



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Health and Safety Policy

Review frequency: Local Governing Body or proprietor or local authority free to determine.

Approval: Employer free to determine how to implement.

Health & Safety Policy Statement

Introduction

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

- All pupils should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that all pupils learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and their pupils safe and manage risks effectively.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

Legal Framework

The main legislation covering this area is [The Health and Safety at Work Act 1974: Sections 2\(3\), 3 and 4](#).

- The employer (L.E.A.D. Academy Trust) is responsible for health and safety, though tasks may be delegated to staff.
- Employees also have a duty to look after their own and others' health and safety.
- It is very rare for academy staff to be prosecuted under criminal law with regard to accidents involving children and young people.
- Employers, academystaff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

Risk Assessments

[The Management of Health and Safety at Work Regulations 1999: SI 1999/3242](#). The 1999 regulations impose a duty on employers to produce a risk assessment.

Advice from the Department for Education

An advice document from the Department for Education, as published in December 2012 and subsequently updated in June 2013, summarises the existing health and safety law relevant to schools and academies.

<http://media.education.gov.uk/assets/files/pdf/h/dfе%20health%20and%20safety%20advice%2003%2006%2013.pdf>

It covers activities that take place on or off school/academy premises, including school trips. In conjunction with this advice document academies should read the following policy statement from the Health and Safety Executive (HSE) '[School trips and outdoor learning activities: Tackling the health and safety myths](#)'.

Management of Health and Safety at Work Regulations 1999 – regulation 16. This concerns the special treatment of new and expectant mothers.

Policy

Each academy must have a policy which sets out clearly:

- A general statement of policy;
- Who is responsible for doing what (delegation of tasks);
- Arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

Model Health and Safety Policy

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the academy
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

This policy has been brought to the attention of all employees and is kept readily available for employees in the Headteacher's office/main office.

Responsibilities

Responsibilities of the Academy Advisory Board

The Academy Advisory Board acknowledge that as employer, they are ultimately responsible for health and safety in the academy.

The Academy Advisory Board is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda for Governor meetings
- Considering immediate reviews in the light of major shortcomings or events.

Duties of the Headteacher

Without limiting the responsibility of the Governors, the Headteacher will generally oversee the day- to-day management of safety and implementation of this policy within Uplands Junior L.E.A.D. Academy

The Headteacher will comply with Uplands Junior L.E.A.D. Academy's health and safety policy and in particular will:

- make himself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Uplands Junior L.E.A.D. Academy and maintain an up to date file of policies and procedures
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service deliver
- liaise with the Governing Body
- undertake monitoring and ensure the provision of adequate resources to achieve compliance

- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the school/School has access to competent health and safety advice.
- Demonstrate visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and academy policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the academy
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

In addition to their statutory duties, Headteachers and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Duties of Line Managers/Phase Leaders

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and academy policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices

- Ensuring safety inspections are carried out at least termly
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Duties of the Site Manager

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements
- Ensuring that relevant health and safety warning signs are displayed

Duties of the Educational Site Visits Co-ordinator (EVC)

- Follows the LCC Educational Site Visits Policy where their full responsibilities are outlined.

Duties of All Employees

All employees are instructed to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with their line manager and senior management to work safely

- Comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the School in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the School's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the School
- Co-operate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of School staff any health and safety concerns that they may have
- Have a representation on the school's Safeguarding Team that takes responsibility for aspects of Health & Safety

Shared site users (Uplands Infant School)

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Uplands Junior L.E.A.D. Academy as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- Co-operate and co-ordinate with Uplands Junior L.E.A.D. Academy on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the School so as to ensure the health, safety and welfare of all School staff and users
- Meet the insurance requirements of the School and the School's insurance provider

- Familiarise themselves with and communicate to their employees/users the School's health and safety arrangements

Uplands Junior L.E.A.D. Academy will ensure that:

- The premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The School's health and safety arrangements are made available to shared users

Lettings

Uplands Junior L.E.A.D. Academy has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the School on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities

Arrangements - Contents

Accident and Incident Reporting
Administration of Medicines
Asbestos Management
Audit
Bodily Fluids
Classroom activities
Chemicals
Communication
Construction work
Consultation with Employees
Control of Contractors
Curriculum
Defect Reporting
Display Screen Equipment
Driving
Electrical Safety
Emergency Procedures
Fire Safety
First Aid
Finger Guards
Gas equipment and appliances
Handling Plants
Hazardous Substances
Health and Safety Advice
Housekeeping
Hot Drinks
Keeping and Handling Animals
Lettings/Use Premises Out of Hours
Lone Working
Maintenance of plant and equipment
Manual Handling
Monitoring and Review
New and expectant mothers
Off-Site Educational visits
Personal Protective Equipment (PPE)
Playground Safety
Reporting of defects, hazards and near misses
Risk Assessments
Safety Education
Safety Representatives
Security Arrangements
Site Inspections

