

Health and Safety Policy

*This policy applies to all staff and children from EYFS to Year 6
(including the Nurture Provision)*



Chair of Governors:- Mrs Christine Bartley
Headteacher:- Mrs Elaine Preston
Policy Status:- Statutory
Policy Area Responsibility:- Headteacher

Date Written:- January 2018



Headteacher: Mrs Elaine Preston B.A. (Hons), P.G.C.E., N.P.Q.H.

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The Societas Trust: Gladstone Primary Academy

Health and Safety Policy 2018

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Board).

Health & Safety Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Board and those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. This policy statement compliments (and should be read in conjunction with) the Health, Safety and Welfare Policy.

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

- all places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health; (This includes the health and safety of persons on academy premises or taking part in academy activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities;

In addition to the above, the academy will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities. Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Organisation and Responsibility

Overall responsibility for health and safety in academy rests with the Societas Trust. Regardless of this, all academy governing bodies have health and safety responsibility as the occupier of the premises. Head teachers/Principals must make arrangements for ensuring the implementation of the health and safety policies.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in academies?

	Policy-makers	Planners	Implementers	Assisters	Employees
Academy Governors					
Headteacher					
Academy Leadership Team					
Deputy/ Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept.					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					

Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council/City Health and Safety Policy Group					
Health and Safety Adviser					
External Partners e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
Academy Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers**.
- Must ensure that the academy has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all academy activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Board;

- Must ensure that those who have been assigned specific responsibilities in academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the academy on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and that the academy is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Head teachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from external H&S Advisers and their Academy H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Societas Trust Directors of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the Academy Leadership Team Academy Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept. Managers Premises Manager	Develop the local plans to achieve corporate/academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners**.
- Take overall responsibility for the day to day health and safety management of the academy and academy activities taking place outside academy premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the academy planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;

- appoint a Premises Manager (see **Implementers** below)
- identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the academy are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the academy planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the academy planning process.
- Communicate any health and safety actions outlined in the academy planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety.
- Seek help from H&S Advisers or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Societas Trust (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out.
- Ensure that an **Annual Self Audit** of the management of H&S is carried out.
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety (Safeguarding) Committee

The academy may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the academy a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Board outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the academy's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>Academy Leadership Team (also planners)</i> <i>Health and Safety Coordinator (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies developed within academy
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall academy planning process, monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans).
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in

events.

- Seek advice from specialist as required.
- Make use of other resources to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. academy trips.*

Premises / Site Managers

In addition to the responsibilities above Premises / Site Managers have specific duties. These are reproduced here;

1. To maintain an understanding of premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
11. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
12. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
13. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
14. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
15. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Engie as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assistors act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assistors.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and Organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes in legislation.
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an annual report on Health and Safety performance including essential KPIs (see Part 4) for Governing Bodies to view as part of their monitoring process.

Employees

Irrespective of their position within the academy structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the academy structure.

All employees in the establishment are aware of the responsibilities of Employees laid down in the policy.

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

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

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all academy safety rules.

All pupils will:

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

Staff Safety Representatives

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

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee s/he represents relating to that employees health and safety or welfare at work;

- to make representations to the Headteacher via the Deputy Headteacher or Bursar on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

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

Arrangements & Procedures for Health, Safety and Welfare

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

1. Accident Reporting, Recording & Investigation

The Head teacher / Deputy and Academy Business Manager should be notified, they will also report incidents to the Health and Safety team at Stoke-on-Trent City Council, who will advise the HSE if required. Forms are used to record all details. The Head teacher / Deputy may undertake investigations.

2. Asbestos

The Head teacher is responsible for Asbestos Record System Manual; the asbestos register is kept in the main office. A notice is on display in the school house for all contractors and others such as site supervisors etc. All contractors must have sight of manual prior to starting any work on these premises. Instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/site supervisor/ bursar and checking and completing the manual. Staff should report damage to asbestos materials to the Site Supervisor or caretaker as soon as it is noticed. Periodic visual checks of visible asbestos areas will be undertaken by the Site Supervisor / caretaker.

