff employed by a third party.

**Heads of Departments/Managers/Staff with Special Responsibilities will:**

- Make sure that senior managers/SLT or other nominated person(s) are made aware of areas of concern in relation to the academy's safety arrangements.
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- Raise awareness of and promote a positive culture with regard to health and safety matters to all members of staff, students and manage the day to day operational aspects of health and safety delivery in their areas of responsibility.
- Provide appropriate and relevant guidance, information and instruction on health and safety management, policy, procedures, and safe working practices to staff and students within their department

- Ensure relevant induction training of all new staff is in place, undertaken and documented.
- Ensure training records clearly identify training required and provided

**Please Note** all heads of department /departmental managers have a responsibility for ensuring they have in place a documented safe system of working and risk assessments relevant to their departments/area of responsibility that; ensures the learning and or working environment, tasks undertaken, machinery or chemicals and resources used are done so safely and are maintained in a safe manner.

### **All Staff and Authorised Volunteers:**

All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Cooperating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Attending local health and safety and safety induction within their first week of working on the appointed premises.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on School premises.
- Bring to the attention of the **Business Leader** any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in academy or on educational visits.
- Report to their line manager and or the **Business Leader** any problems that they feel they cannot deal with themselves (using the Health and Safety Google form).

### **Special Obligations of Any Class Teacher**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;



- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- detail safe methods and controls to be followed in their written lesson plans
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- build in safety education in curriculum planning.

## **Contractors**

- All contractors under local control will be appropriately selected and competent in terms of health and safety.
- All contractors under the academy control will be appropriately selected and competent in terms of health and safety.
- Contractors must be made aware of and abide by the School's health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Principal will appoint an appropriate person to be responsible for the coordination of contractors' activities on site.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal.
- All contractors must report to the Principal or the appropriate person before any work takes place and prior to each working session. The Principal or the appropriate person will inform the contractor of any conditions which may affect his safety and that of others.
- The school will ensure that contractors have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the School on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider
- At all pre-contract meetings for major works during school time Safeguarding will be highlighted as a key issue.
- Any work carried out in School during the school day will be closely supervised and designated areas will restrict the movement of any contractors to ensure that there is no contact with pupils.
- Schools will not endorse or distribute leaflets/flyers for private individuals or commercial companies

## **Visitors and Other Users of the Premises:**

- Where facilities are shared, the school will ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Leisure centre staff and visitors, catering and cleaning contractors, outside staff based in school.
- The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
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- All visitors to the School must comply with the School's Health and Safety Policy and procedures.
- Visitors are required to sign in at reception
- Visitors will be required to wear a 'visitors' identification badge that is supplied by reception.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the visitors will be escorted to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person. If the incident is of a serious nature or fatal the Principal and Business Leader must be contacted immediately.
- Adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
  - a) Visitors are alerted to the establishment's Safeguarding procedures including fire procedures,
  - b) Visitors adhere to the School's 'No Smoking' Policy,
  - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
  - d) Visitors record their presence on the premises in the appropriate logbook,
  - e) Where applicable, visitors are provided with and wear an identification badge,
  - f) Visitors are accompanied or authorised to enter the premises,
  - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
  - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
  - i) Visitors report all accidents, incidents and near misses to the host,
  - j) Visitors wear protective clothing that is supplied, when necessary.

#### **Trade Union Representatives will:**

- Have the opportunity to nominate a union member to meet with the Principal to discuss health and safety issues and concerns. Such meetings will be minuted and minutes made available to all stakeholders.
- Have the opportunity to undertake an accompanied health and safety tour of the Academy at a mutually convenient time.

#### **Procedures for Health, Safety and Welfare**

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

## **Accident Reporting, Recording & Investigation**

All accidents to our staff, students or visitors will be recorded and investigated, at a level appropriate to the nature of the incident and or the injury sustained, to find out what happened and how any similar incident can be minimised.

The Business Leader will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the HSE incident centre and where appropriate to the Academy's Health and Safety Consultant. Our health and safety consultant will where appropriate provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our academy's policies and procedures. Staff will be made aware through the staff handbook and induction process of the procedures and requirements for reporting and recording accidents. First aid accident slips are on Google Drive and should be completed by the first aider dealing with the accident. Once submitted these first aid slips are stored in the first aid shared drive and also emailed to the students parent/carer academy email address. For more serious accidents the accident book should be completed which is stored in the Business Leaders Office. For more information please refer to the first aid procedures.