Slips, trips and falls
Storage Arrangements
Stress, Work Related
Sun Protection
Supervision
Training
Vehicles
Violence
Waste/Litter Management
Water Management Control of Legionella
Welfare facilities
Work Equipment
Workplace Transport Safety
Work Related Learning /Work experience
Working at Height

Accident Reporting and Investigation

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report *book / sheet*.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the *online incident reporting system/ accident report form*.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the *online incident reporting system / accident report form*.
4. Of those accidents that applies to, if the pupil goes directly to hospital from the academy for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

All accidents are investigated by: The Site Manager

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the Governing Body.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Refer to our Administration of Short Term Medicines Policy and our Medical Conditions Policy.

All medication will only be administered with written parental consent.

Only members of staff who have volunteered and been approved by the Headteacher will be allowed to administer medicine.

For those pupils who have a particular medical condition and require specific medical intervention, all volunteer staff members will have received training by a healthcare professional in order to administer (ie, epipen, insulin etc).

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

All medical administration is recorded, dated, signed and witnessed by another member of staff,

All medicines are kept in locked containers.

Training on the administration of specific medicines is sought where required and records are kept

Asbestos Management

Uplands Junior L.E.A.D. Academy complies with the HSE's approved code of practice 'The management of asbestos in non-domestic premises' (L127). The School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The School has a whole site asbestos management (Type 2) survey from which indicates that there is no asbestos within the building.

It is the law that asbestos-containing materials shall not be introduced into our academy. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The Asbestos Survey is held by the *Head Teacher / Site Manager*, and is made available to any contractors carrying out work within the school.

Audits

Uplands Junior L.E.A.D. Academy's health and safety management will be audited every two years. The School views this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the School

The following arrangements have been adopted to ensure that the Governing Body and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governing Body and the Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the School's AIP.

Provision of effective health and safety training

The Governing Body and the Headteacher will consider health and safety training on an annual basis in line with the School's CPD programme, focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The School health and safety committee will meet at least once per term. This committee will report to the Governing Body, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer, a member of the Governing Body and trade union representatives (where applicable shared site users)

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- Site health and safety committee
- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Headteacher along with the School Business Manager will review the School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

Uplands Junior L.E.A.D. Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- Accessing the services of a competent Health and Safety Advisor when required.

Bodily Fluids

All staff dealing with bodily fluids have been advised to read the appropriate information. There is a copy of these documents kept in the risk assessment file.

All staff have be instructed to:

- thoroughly washing hands before and after dealing with bodily fluids;
- ensure existing cuts and grazes are covered;
- gloves and nappies are to be put in bags and put in appropriate bin;
- complete a risk assessment for Hepatitis B
-

Suitable equipment is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, clinical waste bin/bag.

Breakfast Club

A risk assessment has been completed for Breakfast Club procedures.

Classroom activities

Risk assessment completed for classroom activities.

All classroom activities are appropriately assessed for risk.

Chemicals

Uplands Junior L.E.A.D. Academy comply with the HSE's approved code of practice 'Control of substances hazardous to health' (L5) relating to the management and control of hazardous substances on site. The School will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented

- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

Communication

Effective communication between the Headteacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The academy will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

Control of Contractors

Uplands Junior L.E.A.D. Academy comply with the HSE's approved code of practice 'Managing health and safety in construction - Construction (Design and Management) Regulations 2007' (L144) relating to the management and control of contractors. The School ensures that:

- Competent contractors are used

- Clear specifications of works are drawn up by a competent person
- Pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- Key contacts are identified
- Regular update meetings take place throughout any works/projects
- Works are visually monitored and any concerns immediately reported
- Works are signed off and any associated certification and documentation is obtained
- All staff pupils and other users of site remain in a safe environment for the duration of the works

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Headteacher.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The **Association for Physical Education (afPE)**
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- “Be Safe!”, Association for Science Education.
- “Make it Safe”, NAAIDT

Defect reporting

Uplands Junior L.E.A.D. Academy has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display Screen Equipment

Uplands Junior L.E.A.D. Academy acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

The regulations are applicable to regular ‘users’ of display screen equipment, e.g. Office Staff in some academies. A workstation risk assessment is carried out for any employee who meets the criteria of a ‘user’, using the online assessment on the NCC intranet.

