

ST JOSEPH'S CATHOLIC ACADEMY

HEALTH AND SAFETY POLICY



STATEMENT OF INTENT

The academy's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of academies. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The academy is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this academy's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the academy activities being carried out on or within the academy boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

Within financial restraints dictated by St Ralph Sherwin MAT, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing 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 Governing Body'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:

- To take care of their own safety and that of others;
- To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

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

This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the academy's Governing Body.

Name: Katherine Chadbourne

Name: Karen McCluskey

Signed: _____
Acting Head of School

Signed: _____
Chair of Governors

Date: _____

Date: _____

Date due for review: January 2022

RESPONSIBILITIES

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their academy. In order to do this, they must ensure that certain key elements are in place within the academy. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular, the Governing Body should ensure that:

- The academy has a health and safety policy (which can be based on the Children Services policy and guidance) which is implemented within the academy and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the academy through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The academy considers health and safety as an on-going priority and ensures that health and safety obligations are included in academy development plans.
- Health and safety responsibilities are allocated to appropriate staff within the academy's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from St Ralph Sherwin MAT as necessary and that this advice is acted upon as far as is reasonably practicable.

- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the academy's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Local Authority and St Ralph Sherwin MAT and take appropriate action as necessary.
- They review annually the health and safety performance of the academy and set targets for achievement for the next year.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their academy. This includes ensuring there are arrangements in place for the safe use of the academy after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:

- A health and safety policy is developed with the Governing Body and that this policy is fully implemented and monitored within their academy.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the academy staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the academy are carried out as required and that appropriate action is taken to deal with the findings of these inspections.
- The academy has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the academy meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in academy.

- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the academy. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from St Ralph Sherwin MAT is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the Caretaker

The Caretaker has the following responsibilities:

- To coordinate and manage the annual risk assessment process for academy.
- To coordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance work equipment throughout the academy.
- Manage the keeping of records.

- To advise the Headteacher of any situations and activities which can be potentially hazardous.

Teaching/non-teaching staff holding positions of special responsibility

Have the following responsibilities:

- Apply the academy's health and safety policy to their own area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Assistant Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior permission.
- Report all accidents, defects and dangerous occurrences and set a good personal example supporting a positive safety culture.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:

- Make themselves familiar with and conform to the academy's health and safety policy.
- Be aware of and comply with all academy's health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the academy's arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Headteacher or Assistant Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Academy Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Staff Consultative Arrangements

