



The Edge Academy Health & Safety Policy & Procedures 2023-2024

Updated: December 2023

Date for Review: December 2024

Statement of Local Health and Safety Intent

The Edge Academy

We will meet all the requirements set out in the health and safety policy and actively promote the safety and health of our school staff and pupils as an equal objective to our other school objectives.

As the employer of staff The Edge Academy has overall responsibility for the health safety and welfare of staff and students and others who may be effected by our activities, we will adopt a planned and systematic approach to the implementation of health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our school improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff appraisal process
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this school.
- ❖ Review with the governing body all progress against our plans and take appropriate action
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan
- ❖ Monitor our performance against plans
- ❖ Copy this statement to all staff members or place prominently in an area accessible to all

CHAIR OF GOVERNORS

Principal

Date:

Date:

The Edge School Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

The Aim of the Policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will pay particular attention to:

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- A school safety policy is produced and that the policy is regularly reviewed.
- A health and safety committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Principal so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to officers of the Education Service, Inspectors of the Health and Safety Executive and any other health and safety official.

The Governors of the School recognise that the Health and Safety at Work Act 1974 places duties on all Managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable. In order to achieve this

objective, the Principal has responsibility for the organisation of health and safety in the School, which includes the following:

Principal

- Setting the health and safety standards for the School on consultation with the Governors and staff in line with any Government standards.
- Monitoring on behalf of the Governors the implementation of School Health and Safety Standards.
- Ensuring that all health and safety policies are fully implemented, and the procedures are followed by all staff.
- Reporting to the Governors on the progress being made towards achieving the health and safety standards, which have been set, and the implementation of policies and procedures in the school.
- Ensuring that all staff (including all new starters and staff who are allocated new duties in the school) receives all health and safety information, instructions and guidance relating to Health and Safety issued to the School the Department for Education, the Health and Safety Executive or any other responsible source.
- Organising and coordinating the Health and Safety training and retraining of all staff and ensuring that the training provided is appropriate to the needs of the school and staff. This includes Health and Safety Induction for all new starters and the training of all staff on the implications of Health and Safety legislation.
- Ensuring that all staff are supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
- Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety and ensuring that all staff is made aware of any such delegation.
- Providing sufficient Risk Assessors of suitable knowledge and experience to undergo the corporate training in risk assessment areas.
- Identifying any additional support, training and advice require for the Risk Assessors and notifying the nominated persons of any problems encountered.
- Ensuring that all risk assessments are conducted in correct priority and adequate time is made available for the Assessor to complete the assessment.
- Providing a local mechanism for carrying out risk assessments on any new or modified work before the work commences.
- Providing a local mechanism for reviewing all assessments at periodic intervals (maximum period 12 months).
- Ensuring that instructions issued for the reporting of accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.
- Ensuring that adequate arrangements exist for safety procedures in the case of fire that all staff, pupils and other persons are aware of such arrangements and that regular fire drills are carried out.
- Ensuring that adequate arrangements exist for the carrying out of first aid and for transporting insured staff, pupils and other persons to hospital and that all staff are aware of such arrangements.
- Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery.
- Ensuring that Contractors employed within the school site do not endanger the health and safety for staff, pupils or members of the general public who may be present on the school site by their work activities.

- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Ensure that statutory documents and forms are available and necessary reports and records are completed up to date, in particular that asbestos records and portable electrical equipment reports, lifting tackle testing reports and pressure systems reports are available for inspection.

It is recognised that the duties can be delegated to Senior Staff; the overall responsibility for ensuring that these duties are carried out rests with the Principal.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, i.e., Deputy Principal, Business Manager, etc. are responsible to the Principal for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities, they will assist the Principal:

- In consultation with the Principal setting the health and safety standards for their area of responsibility.
- Ensuring that all health and safety policies are fully implemented, and the procedures are followed by all staff (including all new starters and staff who are allocated new duties within the school).
- Ensuring that all members of staff (including all new starters and staff who are allocated new duties within their area of responsibility) receive all health and safety instructions and guidance relating to their work which has been issued to the school by the Department for Education, the Health and Safety Executive or any other responsible source.
- Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that any curriculum or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that all members of staff (including new starters and staff are allocated new duties in the school) in the area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.
- In consultation with the Principal ensuring that sufficient risk assessors are provided is appropriate to the member of staff and the school.
- In consultation with the Principal ensuring that sufficient risk assessors are provided and that training on the implications of risk assessments is provided for all staff (including all new starters) in their area of responsibility.