The Principal and Business Leader will be notified of all accidents on the premises. This will be at least weekly for minor accidents and immediately for anything more serious. All accidents are entered on an accident form, which is completed by the member of staff supervising the person or person involved in the accident or a member of the first-aid team.

The Business Leader will review any significant accident reports to identify any patterns or trends. In addition, referring relevant reports to the Principal/ other senior managers/departmental heads to decide if policies, risk assessments or procedures should be reviewed.

For accidents involving parents, visitors or contractors the Business Leader will need to report and seek advice from the Health and Safety Advisor immediately.

For more serious accidents or if the employee/student is not able to return to school for more than 7 days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, the Health and Safety Advisor should be notified to give guidance and an accident/investigation form completed along with witness statements.

RIDDOR reportable accidents should be reported online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) by the Business Leader after they have sought advice from the Health and Safety Advisor.

## **Administration of Medication**

Our Academy will take all reasonable steps to safely store medicines and make them available to the students for whom they are prescribed. If a student cannot self-medicate and a parent/carers cannot attend academy then first aid staff may volunteer to support the student. Any staff member volunteering will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be kept on Google Drive. (See Medical Needs Policy 2014).

## **Asbestos**

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings (especially before the year 2000). Our academy does contain some Asbestos Containing Materials (ACMs). The Principal has duty holder responsibilities under the Control of Asbestos Regulations 2012; however the day to day management on site is delegated to the Business Leader.

To minimise risk from asbestos containing materials on the School site, the academy maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable
- Monitoring the condition of remaining asbestos containing materials on site on an annual basis.
- having a named officer who has responsibility for implementing the Asbestos Management Plan developed for the School by a competent agency.
- where necessary communicating to all staff and visitors where asbestos containing materials are located on the School site via the asbestos register maintained in the Business Leaders office.
- Having appropriate emergency procedures in place, defined in the Asbestos Management Plan, to deal with any unauthorised release or exposure to asbestos fibres.
- Ensuring all ACM is clearly labelled

We take the management of asbestos seriously in our academy, in order to minimise the risk of exposure we routinely remind staff of its presence, undertake routine monitoring of the condition of ACMs, and instruct qualified and competent contractors to undertake asbestos survey reports on our behalf. We maintain an Asbestos Register (PAMP) on site, which is readily available to all who need to consult it and contractors, must sign the relevant part of it before commencing work of a potentially intrusive nature.

## **Control of Hazardous Substances**

Our Academy recognises that the Control of Substances Hazardous to Health Regulations 2002 (as amended) (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 related substances.

The academy holds a central register of all hazardous substances on site as well as individual departmental inventories.

Individual departmental heads are responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition teachers will brief students where appropriate on the safe use of substances.

Data sheets are available within relevant departments on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored and or used. Additionally separate risk assessments are carried out for the work processes which involve those substances which are particularly hazardous to health.

Department Heads/Managers/Supervisors are responsible for ensuring that data sheets are provided to relevant staff on site and that appropriate assessments have been carried out. The purchasing of hazardous substances will only be done through companies that provide correct documentation, labelling and where appropriate, training. Only products purchased by academy through approved suppliers are to be used in academy by staff/volunteers or students.

### **Display Screen Equipment (DSE)**

Those staff identified as 'regular users' will be subject to a documented DSE assessment on taking up their post, a review will take place if their duties or working environment change significantly. In addition occasional users will be provided with general advice using the information provided in the 'Five Steps to Comfort document'. Identified designated regular users are also entitled to an Eye Sight test once per year and a contribution to suitable eyewear. Please speak to the Business Leader for more information on academy contributions or how you can book a sight test through the academy.

### **Driving at Work**

Staff who drive on academy/academy related business, in their own vehicle or in academy owned/leased vehicle are required to follow the procedures and guidance provided within the Driving at Work handbook and follow all relevant procedures and risk assessments which are all located on Google Drive.

### **Educational Visits**

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, the academy follows guidance issued by the DfE titled "Health and safety of Pupils on Educational Visits"

In accordance with this guidance the School will designate an appropriately trained Educational Visits Coordinator and will develop a school Educational Visits Policy to manage this process.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Principal, for adventurous activities, residential visits and international visits, the visit will also be reviewed and approved by the local authority.

### **Electricity**

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Portable Appliance Testing will be carried out by an appropriate contractor appointed by the academy and records shall be maintained on Google Drive. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.

Fixed electrical installations should be inspected by a competent person appointed at least every five years or frequency determined by the competent person. The academy will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

Staff and pupils may not bring their own personal electrical appliances into the school unless they have had the earth-bond and insulation checked by a competent person

## **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire. The academy has appointed a competent company to undertake fire risk assessments and provide competent fire safety advice.