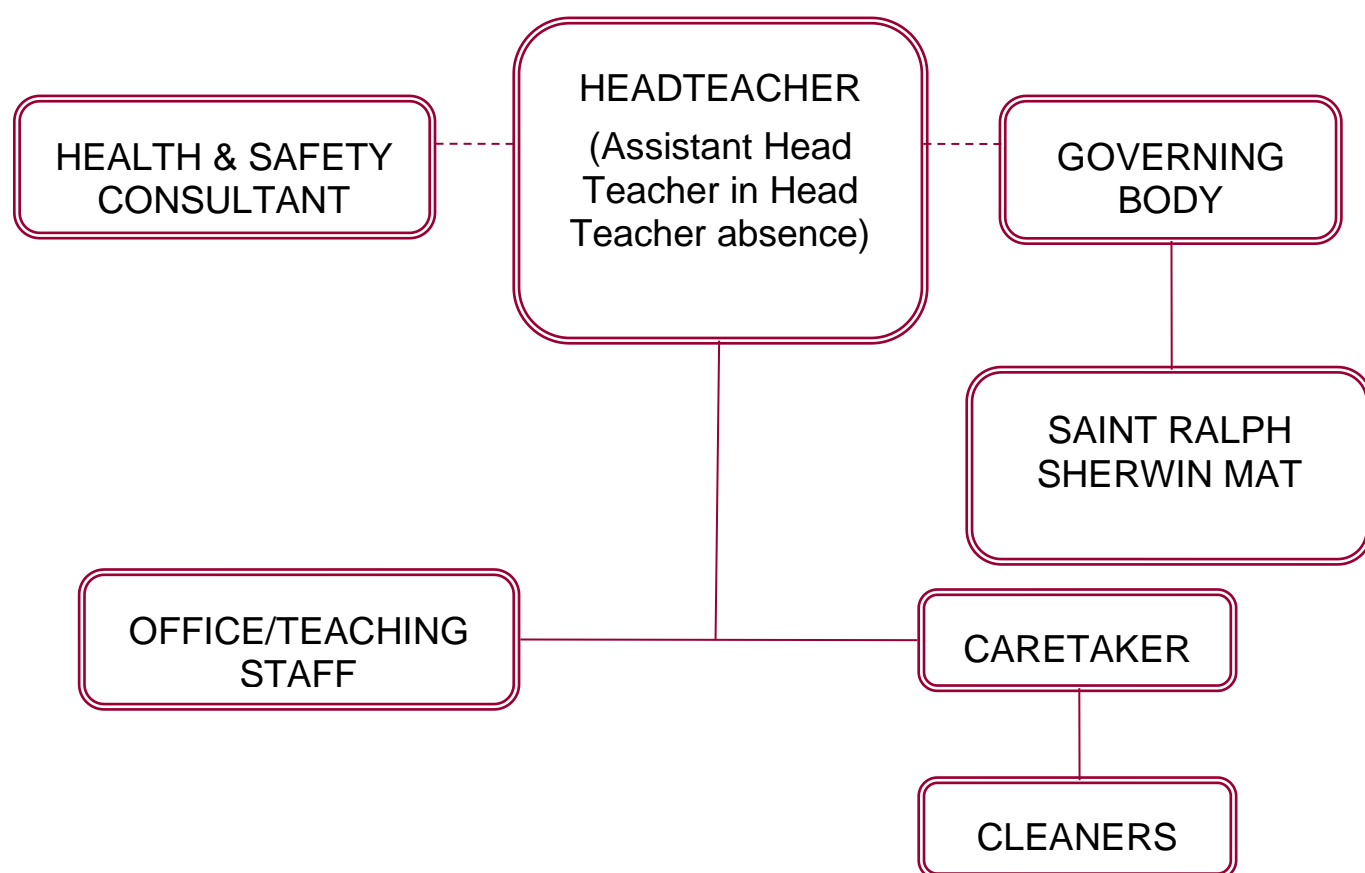
In consultation with the Governing Body, and taking account of the requirements of this policy statement St Ralph Sherwin MAT may monitor and audit working practices. In consequence the MAT may recommend codes of practice and methods of working so as to promote the observation of safety requirements in their academies.

From time to time the DfES, the LA, the Health and Safety Executive and other regulatory and advisory bodies will issue codes of practice on particular topics for the guidance of Governing Bodies and Headteachers who will normally incorporate such codes into their Health and Safety Policy and procedures.

Equal Opportunities

The promotion of a healthy and safe academy environment and appropriate working practices will at all times be in the context of equal access to such provision irrespective of age, gender, race, sexual orientation, colour, religion, disability, ethnic or national origin or any other perceived differences.

ORGANISATIONAL RESPONSIBILITY FOR HEALTH AND SAFETY



ARRANGEMENTS

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Access Safety

- Pupils, whether independent or accompanied by a parent, should under normal circumstances enter and leave the academy premises by the pedestrian gate, if walking and by the main driveway, if in a vehicle. Those attending breakfast club should enter through the Extended Services door.
- At the start and end of the day parents' cars should be parked in the top playground only. Staff and visitor vehicles may be parked in the staff car park and in designated areas around the statue. No cars should be parked in the playground during the school day.
- Cars should not be driven around the statue area at any time during the school day unless access is required for a delivery or in emergency circumstances.
- The main and lower access drives must be supervised by a member of staff at all times when children are outside and are crossing to and from the top playground.