3. Contractors

Contractors are selected through a rigorous process, following guidance from the City Council to ensure all health and safety practices are adhered to. Meetings with contractors for induction must be scheduled to exchange health and safety information and agree safe working arrangements & risk assessments before work commences. Liaison meetings must take place whilst work is being completed. The frequency of these meetings and the person responsible for monitoring contractors working methods will be determined upon induction and the type of job. Any staff concerns should be reported to the site supervisor, bursar or head teacher verbally or in writing. They will liaise with Stoke-on-Trent premises team.

4. Curriculum Safety

Risk Assessments are in place for teaching staff that use specific equipment for curriculum purposes e.g. Cooking or Science Equipment. It is the responsibility of teaching staff to complete or review existing suitable (written) risk assessments prior to commencing hazardous activities. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the academy which staff must be familiar with e.g. "Safety in PE", COSHH, CLEAPSS. Educational visit leaders must ensure they complete an EVOLVE application form as soon as they know that they will be taking children on a visit. This process includes the completion of a risk assessment.

5. **Drugs & Medications**

See 'Medical Policy' available on the academy website.

6. **Electrical Equipment** [fixed & portable]

It is the responsibility of all staff to visually inspect equipment for suitability of use. Portable appliance testing will be arranged by the health and safety co-ordinator annually. Records of these tests are held by Engie as part of the Pfl agreement. ICT equipment defects should be reported to the office who will log it on the ICT app. Equipment that is not repairable must be reported to the Head teacher or Academy Business Manager. Defects of all other equipment and furniture must be reported to the Academy Business Manager. No personal electrical items must be brought into academy – including personal phone chargers - without prior arrangement with the Head teacher and/or Academy Business Manager.

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

The Head teacher, Deputy, and Health and Safety Governor are responsible for undertaking and reviewing fire risk assessment. Fire drills will take place at least once a term. These must take place at different times of the day. The only members of staff to be aware of the drill taking place are the Head teacher and Academy Business Manager (to inform the Calling Centre). All staff will escort children through the nearest, safest fire exit to the assembly point located on the M.U.G.A. (Multi Use Games Area) which is clearly signed. Trained Fire Marshalls are assigned a specific role and responsibility. Each teacher will ensure their class is lined up and that everyone is present by counting and calling the register. No one is to re-enter the building until the Head teacher, ~~SLT or site manager~~ has given the all clear. Maintenance of fire exits and extinguishers is the responsibility of the Site Supervisor who will visually check on a weekly basis. The fire alarm system is checked every six months and firefighting equipment annually under the PFI contract. The site manager will test the fire alarm weekly and maintain records of this process. The Deputy Head teacher will ensure that relevant staff have adequate training.

Fire Risk Assessment

This can be located in the risk assessment file kept in the Main Academy Office. A copy can be obtained through the Academy Business Manager. This will be reviewed on an annual basis or when necessary.

8. **First Aid**

Paediatric First Aid Trained:

Sandra Green, Rachel Davies, Carla Rammell, Lisa Daws, Sarah Davies, Dione Dias, Deborah Law, Amanda Lloyd Bonnell, Tracy Parkes

First Aiders (Emergency First Aid In School/Academy setting):

All classroom based support staff : Educational Associates, Learning Support Practitioners and some Lunchtime Supervisors.

Full First Aiders

Vanessa Middleton, Susan Reeves and Joanne Murdoch

Various first aid kits can be found around school: The Nursery, Reception, Key Stage 1 disabled toilets, the Main Office. Posters are in each room to identify the nearest first aider and the location of each first aid kit.

It is the responsibility of teaching staff to ensure that all pupils are aware of the first aid

point in the academy.

Sue Reeves is responsible for checking and restocking the first aid kit. Should any items be low on stock, please notify Reeves.

First Aid trained staff must ensure that they check the contents of the first aid kits prior to going on any trip. Any items used on the trip must be replaced on the return to academy.

Any member of the office team is responsible for the telephoning of an ambulance.

A designated first aider will accompany children to hospital in the absence of a parent or guardian.

It is the responsibility of staff to ensure that the head teacher and Deputy Headteacher are aware that retraining for their first aid is required. This is currently within a 3 year time scale. The Deputy Headteacher keeps a record of first aid training

9. Glass & Glazing

Glass in all doors in academy is safety glass. There are no areas in the academy unsuitable for children due to glass being of a low standard.