The School should appoint a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include:

- ensuring recommendations identified in the fire risk assessment have been undertaken,
- reviewing the fire risk assessment on a regular basis,
- developing an Emergency Evacuation Plan,
- ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service
- Ensuring that Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility have been completed.
- Ensuring that Fire wardens have been appointed at the School
- Organising termly fire drills
- Ensuring appropriate fire safety records are being maintained.
- Ensuring that staff have received appropriate fire safety training for their position.

The Academy shall ensure that appropriate competent contractors have been appointed to the School to ensure that the Fire Safety systems are being serviced and maintained in a suitable condition at the required intervals. Contractors will be appointed for:

- Fire Fighting Equipment including Extinguishers
- Fire Alarm and Detection Systems
- Emergency Lighting Systems

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Principal.

Fire drills in our academy are carried out at least once per term and are recorded in the Academy Fire Log Book.

The Principal is responsible for ensuring that fire drills are carried out, that the findings are recorded and acted upon and that the Fire Precautions Log Book is readily accessible.

We will also record the following in our fire precautions log book; the routine checking of fire doors, fire alarm and emergency lighting testing and maintenance, fire extinguisher maintenance and Fire Officers visits.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment are kept on Google Drive.

## **First Aid**

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

A first aid assessment of needs for the School has been undertaken by the School Business Leader. A copy of the completed assessment is located on Google Drive. This can be accessed by relevant and required persons. It is available from the school business Leader. This assessment determines an appropriate level of first aid cover for the School.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents. (Whichever is deemed most appropriate). This training will be monitored and refresher training provided at the required intervals.

Details of the nominated persons with first aid responsibilities are displayed in reception and the medical room.

The School shall ensure that appropriate first aid equipment is suitable located and maintained around the School site as determined by the first aid needs analysis.

Any accidents requiring first aid must be reported using the accident reporting procedure.

## **Gas**

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

The Academy ensures that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances within the School and properties, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

The academy will ensure that the chosen competent contractor will attend the School site on the terms of the service contract, which shall be at least annually.

The School Premises Team will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The Science department are the main users of gas on site.

The School shall maintain the relevant gas safety records on site. They follow the requirements of CLEAPSS for the safe use of gas during experiments. Risk assessments can be found on Google drive under Science.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

## **Glass and glazing**

All glass in doors and side panels must be safety glass and all replacement glass is to be of safety standard. The condition of glass is monitored by premises staff and any glass in a dangerous condition must be immediately replaced. Any single glazed units are checked regularly by premises staff and high-risk areas filmed or replaced with laminated glass as deemed necessary. A regular glass and glazing survey will be carried out by a competent contractor and records kept up to date.

## **Health and Safety During Practical Lessons**

Our academy recognises the educational benefits of using practical equipment during lessons, learning is enhanced through conducting experiments, using tools, machinery, substances or apparatus.

However the following precautions are to be considered by staff involved, in order to minimise the safety risk to students;

- Pre use check of substances, tools, resources and equipment/apparatus to ensure they are suitable and safe for use by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment

## **Lifting Operations and Lifting Equipment**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, LOLER requires that lifting equipment provided for use at work is:



- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

The Axholme Academy requires that all lifting equipment installed or in use in its schools is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

The academy also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training. Staff must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

The Academy requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination. The academy will ensure that a competent person is appointed for this purpose.

Ongoing thorough examination must be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

### **Legionella Risk Management**

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The Axholme Academy will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The academy shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The School shall ensure all water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the monitoring, inspection and testing, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Any queries regarding Legionella risk management should be referred to the Business Leader, who will consult with the competent person.

Further information can be found on HSE website [www.hse.gov.uk](http://www.hse.gov.uk)  
Legionnaires' disease - a guide for employers.

### **Local Exhaust Ventilation (LEV)**

The Workplace (Health, Safety and Welfare) Regulations 1992 specify general ventilation requirements.

Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

Where required the School will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personnel.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination. TRUST will arrange for this testing to occur.

### **Lone Working**

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The School will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in and must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager. Further guidance is available in the HSE document Working alone in Safety (INDG73).

All staff who work during school closure periods are required to sign in and out via the book in the Site Office or at Reception. This means that Premises Team know who to account for in the event of a fire or other emergency.

Support staff who work during school closure periods have use of a walkie-talkie or mobile phone to enable them to contact premises staff immediately if required. The external doors are kept locked to keep out intruders but to allow exit in the event of an emergency.