Accident and Incident Reporting

- All minor accidents and injuries to pupils must be recorded, by a permanent staff member, as soon after the incident as possible, in the Pupil Accident Books provided. Information should be entered as directed by the headings, and should always include details on first aid treatment applied.
- In the event of an injury or bump to the head involving a pupil the above procedure must be followed. In addition, a parent or carer should be contacted by telephone to inform them that their child has had a bumped head regardless of whether or not that child is being sent home or for further medical treatment.
- If in doubt whether an accident is 'significant' then it is taken to be so and the DCC Incident Reporting Procedure must be followed. The Headteacher or Assistant Headteacher must be informed, as must parents in the case of a significant accident to a pupil.
- In the event of a 'notifiable injury' as defined in the DCC procedure, the Children Services Health and Safety Consultant and the Health and Safety Executive must be informed and notified to DCC electronically.

Adhesives

- Epoxy resins are irritants and sensible precautions must be taken to avoid contact with the skin. Epoxy resins must not be used by pupils.
- Impact adhesives must only be used where good ventilation can be assured as this type of adhesive may give off heavy poisonous vapours. These products must not be used by pupils.
- Petroleum based glues must only be used by staff. Such products must be stored appropriately, i.e. at a temperature below the flash point of the compound.

Animals

Arrangements for the authorised keeping/visiting of animals/creatures on/to the academy site are managed through risk assessment. This process would also consider the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc.

Boiler House

- It is acknowledged that the management and maintenance of the Boiler House is the responsibility of the Presentation Sisters Care Centre and Convent.
- However, all records of annual inspections and checks must be obtained and stored securely in the relevant files held with the red box in the School Office.

Communicable Diseases

- The guidance to be employed with regard to the control of communicable disease is in the form of a booklet produced by a Joint Working Group of Health Authorities and the County Council entitled 'A practical guide on the control of Communicable Disease's. This booklet is kept in the main office.
- If it is suspected that a pupil is showing early signs of an infectious disease the child where possible, should be taken home or temporarily isolated in the care of a member of staff until the parents can be contacted. On receiving confirmation of diagnosis of infectious disease the child should be excluded for the period of time recommended in the guidance.
- Application of the guidance will be supplemented as appropriate by seeking advice from the Consultant on Communicable Disease Control at the Health Authority.

FOR CONTAGIOUS DISEASE ADVICE

Contact the HEALTH PROTECTION AGENCY ON 0344 2254 524

Contractors, Hirers and Others

- When premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- The Headteacher or relevant co-ordinator will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met as appropriate.
- When academy premises or facilities are being used out of normal academy hours for an academy sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with appropriate requirements regarding health and safety legislation and codes of practice.
- When the premises are hired to persons outside the employ of the Saint Ralph Sherwin MAT, it will be a condition for all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with relevant requirements and procedures and that they will not without prior consent:
 - Introduce equipment for use on the academy premises.
 - Alter fixed installations.
 - Remove fire and safety notices or equipment.
 - Take any action that may create hazards for persons using the premises or the pupils, staff and other members of the academy community.
- All contractors who work on the academy premises are required to ensure safe working practices by their own employers under provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all other persons using the premises. They are provided with a copy of our ASBESTOS REPORT.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such action as necessary to protect pupils, staff and other members of the academy community from potential injury.

- The Governing Body draws the attention of all users of the academy premises, including hirers and contractors, to the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

C.O.S.H.H – The Control of Substances Hazardous to Health

- An assessment should be made of the use at work of substances that are hazardous to health, and the steps that are taken to prevent, or where this is not reasonably practicable, to control adequately, exposure to these substances.
- Staff are reminded that all purchases should be non toxic to children, wherever practicable.
- C.O.S.H.H assessment forms must be completed in respect of hazardous substances. The assessment forms are supplemented by data sheets provided by commercial suppliers wherever possible, and also via information from external agencies such as the LA and Property Services Department.
- Assessments and product information should be made available to staff using relevant substances to ensure they have details regarding safe use and disposal.

Display Screen Equipment

- The Code of Safe Working Practice on Display Screen Equipment is intended to provide guidance in the assessment and reduction of risks, minimum requirements for equipment and the working environment, along with information and arrangements to ensure the Health and Safety of users.
- Users have a statutory entitlement to appropriate eyesight test for display screen work.