The School ensures that:

- All static workstations used by staff meet the minimum standards required

- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- A trained DSE assessor is available

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented

Electrical Safety

All portable electrical appliances in the academy are checked by a 'competent' person at predetermined intervals: *every two years*. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the academy.

Emergency Procedures

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

The arrangements for dealing with emergencies are detailed in the following two documents - Business Continuity Plan and School Evacuation Plan.

Fire Safety

The School is committed to providing a safe environment for both staff and pupils. The School manages the risk of fire by ensuring:

- A comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- A detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- All staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction via L.E.A.D academy's online smartlog system
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure it is working as expected.

Refer to fire management folder including risk assessment and logbook.

First Aid

Adequate first aid arrangements are assessed and maintained at the School and for all activities that the School leads. The School ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the School maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the School
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- A suitable area is available for provision of first aid
- Staff are regularly informed of first aid arrangements within School, through induction, teacher training days and the staff handbook which is available on the intranet
- Where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

First aid facilities are provided at all times whilst employees are at work during normal working hours.

First Aid Kits are available in the following locations:

- The first aid area outside the site manager's office.
- PPA Room

First aid trip bags are located in the site Managers office.

The kits are kept topped-up by the Site Manager weekly and audited on a monthly basis.

All new first aid provisions are located in the Site Managers office, in an appropriately marked cupboard.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

The following arrangements are in place for the dealing with bodily fluids – please see First Aid Policy and risk assessments.

The following Personal Protective equipment is provided to deal with first aid:

Gloves, plastic aprons, Face masks

'Head bumps' are reported to the injured pupil's parent/carer and logged.

- The School has 2 First Aiders (FA)
- The School has 2 Emergency First Aiders
- The School has 11 Emergency Paediatric first aiders (EFAW)
- The School has 2 Paediatric trained First Aiders (PFA)

Finger guards

Finger guard devices are installed on all doors where a significant risk has been identified, particularly those which are accessed by Foundation and KS1 children. Members of staff are informed to report any breakages. When doors are replaced or new doors required those with integrated finger guard mechanisms are considered.

Gas equipment and appliances

Gas supplies are capable of being isolated and 'locked off' when not in use, these are located in the kitchen area with the main gas isolation valve being found in the playground, the padlock is a suited 374.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances in school are kept in the **academy risk assessment file**.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from NCC Children and Families- Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (☎ 87 64328) (accident system and training)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the main reception. The name of the H&S Governor, contact details for the academy’s H&S Team and where to obtain details of the union safety representatives are included.

Handling Plants

A risk assessment has been completed for the handling of plants.

Employees have been informed that:

- both staff and pupils must wash their hands after handling plants;
- pupils are informed not to touch their eyes when handling plants;
- no pesticides are to be used;
- staff are to be aware if plants being used, or parts of the plants e.g. berries, are poisonous and avoid.

Hot Drinks

Staff should ensure that they only transport hot drinks around the academy when it is quiet in the corridor areas, unless it has a vessel with a secure lid. Hot drinks should not be transported when large numbers of pupils are moving around the academy. If a member of

staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and it is in a safe position.

Inspections

Electrical systems and equipment

Uplands Junior L.E.A.D. Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have an annual portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by the School's Science Technicians with records maintained.

Formal termly workplace inspections are undertaken by staff whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

Statutory Inspections

Uplands Junior L.E.A.D. Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	Envtec Servises
Catering equipment	As required by risk assessment, recommended by manufacturer	HCS
Electrical installation	Five Yearly	HD Electrical
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	Securigrill
Gas boilers	Annual	No boiler

Gas cookers	Annual	
Fire Alarm	Quarterly	Nero Systems
Fire Extinguishers	Annual	Initial
Passenger Lifts (including disabled)	6-Monthly	
PE and Play equipment	Annual	Sports Safe
Portable Electrical Appliances	As required by risk assessment- see HSE guidance	In House
Power Tools	As required by risk assessment, recommended by manufacturer	
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	Not Applicable
Sprinklers	Frequency depends on the type of system in use.	Compco
Tree Inspections	As recommended by an arboriculturist	Leicester City Council

Keeping and Handling Animals

Risk Assessments for Keeping and Handling Animals has been carried out and relevant staff have been informed.

Employees have been informed that:

- animals are not allowed on any surface;
- staff and pupils are to wash their hands before and after contact;
- staff and pupils are to wear appropriate personal protective clothing/equipment available e.g. gloves and aprons;
- staff should be aware of possible allergic reactions to animals, bedding, feed (nuts?) and appropriate procedures;
- that first aid procedures to be followed if an animal bites and / or scratches and to seek medical advice if in doubt about the risk of infection;
- pupils are not permitted to clean cages.