- Ensuring that all risk assessments are carried out in their area of responsibility and risk assessments are carried out on new and modified work before the work commences.
- Ensuring that all risk assessments in their area of responsibility area reviewed at periodic intervals.
- Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that the school reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Principal.
- Ensuring that any equipment or machinery under that control known to need repair is not used until the necessary repairs have been carried out.
- Ensuring that fire safety procedures are followed by members of staff and regular fire drills are held.
- Ensuring that first aid procedures are implemented in the area of responsibility and first aid cover is maintained at all times.

The Site Manager

Will assist the Principal to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.

- The cleaning of the school is carried out by the Site Manager or Cleaner and who is responsible for ensuring that the premises of the school are safe and there are no risks to health.
- The Site Manager is responsible for the security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.

The Site Manager is responsible for carrying out the following duties:

- Participating in setting the health and safety standards for their area.
- Implementing all health and safety policies, instructions and procedures for their area of responsibility.
- Ensuring staff that are responsible to the Site Manager follow the policies, instructions and procedures relating to health and safety issues.
- Receiving training and periodic re training in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.
- Ensuring that all members of staff (including new starters) within their area of responsibility receive training and periodic re training by contacting the Principal.
- Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences.
- Carrying out reviews of the risk assessments at periodic intervals.
- Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils and members of the general public by their work activities.
- Ensuring that any equipment or machinery under their control, which is known to need repair, is not used until the necessary repairs have been carried out.
- Following the school reporting procedures for accidents dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Principal.

- Following the fire safety procedures and ensuring that the procedures are followed by all employees.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Principal:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Principal regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous or potentially so.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

Educational Visits Coordinator (EVC)

Follow the National Guidance for Off-Site Visit guidance where full responsibilities are outlined.

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Authorise all off site visits.
- Inform the head and governing body of all non-routine visits.

Catering Supervisor/Cook in Charge

The Supervisor/Cook in Charge is responsible for Health and Safety in respect of all kitchen staff in the establishment in accordance with the instructions issued from time to time by the Catering Manager and general safety considerations affecting work in the kitchen.

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Students

All Students will:

- Follow all instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

Academy Resources Committee

The Terms of Reference of the Committee are:

- To monitor the implementation of health and safety policies and safety procedures throughout the school.
- To review safety measures and to advise the Principal and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Principal and Governors to any necessary preventative/remedial action.
- To receive reports from safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Principal of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the school safety policy.

Arrangements for Health and Safety

(Please see local arrangements section.)

The attention of staff is drawn to the COSHH Regulations, Codes of Practice, and various circulars/memoranda issued. These should be read in conjunction with the instructions and information contained in this safety policy.

Document Control

We will develop and maintain local documentation. Changes including re issues and deletions to local school documentation will be authorised by the Principal.

Co-operation

- Local systems and documentation will be implemented following consultation through our school's academy resources committee.

Communication

- Local systems and documentation will be held electronically and made accessible to staff members.

Competence

- The Vice Principal will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk assessments

- Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

- We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section.)

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement for this and will nominate someone to report trends etc. to relevant Governor meetings.

Reviewing Health & Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health & safety performance will be reviewed by the relevant committee and reported to school governors.

Auditing/Inspecting Health & Safety Performance

- Health and safety auditing/inspecting will be carried out on a regular basis by Governors and Senior Management.

Local Arrangements

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Appendix 2	-	<u>Art and Design</u>
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Accident Reporting Procedures

In accordance with the school's accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

- A local accident record book is used to record all incidents to pupils; any more significant incidents must also be reported to Governors and SLT.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- All incidents of physical restraint will be reported to Governors half termly.
- The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at www.hse.gov.uk/riddor

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over three-day injuries – if the school keeps an accident book/form, then this record will be sufficient.

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Art & Design

The Academy is committed to teaching all practical subjects in a safe way. This document outlines the processes and procedures for ensuring safe working in Art and Design.

Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2021.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Pupils must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

COSHH

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

Risk Assessment

- All practical activities must be assessed for risk, and safety measures used to keep the risks low.
- All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.
- The activity must NOT be undertaken until the risk assessment has been completed and recorded.
- Risk assessment should form part of lesson planning if any dangerous substances are to be used.
- Alternatives to hazardous substances should be sought.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

Room Safety

- All practical rooms must be locked when not in use.
- Unsupervised students must not be allowed in hazardous rooms.
- Staff are expected to leave workrooms in a safe condition.
- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.
- Fire doors must be unlocked, and clear only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main

services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

- Each workroom must have a set of safety rules and the fire procedure displayed clearly.
- Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.
- Do not use nylon or other plastic protective clothing in high-temperature work.
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.
- Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work.
- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.