## **Manual Handling**

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

**Avoid** the need for manual handling, so far as is reasonably practicable;

**Assess** the risk of injury from any hazardous manual handling that can't be avoided;

**Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary

Employees are required to:

- Follow appropriate systems of work;
- Make proper use of equipment provided;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The School will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition, the Responsible Person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

## **New and Expectant Mothers**

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that they are in any of the above groups, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available:

HSE 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

## **Noise at Work**

The Control of Noise at Work Regulations 2005 are in place to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in the School noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when approximately 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the School will:

Assess the risks to employees;

- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

There should be consideration given to the effects of hand arm vibration caused by some machinery / tools and an appropriate risk assessment should be carried out. More information and a calculator can be found at:

<https://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women.

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

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

PPE is defined in the regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide pupils and students, teaching and technical staff with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary by the identified persons.

### **Poster on Health and Safety Law**

This is displayed on the main corridor as you enter the academy and will be updated by the Business Leader.

### **Risk Assessments**

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available on Google Drive to record risk assessments.

The School will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified staff.

Employees have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note:

The regulations stipulate that a specific risk assessment must be undertaken for new and expectant mothers, young persons (under 18 years of age).

Statutory risk assessments are also required for COSHH, DSE, PPE & Manual Handling

Risk assessment forms are completed annually by all subject and phase leaders and those responsible for the buildings, the fabric of the School and those leading trips and educational visits. These are issued and monitored by the Business Leader and reviewed by the relevant head of department.

All risk assessments will be maintained on Google Drive.

All Educational visits undertaken by our academy will also be subject to a risk assessment using the EVOLVE system provided by NLC.

## **Site Security and Safeguarding**

Specific responsibility for School security is not set down in legislation. However, school security is related to health and safety. Therefore, the Principal should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours, and the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security
- Lockdown due to civil disturbances etc.

Internal/ External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

Issues regarding damage to/security of the premises must be reported to The Business Leader.

## **Smoking**

The school is a non-smoking site.

## **Staff Wellbeing and Health Support**

We recognise that stress caused either in the workplace or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. Staff can access a range of occupational health and or health support services to help support them. If anyone feels they, or a colleague, would benefit from support and advice in respect of their wellbeing they should contact the Business Leader, for further advice or refer to the academies wellbeing or stress policy

## **Training and Development**

The Axholme Academy is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role by the Business Leader.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept. The School has access to the Smartlog System for the provision of the majority of safety training. The School is also able to seek specific safety training from other specialist providers as required or as mentioned in the health and safety management plan.

### **Use of Machinery**

Only those persons with appropriate training and who can use equipment safely should do so, in addition manufacturers information must be made available to staff. All machinery will conform to relevant safety standards and be subjected to routine inspection, maintenance and servicing. Any students using machinery will only do so whilst under the direct instruction and the supervision by competent competent and experienced staff.

### **Vehicles on site**

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity can be found on Google Drive.

The following key issues should be considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards;
- Make sure the signs are kept clean and visible.

### **Violence at Work**

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within the School will not be tolerated. Consequently, a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. The Principal is responsible for undertaking a risk assessment to cover potential violence at work.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer the School will support any employee who is assaulted or threatened in the course of their duties.

### **Working at height**

The Work at Height Regulations 2005 requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

The School will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept. An annual inspection of equipment used to work at height will be carried out by the Premises Team. The School has a Ladder Checklist and a register to record the inspection and maintenance of ladders and/or other access equipment for this purpose.

Staff using the equipment should carry out visual checks prior to every use. Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the Premises Team should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

### **Work experience**

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer’s premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person’s when carrying out their risk assessments.



The Principal will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The School will ensure that the parents/carers of children are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

The academy may arrange for students to attend organisations for work experience as part of their developing education in the world of work. All efforts are made to ensure, so far as is reasonably practicable, that pupils and students will not be exposed to any unnecessary risks to their health and safety and that adequate provision is made for their welfare whilst out on placement.

Adults who supervise children on work experience:

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the School will ask the employer providing the work experience, to ensure that the person providing the instruction or training is not a barred person.

## **Audits and Review**

### **Audits**

Audit is an essential part of The Axholme Academies safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action”. It, therefore, involves making judgments about the adequacy of performance. Audit shall aim at establishing that:

- Appropriate management arrangements are in place and effective
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
- Appropriate precautions are in place and effective.
- The academy will be audited every two years by the appointed health and safety advisors.

## **Review**

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the School. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.

Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.