Lettings / Use Premises Out of Hours

Uplands Junior L.E.A.D. Academy has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the School on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities

Uplands Junior L.E.A.D. Academy will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Uplands Junior L.E.A.D. Academy complies with the HSE's approved code of practice 'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within Uplands Junior L.E.A.D. Academy there are a variety of moving and handling tasks that maybe necessary; this could range from moving files to assisting an individual with mobility

issues. The School manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Leaflets on safe manual handling of inanimate objects are available from the Safety Manual.

The safe manual handling of pupils

, is only carried out by employees who have received specific training provided by a 'competent' provider (Team Teach).

A risk assessment is carried out for manual handling tasks which present a significant hazard.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

New and Expectant Mothers

New and expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed as necessary.

Off-Site Educational Visits

An Educational Off-Site Visits Co-ordinator (EVC) must be a named member of staff.

The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Ponds

A risk assessment must be completed for the management of any ponds on the premises.

- Access doors to any pond area are kept locked at all times.
- No pupils are unaccompanied in the pond area.
- Appropriate hygiene measures are followed e.g. cover cuts and abrasions.
- Staff and pupils wear suitable footwear in this area.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects/concerns directly to the Site Manager or Headteacher.

Play equipment is inspected annually GM Services.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the staffroom

Generic risk assessments have been designed by the Safety Advisers and are available via the academy's website.

Training courses on carrying out risk assessments are provided by LCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees

- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable

The response to alarm activation is covered in the Lone Working procedures and in the first instance all alarm responses are attended Guardian security.

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Employees have been instructed to report any damage/defects to the Site Manager or Headteacher.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets/floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident/injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate/lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work-related

Uplands Junior L.E.A.D. Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The School will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

The Head Teacher is responsible for managing work-related stress within the academy. See the specific stress policy for details.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and/or to wear head/neck protection as provided by parents/carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via trees and a sunshade.

Supervision

Pupils are supervised during all activities throughout the academy day.

It has been determined that during break time only the playground is used and at lunch time supervisors are needed to cover each of the following areas:

1. *Playground – Three members of staff*
2. *Ball cage – One member of staff*
3. *Gym area - One member of staff*
4. *Activity zone - Two members of staff*
5. *Garden area – One member of staff*

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the checklist provided by the Safety Advisers which can be found in the Children and Families Health and Safety Guidance. New employees are adequately supervised, as required.

Vehicles

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Only employees who are currently authorised by the Headteacher and licensed by Leicester City Council Passenger Services are permitted to drive the academy or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against academy employees or other members of the academy community will not be tolerated.

The academy has adopted the Health & Safety Executive's (HSE) definition of violence: *'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'*.

The School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible
- Withdraw from the situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Follow measures/ procedures identified in violence and assaults risk assessment
- Contact emergency services, as appropriate.
- Inform the Headteacher or a member of the senior management team if confrontation has taken place

Uplands Junior L.E.A.D. Academy will:

- Arrange for Headteacher or member of the senior management team to attend site on being informed of an incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Offer counselling/ support through Occupational Health
- De-brief individuals following any incident
- Provision of training on how to manage conflict and aggression as required
- Review the violence and assaults risk assessment following any incident.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by a Line Manager/the Headteacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or L.E.A.D. Academy Trust's legal advisor as required.

Waste/Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around the academy, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in the academy in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management/Control of Legionella

The School will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The School will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- Employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid

- Employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- Ensure regular flushing of outlets is completed by a competent individual
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings

• **Welfare Facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing/hand drying facilities.

Pupils have access to labelled drinking water taps and/or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving the academy and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at Height

The School will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Uplands Junior L.E.A.D. Academy use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The School ensures that:

- Work at height is avoided whenever possible by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall/Gym, window cleaning, putting up stage lighting etc.
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
Employees are instructed not to work at height whilst lone working.
- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.
- Kick stools and sets of small stepladders has been provided for teaching/office staff to access to items stored at height or to put up displays etc. Employees **MUST NOT** use chairs/desks/tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage/defects immediately to the Site Manager/Headteacher.

Workplace inspections

Uplands Junior L.E.A.D. Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection

findings are reviewed with actions and monitored by the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the School's defect reporting procedure.

Monitoring and Review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the AAB and the Headteacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The School will use different types of systems to measure health and safety performance:

Active monitoring systems

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- Health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements

- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring/ Inspection

The School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school/School action plan with appropriate target dates for completion.