Electricity

- Regulations require that only competent persons with relevant qualifications and technical knowledge should undertake electrical installation and repair work as appropriate.
- Portable electrical equipment is tested regularly by a competent person using approved testing instruments. The test must be indicated on the appliance and entered on a record sheet. A register of items tested is kept in the office.
- Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent a warning label should be attached and the appliance removed for service until inspected by a competent person and repairs carried out as necessary.
- Adaptors: the use of adaptors to enable 2 or more plugs to be supplied from one socket is not recommended practice.

Environmental Conditions

MINIMUM TEMPERATURES IN ACADEMIES

The Education (Academy Premises) Regulations 1999 sets out the legal requirements for minimum temperatures in academies a. These are:

- **18°C** in areas of normal level of physical activity associated with teaching (ie ordinary classrooms)
- **21°C** in areas of lower than normal activity (e.g. sick rooms); and
- **15°C** in areas of higher than normal activity (e.g. gymnasias, washrooms).

Thermometers can be provided to enable staff to determine the temperature of their working conditions.

The provision of suitable and sufficient staff and pupil welfare arrangements and environmental conditions are important factors under health and safety legislation and have a significant impact on staff/pupil morale and productivity. The academy regularly reviews welfare provision, to ensure that sufficient lighting, toilets, ventilation, etc, are adequate and maintained.

Faulty Equipment – Procedures

Staff are expected to ensure that any equipment is safe to use and any defects are reported to the Headteacher or Assistant Headteacher for remedial action.

If the item is portable, they should bring it to the office for safe storage. If it is not portable, they must inform the office staff immediately. The office staff will label the equipment and ensure that it is visually obvious that the equipment is faulty whilst awaiting remedial action.

Fire and Emergency Evacuation procedures - General

- Fire Drill/Evacuation Practice will be carried out at least three times a year. Details are recorded in the Fire Drill Log, which is kept in the office. It will be the responsibility of the Headteacher or Assistant Headteacher to ensure drills/practices are carried out.
- The time of the practice should be varied so as to occur at different times of the day.
- At induction, staff are expected to make themselves aware of specific fire alarm sounder points, escape routes, assembly areas and the location and nature of fire-fighting equipment – All Staff must be familiar with this information.
- The fire alarm system will be tested as follows:
 - On a weekly basis by the Caretaker, the call points are each tested individually in rotation to ensure all call points are in working order and available as required. This test takes place at 7.30am each Wednesday. A log of weekly testing details will be kept by the caretaker and stored in the Fire File in the main School Office.
 - On a termly Zenith Fire Services carry out a test by a qualified person of the full alarm system, call points and emergency lighting. They report the findings of the testing to the Headteacher.
 - In addition, on an annual basis Zenith Fire Services carry out a test by a qualified person of the full alarm system, fire extinguishers, call points and an extended emergency lighting test. They report the findings of the testing to the Headteacher.
- Fire doors throughout the academy are clearly labelled and should be kept closed but unlocked.
- All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.
- Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.

- Regulations concerning control/storage of flammable liquids must be followed.

Fire Evacuation Procedure

In the event of a fire, the following procedure is to be carried out **QUICKLY, QUIETLY, SENSIBLY**:

WHEN THE FIRE ALARM SOUNDS:

- Everyone must leave the building as directed by the Emergency Evacuation instructions displayed throughout academy.
- Classes must assemble as class groups in the designated Assembly point as far from the building as possible. Non-teaching staff should accompany class teachers. Visitors should also assemble at the assembly point.
- A member of office staff will bring the pupil SOS register and the visitors report from the Office.
- A roll call will be carried out immediately persons reach Assembly Point. This will be carried out by each class teacher. The Headteacher or Assistant Headteacher will check visitors and non-teaching staff.
- Every door should be closed when the last person passes through.

IF YOU ARE NEAR THE OUTBREAK OF FIRE:

- Do not panic.
- Sound the fire alarm immediately. Alarm points are located throughout the academy. Staff must be familiar with the location of these.