10. Hazardous Substances (COSHH)

The Cleaning and Catering Departments are employed directly by the academy and are responsible for maintaining their own COSHH register. No substance should be brought into academy without authorisation from the head teacher. Once authorisation has been obtained the member of staff should inform the Site Supervisor. They will keep the substance until they have obtained a safety data sheet and completed the COSHH register, highlighting any First Aid measures. Members of staff will then be advised of the relevant information for use of the substance. The Health and Safety Governor is responsible for monitoring the COSHH register.

11. Health and Safety Advice

Academy does have a SLA with Stoke-on-Trent City Council for Health and Safety inspections. Anthony Potts is the main point of contact 01782 232767.

The academy employs Allan Rochell for Fire Safety Net Ltd for Fire Risk Assessments. Contact number: 01543 570172

Housekeeping, cleaning & waste disposal

The academy has a team of cleaners, led by the Head Cleaner to ensure that the premises are kept clean.

It is the responsibility of every member of staff to ensure that the accumulation of rubbish throughout the day is done in a safe manner. The hall floor is cleaned after the lunchtime service has ended by the kitchen staff. This is kept to a minimum and signage must be placed at the entrances to the hall to alert all staff and pupils that may enter if a spillage has occurred. This will help to minimise the risk of slipping on the floor. All staff and pupils should avoid, if possible, the hall area at this time.

The Site Supervisor should be called in the event of finding broken glass or sharp objects. They will dispose of the items in a safe and controlled manner. It is important that all children are kept away from the area by staff in charge at the time.

There is a gritting policy in place and can be found in the academy policy file located in the staffroom, on the server and is on the school website-It is important that these pathways are

adhered to in bad weather conditions. The Gritting Policy is made available on the school website and reference made in a text to parents if appropriate. It is the responsibility of the Site Supervisor / to ensure that the gritting policy is adhered to and that these pathways are kept clear at all times during bad weather. During snow the Site Supervisor will do their utmost best to clear all paths on the Gritting Policy and to maintain these paths during these conditions. The main entrance into the academy (academy office) must be kept clear during academy hours.

It is important that key pad numbers to the main gates are not disclosed to anyone that is not employed by the academy. These keypads are to safeguard everyone in academy.

The main external waste bins are located at the rear of the kitchen. We ask that all boxes are flattened before putting into the bin. Under no circumstances must any person climb into any bin located on the premises to compress the rubbish within or to retrieve anything. Any person seen attempting to climb into a bin will be subject to disciplinary procedures.

12. Handling & Lifting

Please refer to the manual handling risk assessment that can be located in the file in the main academy office. After reading the risk assessment, if any member of staff feels they require manual handling training, in the first instance they should approach their line manager and an assessment into the requirement will be completed. For guidance on the safe handling of loads and people please refer to the Manual Handling Risk Assessment located in the risk assessment file in the main office. Manual Handling training can be arranged through the performance management process for staff that are continuously manage heavy loads. This policy on Health and safety is a working document and all staff suggestions for improvement will be assessed, please approach the site supervisor / caretaker in the first instance and then the head teacher / bursar.

13. Jewellery

We discourage all children from wearing jewellery at all times other than small studs or small sleepers and a watch. Earrings should be removed for P.E. lessons and swimming and should be removed by staff or covered with plasters. This is also stated in the academy prospectus and on the academy website.

14. Lettings/shared use of premises

A lettings agreement must be signed by the company / persons letting the premises before use is allowed to commence. Any academy equipment that the company / persons wish to use must be agreed within this contract and the academy accepts no responsibility for accidents whilst using equipment, it is the responsibility of the company letting the premises. Any damage to academy property and/or equipment must be paid for by the company letting the premises. The School Business Manager will ensure that the company letting the premises is aware of standard operating procedures and fire and emergency procedures whilst they are using the premises. The Site Supervisor is responsible for ensuring that the academy is left secure and that everyone has left the building at the end of each letting period. First aid provision and staffing requirements for the letting are the responsibility of the company letting the premises. It is also the responsibility of the company letting the premises to ensure that all paths that are to be used by their customers are kept gritted and clear in adverse weather conditions i.e.: ice and snow. The academy will accept no responsibility for accidents that may happen during the letting period.

Emergency lighting is checked on a weekly basis and is the responsibility of the Site Supervisor. An external inspection takes place on an annual basis and reports can be found in the health and safety file in the Main Office.