Storage

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely.
- Standing on benches, chairs, tables etc. is not permitted.
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely, and they must be securely locked when not in use.
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).
- Keep all working quantities of these materials to a minimum.
- Access to hazardous materials must be restricted to authorised staff only.
- All hazardous materials must be stored away from direct access by students.
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

- Make regular checks to ensure that shelving is in a safe condition.
- Shelves must not be overloaded, and heavy materials must not be stored high up.
- Ensure that the shelf space is used sensibly with no items stacked precariously.
- Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

Maintenance, Inspection and Testing of Equipment

Health & Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.



There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

Training Records and Certification

- All practical work must be supervised by a suitably qualified teacher.
- It is every teacher's responsibility to ensure that his or her knowledge of Health & Safety is current.
- Any perceived training needs should be discussed with the Head of Department.

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Asbestos

There is no known remaining asbestos in the building.
The ACMs found were removed as part of the refurbishment in 2016.

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Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office/reception where they will be asked to sign the visitor's electronic signing in/out system and wear identification.

Contractors will be issued with written guidance on fire procedures, local management arrangements. Vehicle movement restrictions will be discussed with the Site Manager.

A competent person will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by a senior member of staff who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

Where alternative contractor's services are sourced the Principal will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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¹ CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days.

In addition, 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's behalf.

Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

Within curriculum areas (in particular science, art and DT) then heads of department are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health will be the Site Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

COSHH

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc. and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

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Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff and Principal etc. shall carry out a DSE self-assessment and any issues addressed by the DSE Assessor.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

DSE users should take regular breaks from the screen and undertake a different task.

Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

Pupil Workstations

Best practice guidelines will be adopted when setting up student workstations. Students use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by students near the computers.
- Students are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

SEN Students and Computers:

Some SEN students may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the student for printing etc. Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student.

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Fire Evacuation & other Emergency Procedures

The Principal is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

The Fire Risk Assessment is located in the Site Manager's office and reviewed every two years.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures is made available to all contractors/visitors and they are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by a contractor.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire logbook.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

Details of service isolation points

Gas: Plant Room

Water: Plant Room

Electricity: Plant Room

Chemicals and flammable substances stored on site.

An inventory and details of these will be kept by the Site Manager.

EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- Walk out of the building through the nearest exit, as instructed by a member of staff. Do not stop to collect personal belongings.
- Meet at the front of the school, (as shown on the maps which are around the building).
- Attendance officer will hand paper registers to the form tutors, who will check that all pupils are accounted for. The registers will then be passed to the Vice Principal.
- Office staff will check that all staff and visitors are accounted for.
- Do not go back into the building for any reason, until told to do so by the Principal or member of SMT.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

Bomb threats.

In the event of a bomb threat follow the evacuation procedures as above.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a Visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire logbook. Electro-magnetic doors will be tested in rotation as part of this check.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested annually.

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment.

Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

Emergency Lighting and Emergency Systems

These systems will be checked for operation monthly in house by the Site Manager and annually by an approved competent contractor.

Test records are located in the site's record book.

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

Emergency Red Pull Cords

These will be tested regularly by the Site Manager.

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First Aid & Medication

First Aid Boxes are Located at the Following Points:
Medical Room

The Deputy DSL will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least monthly.

First Aiders:

The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid.)

The Deputy DSL will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Drivers will check that all vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital:

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Principal.

Records of administration will be kept in the secured cupboard which is located in the medical room.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the medical room with access strictly controlled.

All medicines administered will be documented and where controlled medicines are administered two members of staff are required to sign the record sheet.

Where pupils need to have access to emergency medication, i.e. asthma inhalers, adrenaline pen etc., it will be kept by the pupils or in the classrooms (These will not be locked away due to rapid requirement).

The school will have an emergency Inhaler and adrenaline pen which are held in the medical room.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans would be reviewed annually by a senior member of staff and written precautions/procedures made available to staff.

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Food Technology

The Academy is committed to teaching all practical subjects in a safe way. This document outlines the processes and procedures for ensuring safe working in Food Technology.

General Considerations

It is the teaching staff, however, who carry the overall responsibility for the maintenance of safe working conditions. They should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, Staff must see themselves as a role model for the students and act accordingly at all times.