THE PERSON IN CHARGE WILL;

- Normally be the Headteacher or Assistant Headteacher. In the absence of both of these people responsibility will be assumed by the next senior member of staff.
- Ensure the fire service is contacted.
- Insist that everyone leave the building in an orderly manner.
- Institute a search of the building in the event of roll calls indicating someone may still be in the building. Such a search will be carried out without endangering others. The person in charge will inform fire Officers of the place where a missing person was last seen.
- Not allow anyone to return to the building. Possessions and buildings can be replaced.

REMEMBER! QUICKLY! QUIETLY! SENSIBLY!

First Aid Provision

A list of qualified First Aid Personnel will be displayed at various points around the academy. First aid assistance can be provided by any of the teaching and non-teaching staff as detailed on the list.

- **First Aid equipment/supplies:** the main supplies are located in the medical room. The contents of First Aid kits should be in accordance with the documentation from the DCC online Health and Safety policies and procedures section. Such kits should also include Personal Protective Equipment such as disposable gloves and plastic aprons, along with plastic bags for disposing of relevant items. It will be the responsibility of the appointed midday supervisor to ensure that First Aid kits are checked regularly and to ensure sufficient items are available and in usable condition.
- **Educational visits:** A portable first aid kit must always be taken on educational visits. It is preferred that a qualified first aider is part of the staff on visits, especially in the case of extended residential events.

- **Qualifications:** Members of staff should be encouraged to undergo basic training and/or obtain/renew First Aid qualifications.

Health and Safety Monitoring

- Health and Safety is a regular item at staff meetings and all staff are aware of their responsibility to report anything they consider a danger to either the Headteacher or Assistant Headteacher
- Health and Safety is discussed by the Resource Management Committee at governor level. This will enable consultative dialogue and routine monitoring with regard to health and safety issues.
- The committee will:
- Carry out health and safety walks as well as examine details of any safety audits and inspections with consequent consideration to remedial action as necessary.
- Monitoring the adequacy of health and safety communication in the academy.
- Receipt and discussion of new legislation, regulations and codes of practice as they affect the academy.
- Undertaking risk assessments and making recommendations on consequent measures.

Housekeeping and Storage

All staff have a responsibility to maintain areas within their responsibility in a safe manner. Such routine housekeeping will include:

- Keeping storage and resource areas in a tidy condition and minimise potential risks of injury such as tripping or slipping, or where items may fall or cause obstruction.
- Floors, stairs, corridors and in particular escape routes must be kept clear of obstructions. All relevant external exit doors are to be kept clear of obstruction and be capable of being opened easily and immediately from the inside of the building when it is occupied.
- Care should be taken to ensure combustible materials for teaching, display, furnishing and curtaining do not contribute to a fire hazard.
- Combustible rubbish inside the building should be kept to a minimum and removed as soon as possible, at least on a daily basis.
- Shelf storage should be managed to ensure shelves are not overloaded and that heavy or bulky items are positioned at a suitable manual handling level.
- Chemicals, including cleaning materials, must be stored securely, preferably in a locked room. If chemicals are stored in other than the original container they must be clearly labelled. For example, if a cleaning solution is stored in a lemonade bottle, the lemonade label should be removed and replaced by one that clearly identifies its contents.
- External areas should be monitored routinely for potential hazards such as raised paving slabs, pitted tarmac, broken glass and leaves.
- Any hazards identified should be reported through the hazard reporting system to initiate appropriate remedial action.

Inspection and Testing

The underlying aim of a positive health and safety culture in the academy is to prevent situations arising which pose a hazard of whatever degree. An established and recurring pattern of inspection and testing will contribute significantly to achievement of this aim. In the course of a year this pattern should include the following:

Weekly:

- Fire alarm test, (to be operated from each call point in sequence).
- Playground inspection.

Termly:

- Inspection of First Aid Provision.
- Evacuation practice.
- Testing of fire appliances, in accordance with the above details.

Annually:

- Inspection of entire premises by Headteacher and/or Assistant Headteacher, in conjunction with Saint Ralph Sherwin MAT as required.
- Reception mechanical play equipment check, (bicycles, scooters, etc)
- Testing of portable electrical appliances, (PPE Testing)
- Testing of PE equipment.
- Extended testing of fire appliances, in accordance with the above details.
- Risk assessment review.
- Health and Safety Policy review and audit.