15. Lone Working

Please refer to the working alone risk assessment. This can be located in the risk assessment file in the main office. We do not encourage lone working in the academy. Risk assessments for individual employees can be completed upon request by their line manager.

16. Maintenance / Inspection of Equipment (including selection of equipment)

Equipment	Frequency	Whom By
Fire Extinguishers	Monthly	Site Manager
Fire Extinguishers	Annually	Authorised contractor via PFI or school
Emergency lighting	Weekly	Site Manager / Site Supervisor / Caretaker
Fire Doors	Weekly	Site Manager / Site Supervisor / Caretaker
Fixed playground equipment	Daily	Site Manager / Site Supervisor / Caretaker (for general defects)
Fixed playground equipment	Annually	Authorised contractor for specific inspection
PAT testing	Annually	Authorised contractor via PFI or school
Fire Alarm	Weekly	Site Manager / Caretaker
Fire Alarm	6 months	Authorised contractor via PFI or school
Fume Cupboards	Weekly	Site Manager/ Site Supervisor / Caretaker
PE Equipment	Weekly	Site Manager / Site Supervisor /Caretaker and prior to use by teaching staff.
Ladders / Steps	6 months and prior to use	Site Manager / Site Supervisor / Caretaker

17. Monitoring the Policy and results

It is the responsibility of the Head teacher and/or Deputy Headteacher to carry out an annual H&S checklist and submit this to the H&S team at Stoke-on-Trent City Council. The Deputy Head teacher and Health and Safety Governor will perform workplace inspections periodically. This will enable monitoring of H&S and enable observation of the implementation of the H&S policy by all stakeholders in academy. It is the responsibility of designated first aiders to monitor pupil accident reports and trends and to report their findings to the Head teacher. Key performance indicators will be reported to the Governors on an annual basis.

18. Poster on Health and Safety Law

The Head teacher / Academy Business Manager are responsible for the siting of this poster and keeping it up to date. It is located in the staffroom.

20. Personal Protective Equipment (PPE)

If a risk assessment determines that PPE equipment is necessary to complete a task it is the responsibility of the member of staff to speak with the Academy Business Manager to arrange suitable equipment be purchased.

21. Reporting Defects

It is the responsibility of all members of staff to report hazards. Please report defects to the Academy Business Manager who will log it onto the Site Supervisor's app.

The Site Supervisor will rectify the hazard or put interim remedial measures in place as soon as possible to ensure the safety of all in academy.

22. Risk Assessments

Risk Assessments are working documents and we encourage all staff to create and read RA's associated to their role within academy and to add comments as necessary. These comments will be assessed and incorporated into the RA when reviewed. It is the responsibility of individuals to approach their line manager when they feel there is a need to undertake special risk assessments e.g.; pregnancy, health issues. Staff should liaise with members of the Senior Leadership Team (HT, DHT and AHT) It is currently the responsibility of the Deputy Head teacher to complete periodic RA reviews. Staff are kept up to date by staff meetings and staff email or staff notice boards.

23. Academy Trips/ Off-Site Activities

The Deputy Headteacher is the Educational Visits Co-ordinator, (The Headteacher in her absence). The academy uses EVOLVE for the monitoring of all educational visits. It is the responsibility of the visit leader to complete the information required within EVOLVE for all educational visits, and passing it to the Educational Visits Coordinator who will then pass it to the Headteacher for authorisation.

The current requirements are for the team leader / teacher to complete an application for the approval of an educational visits outline permission form, prior to confirmation of the trip. These forms can be obtained from the main academy office. Once the forms have been completed they need to be returned to the Head teacher for approval.

For emergency arrangements the visit leader must ensure that they leave a contact telephone number in the main academy office on the day of travel. Parental notification and consent must be obtained for every child that is to engage with the visit. The visit leader must ensure that first aid provision is taken on the trip this is to include a first aider and first aid equipment. Any pupil identified as having a medical need must have an assigned adult who will take their required medication with them and be responsible for their care on the visit. The visit leader must ensure they have access to parent contact details.

If a member of staff has volunteered to drive staff or pupils to an activity / visit the visit leader must ensure that the driver has completed a driver declaration form, has the relevant business insurance, tax and MOT and submit this information with all other forms (staff must never accompany children on their own) . These forms are also available from the Deputy Headteacher.