Every student, on first entering the kitchen (and at intervals thereafter), must be instructed on the rules of behavior including such matters as:

- Avoiding pranks, carrying and handling utensils, tidiness, and the necessity for quiet and orderly movement.
- Not to stand too near other students operating appliances and never to operate appliances unless told to do so and the purpose of protective clothing.
- There should be appropriate warning notices on relevant items and the school learning plan should be prominently displayed in practical rooms.

Close and constant supervision is vital if accidents are to be prevented and should the teacher be required to leave the kitchen they must ensure every appliance is switched off and the master ignition key removed until their return.

- No teaching group should be so large as to be a risk to the Health and Safety of the group or staff involved.

COSHH

Control of Substances Hazardous to Health (2002)

- Substances used in the workplace must be assessed with reference to COSHH and be stored in a locked cupboard.
- A risk assessment should be carried out in the normal course of lesson planning, which takes place in the academic year prior to lessons being delivered either by the writing of new modules or by the review of existing modules. Such risks should be identified on the Department's Lesson Planning Sheets.
- Alternatives to the hazardous substance should be sought and used if possible.
- Chemicals used in the workplace can be assessed with reference to HAZCARDS available from CLEAPSS.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

Risk Assessment

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.

The B.S.4163 2014 Health and safety for design and technology in schools and similar establishments – Code of practice contains a helpful framework to use when assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

- The size and layout of the work area.
- The size and number of items of furniture and equipment in the work area.
- The type of activities carried out in the work area.
- The age and abilities of the students.
- The competence and experience of the teacher.
- The extent of technician or other appropriate support.
- Whether learners with special needs are present.
- Whether there are students whose first language is not English.
- The behaviour of the students.

Safety Signs, Notices and Displays

- Each workroom must have a set of safety rules and the fire procedure displayed clearly.
- Cautionary notices and signs must be displayed where appropriate.

Clothing

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous activities are being carried out.

Do not use nylon or other plastic protective clothing in high-temperature work.

First Aid

Each practical room must have easy access to a first-aid kit.

Sharps

Sharps must be collected using suitable equipment i.e. gloves, handheld brush and pan and placed inside a suitable container. The container should be emptied on a regular basis to prevent overflowing of sharp materials.

Storage

- Food should be stored appropriately, either in cupboards, refrigerators or freezers, according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while cooking.
- Ensure that equipment is clean, and tables sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking

- Students must be supervised at all times.
- The correct temperature must be used for cooking.
- Correct Health and Safety procedures and correct equipment must be used when handling hot food.
- Food or boiling liquids cooking on the hob must not be left unattended.
- Cool foods quickly unless the recipe says otherwise.

Cleaning up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)

- All food rubbish must be put in black plastic sacks and tied up.
- Cookers must be cleaned after use.
- Tables should be sterilised.

Eating the food or transporting it elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.

Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

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Hairdressing & Beauty

The school will be giving pupils the opportunity to participate in Hairdressing & Beauty sessions within the school year.

The Hair Dressing and Beauty Company – Envirohort Ltd will be experienced and competent and close supervision will be in place at all times.

Electrical

All electrical equipment will be well maintained and used in a safe manner to prevent the risk of injury from electric shock. Maintenance will include visual checks for wear and tear (e.g. exposed wiring) as well as periodic inspection and testing by a competent person ('PAT' testing). Faulty equipment should not be used until it is examined/repaired by a competent person.

Hairdryers, curling tongs, hair straighteners etc. will be kept clear of water and will be checked by the teacher after each lesson to ensure they have been switched off and cooled down prior to storing away.

Hazardous Substances

To prevent personal harm from hazardous substances e.g. skin irritation, respiratory disease, a COSHH risk assessment is required for such substances as cleaning chemicals, shampooing, nail varnish, hairspray etc.

Work-Related Dermatitis

To prevent contact dermatitis the school will ensure that all staff are aware of the risk from contact dermatitis which commonly develops through frequent wet working or working with milder chemicals such as shampoos. The school will ensure that staff and pupils regularly check their skin for early signs of dermatitis.

Methods of Sterilisation and Disinfection

Disinfectants - Bleach or 'Milton' solution can be used for soaking combs, brushes and on non-metal surfaces. Ammonia compound disinfectants (e.g. 'Barbicide') can be used for metal and plastic items. Follow manufacturer's instructions for correct use.