Records of the above processes will be kept. With the exception of particular records kept at locations noted elsewhere in this guidance, the majority of records will be kept in the main academy office.

Lock Down Procedures

Procedures for partial and full lockdown in order to secure the premises to avoid a person/s entering the building who wishes to cause harm to another person or property are displayed in each room of the Academy. These are also displayed around the building. All staff must familiarise themselves with details of the procedure.

Lone Working

- Refer to Risk assessment for staff lone working.
- Staff/Caretaker to ensure that all outlying buildings are kept secure.
- Staff to secure the doors of all buildings as they carry out their duties.
- All classrooms and main working areas are connected by the telephone system.
- Should a member of staff be working in the building alone and notice something that causes concern they should:
 - Contact Headteacher at home/mobile
 - Contact Assistant Headteacher at home/mobile
 - Make arrangements to contact your partner/family/friends if that option is available as a method for someone to know your whereabouts and work times.

Staff are reminded that they have a responsibility to ensure the building is left secure.

Mechanical Equipment and Tools

- The provision of safe equipment and its safe use shall be a guiding principle of regulations regarding the above.
- No work equipment should give rise to risks of health and safety irrespective of its age or place of origin.
- All equipment must be suitable for the use for which it is intended, taking account of the location on which it is to be used.
- All equipment must be maintained in efficient working order and in good repair. In this context 'efficiency' refers to how the condition of the equipment might affect health and safety, rather than productivity.
- The regulations include any machinery, appliance, apparatus or tools which carry out a function at work. This refers to any items used by either staff or children, and thus could include scissors, paper trimmers, cooling equipment, glue guns, craft knives, hammers, drills, saws, compasses, steps, trolleys, PE apparatus, or Reception outdoor play equipment, to name but a few.

Medicines and Tablets

It is preferred that prescribed medicines or tablets to be taken by children are not sent to the academy unless it is absolutely unavoidable and that parents make certain it is impossible to give their children medication of the prescribed quantities and at required times at home before it is found necessary to send drugs to academy. This cannot be overemphasised.

If parents have no alternative than to send drugs to academy the then following Administration of Medicines Policy will be adhered to:

- All medication must be clearly labelled and handed in to the Office, and will be kept away from teaching areas.
- It is essential that when a child first starts medication a parent completes the medicine form.
- The medicine form provides dosage instructions and a contact telephone number. The child's name is clearly marked.
- Children must go to the main academy office to receive their medication. Only a trained member of staff will administer medicines.
- The academy reserves the right not to administer medication if there is any doubt about dosage instructions.

(The above information does not apply to inhalers with regard to asthma.)

No Smoking Policy

- Smoking is not permitted anywhere on the academy site.
- The above must be brought to the attention of hirers of the academy premises, who must ensure the policy is adhered to for the duration of any letting.

Personal Protective Equipment (P.P.E.)

- Children should wear protective aprons or something similar when using substances which may soil, damage or contaminate clothing.

- Children should change appropriately for Physical Education, not only for ease of movement but also for reasons of hygiene, health and safety.
- Disposable gloves and aprons should be provided for first aiders.
- Certain staff will need to wear overalls/aprons appropriate to tasks undertaken. This will apply to kitchen and caretaking/cleaning employees and other staff as circumstances dictate.

Physical Education

Guidance on health and safety aspects of Physical Education is substantial, and relevant documents should be consulted. The following important elements should be emphasised:

- All children should change fully for PE activities, appropriate to the type of activity being undertaken. This is extremely important not only for health and safety reasons, but also with regard to personal hygiene.
- All items of jewellery must be removed for PE lessons. Earrings must be taped up if these cannot be removed by the child. Parents are made aware of this through the Academy's Uniform Policy and at initial parent meetings.
- The large PE equipment/apparatus will be tested on an annual basis. Appropriate remedial work will follow and a record of inspection will be provided.

Reprographic Equipment:

Potential hazards - ultra-violet light, ozone, heat, electrical supply and chemicals used.