24. Smoking

No smoking is permitted anywhere on the academy premises internal or external. It is the responsibility of all staff to ensure that if they see someone smoking:

- ask them to stop smoking or to leave the premises;
 - point out that they are committing a criminal offence by smoking in smoke free premises or vehicle and could be subject to criminal proceedings;
 - remind the person that under the law you have responsibilities to prevent smoking and that you both could receive a fine; and / or
 - advise an employee who breaks the law that disciplinary action may be taken.
- See academy's Smoke Free School Policy

25. Staff Consultation and Communication

It is important that all staff know that H&S is the responsibility of everyone. Staff can raise issues of concern and make suggestions for H & S improvements at any time by approaching any member of the SLT. The member of the team will ensure that the issues

are raised within the next SLT meeting or as soon as possible if urgent. General risk assessments and policy files can be found in the staffroom. Any member of staff is able to access these files and take copies of any RA or policy they wish to but please consider others and replace the original in the correct place. H&S will be communicated to staff within induction, staff meetings, through memos, briefing papers, e-mails and personally where applicable.

26. Stress and staff Well-being

The academy actively supports staff well-being. Workplace stress risk assessments are completed bi-annually. The academy actively seeks the advice of the occupational health unit for employees that suffer with stress and a referral will be made at the earliest opportunity for these employees. Staff have access to a free counselling service, Care First, as displayed in the staff room.

27. Training and Development

New staff are briefed about the H&S arrangements by their team leader upon commencement of employment. The academy has an induction policy that is adhered to and completed by the employee and their team leader. This establishes minimum health & safety competencies and certain roles identified.

28. Use of VDU's / Display Screens / DSE

Staff that significantly use DSE will receive training bi annually. Defects of workstations must be reported in the ICT defects book to the main office, as soon as possible, located in the staffroom. This book is monitored fortnightly by the academy ICT technician. Health concerns can be reported to the line manager who will complete a risk assessment with the member of staff. All staff have been issued with the DSE Safe User Booklet within their staff handbook, document number 1.8. The academy does participate in Stoke-on-Trent's eye care scheme. A form can be obtained from the bursar for completion by staff that have been designated a "user" under the DSE Regulations 1992.

29. Vehicles on Site

Visitors are not allowed to access the site at the beginning and end of the day and during playtimes.

30. Violence to Staff / Academy Security

Maintaining a high level of security throughout the academy is paramount. The academy gates are closed and locked at 9 a.m. All exterior doors must remain locked throughout the day unless there are children out on the playground, who are supervised by an adult/adults. All visitors must enter the academy through the main entrance. Visitors must sign in and be given a visitor academy badge upon entry. They must sign out and return the badge upon leaving the building.

All staff must use the appropriate form to report all incidents of verbal and physical violence and hand this in to the head teacher or the extended services manager. A number of staff have received physical intervention training.

31. Working at Height

Before commencing any work at height staff must read the working at height risk assessment. This can be located in the main office in the risk assessment file. Staff are advised to speak with the Site Supervisor for advice. Any staff that are found using chairs, tables or any other forms of furniture to climb and work may be subject to disciplinary procedures. Under no circumstances must any pupil use steps and ladders.

32. Water Hygiene

The Caretaker has all necessary arrangements in place to ensure that water samples and checks are carried out as and when required by the Water Hygiene Manual. They are also responsible for keeping the manual up to date. The manual can be located in the main academy office.

36. Work Experience and Volunteers

The Deputy Headteacher deals with all applications for work experience and volunteers. They will also arrange for their induction and supervision whilst in the academy. Work experience candidates must also read the work experience risk assessment before beginning their time in academy. This can be located in the main academy office in the risk assessment file.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Continue to raise staff awareness of completing risk assessments and continue to remind staff safe working practice.

Induction/Staff meetings and memos to remind staff to follow safe working practice. Ensure review procedures are maintained.

Knowledge of core competencies -To continue with processes that are in place.

Monitor and feedback impact of training -Staff to receive training as necessary.

Staff Wellbeing – Staff awareness on induction that support is available; continue to raise staff awareness of support and advice available for avoiding / dealing with stress issues through meetings, return to work process etc.

Reviewed & Agreed by the Full Governing Board

Signed:.....

Chair of Governors

Date:.....

Review Date– January 2018