- The equipment should be regularly serviced by a competent engineer.
- Covers or guards that are fastened with screws should never be removed.
- The power supply should be disconnected in the event of problems, and reconnected only after appropriate action by a qualified engineer.
- Copiers should be located on a solid support surface with adequate strength to carry the weight.
- The lid of a photocopier should be kept closed when making copies so as to avoid viewing the bright light.
- Rooms where reprographic equipment is located should be kept well ventilated.
- Flammable materials (e.g. waste paper) should not accumulate around reprographic equipment.
- Coffee, tea and other liquids must never be placed on reprographic equipment.

Risk Assessment

- Regulations require every employer to make a suitable assessment of the risks to health and safety of employees to which they are exposed at work and the risks to the health and safety of persons not in employment which could arise from their connection or involvement in the employer's undertaking.
- Risk Assessments must be recorded using a standard Workplace/Activity Risk Assessment Forms. All Risk Assessment Forms are filed in the office where relevant persons may consult them.
- Risk Assessments should be reviewed periodically and updated. This should occur as soon as deemed necessary as circumstances change, and dependent on the level of risk in a particular operation. It is expected that monitoring of risk assessment status should form a natural element of the routine safety inspections carried out each term.

Sun Safety

The Academy has a specific Sun Awareness Policy. This states the importance of wearing protective clothing and sun cream and how this is managed in the academy.

Training

- The Health and Safety Policy and this Index of Guidance will be included as part of the induction package for all new staff. Appropriate training for Kitchen and Caretaking/Cleaning staff will be provided by Derbyshire County Council.
- Training and guidance in health and safety matters for children will be provided by classteachers, with additional information supplied by the Head/Assistant Headteacher as necessary.
- Arrangements will be made for staff to attend courses and training sessions as appropriate. A record of such courses will be maintained.

Travel/Visits

Staff proposing an educational visit should make themselves aware of the relevant guidance provided by the local authority and Saint Ralph Sherwin MAT.

- An appropriate Risk Assessment must be carried out and submitted on Evolve where necessary.
- Prior to the visit consent must be obtained from the parent/guardian to give permission for their child to take part in the trip. This can be electronically on the relevant Trip section of ParentPay or in writing.
- Appropriate insurance is to be taken out annually through the Department for Education's Risk Protection Arrangement.

Violence at Work

The legal duties of Saint Ralph Sherwin MAT include the protection of employees, as far as is reasonably practicable, from incidents of assault. This will include verbal abuse and physical violence.

- Think safety – assess potential risk situations and take appropriate precautions. This will include the devising of working routines, patterns and practices intended to avoid potential problem situations.
- Act on warning signs immediately.
- Walk away from situations which it is felt may get out of hand.
- Do not resort to aggressive actions which are likely to challenge or confront anyone.
- Discuss fears with colleagues and/or the line manager.

The Headteacher or Assistant Headteacher should be informed of any incidents immediately and the Police will be contacted as deemed necessary. The Headteacher or Assistant Headteacher will collate all relevant details, including receiving accounts from those involved and witnesses as appropriate.

The incident will be formally recorded through DCC online Incident (Assault) Reporting System.

Visitor Control

- Visitors must enter academy by the main academy office.

- If visitors gain access by another door they must be directed to the main academy office immediately via the nearest external route. If problems arise the Headteacher or Assistant Headteacher must be sent for immediately.
- All visitors must report to the main academy office before proceeding to any other part of the academy.
- Visitors must use the Visitor Entry System to sign in on their arrival. They will be issued with a visitor's badge which must be worn for the duration of their stay in academy.
- Appropriate identification/validation procedures will be carried out by the office staff as necessary. In cases of uncertainty or difficulty the Headteacher or Assistant Headteacher must be summoned immediately.
- Before leaving the academy each visitor must report to the main academy office to sign out and return their badge.
- In the event of an emergency evacuation a member of the office staff will have responsibility for taking the Visitors Report to the relevant assembly point and taking a roll call of visitors. Alternatively, the Headteacher has remote access to the Visitor log via their mobile phone.

Working at Height

All staff are reminded annually of the requirement to use appropriate equipment for working at height and that failure to do so will lead to disciplinary action.