Sinks

The sinks have TMV's in place to ensure the correct temperature is delivered through the mixer taps.

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Health & Safety Information & Training

Consultation

The Academy Resources Committee meets termly to discuss health & safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the school office.

Elite Safety in Education provide competent health and safety advice for our school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by a competent member of staff.

The Principal (may be delegated) is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g., use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the Vice Principal and they will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Vice Principal's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Elite Safety in Education, and a member of the senior management team.

A Governor may be involved/undertake an inspection and report back to the relevant meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

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Infection Control

Introduction

This policy has been written following guidance from UK Health Security Agency guidance on infection control and winter readiness.

Aim and Objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform UK Health Security Agency. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

Infection Control

Infections are usually spread from person to person by close contact, for example, infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to UKHSA guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.



The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella). If a pregnant woman comes into contact with German Measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: [UK Health Security Agency](#)
It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

Meningitis

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.) and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease – COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A water risk assessment of the school has been completed by a competent contractor.

They are responsible for ensuring that operational controls are being conducted and recorded in the legionella risk assessment file.

The Site Manager will carry out monthly temperature checks, and weekly flushing of little used outlets.

The contractor will be responsible for TMV inspections and regular water sampling.

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Lettings/Shared use of premises

Lettings are managed by the Business Manager and the school will follow any guidance issued by Birmingham City Council or other guidance available.

The hirer is responsible for ensuring they have sufficient insurance in place.

The school will ensure they have gone through the fire evacuation procedures with them and the nearest first aid kits.

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Lone Working

Lone working can be defined as a wide variety of situations including:

Travelling alone -- on foot, by car or public transport

- Peripatetic (mobile) working -- visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms -- effectively, working alone.
- Arriving at or leaving premises, the first person in/last out is in effect working alone.
- Out of hours activities -- cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Principal to ensure members of staff are aware of the risks of lone working.

Hazards identified will be evaluated by the Principal for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Principal to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Principal by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Principal, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Principal's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Principal to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Principal. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Principal any aspect of work-related risks.

The Principal will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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Minibus

The Business Manager maintains a list of nominated drivers who drive either the minibus or drive another vehicle in connection with their work.

Minibus drivers have received MIDAS training to enable them to drive the Minibus.

The Site Manager is responsible for the undertaking of weekly checks on the minibus.

Drivers are responsible for carrying out checks prior to taking the vehicle out.

The Minibus is leased, and the leasing company is responsible for the servicing, MOT and repairs (not accidental).

All Staff Who Drive on Behalf of School Will:

- Provide the Business Manager with permission for staff to look at their driving licence on the DVLA site.
- Staff who occur any more than 6 penalty points on their licence will not be permitted to use the minibus or transport pupils in their own vehicles.
- Report any endorsements, impending endorsements and disqualifications immediately.
- Carry out the pre-start checklist.
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 15-minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the highway code.

In the event of an R.T.C, obtain the following information:

- Stop; and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT.
- Make a sketch drawing/take photograph of the accident site.

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Manual Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the competent person and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Manual Handling of Pupils

All staff have received the appropriate “Team Teach” training and techniques and continue to have regular updates.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Moving no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance where the weigh/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight, size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

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Off – Site Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments. These visits begin with short excursions into the local areas and progress to longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and life skills.

Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists):

Residential Activities

Decided on a risk assessment basis.

How Visits May be Authorised

The Principal will appoint a Group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's Educational Visits Coordinator should be involved in the planning and management of off-site visits.

All planning forms must be submitted 5 working days before the planned visit.

S/he will:

- Ensure that risk assessments are completed.
- Support the Principal and Governing Body in their decisions on approval.
- Assign competent staff to organise and help with trips.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and coach company assures us their drivers too have had Disclosure and Barring checks.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the National Guidance. All

off-site activities must take place in accordance with the guidance given. All this is available on the staff portal.

Where staff, are proposing to arrange an off-site activity. They must seek and obtain the approval of the Principal before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Principal will seek the approval of the Governing Body before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the Group Leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, especially if never been to the venue before or it is a high-risk activity taking place, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal/governing body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?

- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Principal, the Governing Body (if applicable), and the Educational Visits Coordinator.

Transport

The costing of off-site activities should include any of the following that apply:

- Transport.
- Entrance fees.
- Insurance.
- Provision of any special resources or equipment.
- Costs related to adult helpers.
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal Disclosure and Barring Checks.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by school.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity, the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Principal the possibility of excluding that child from the activity.

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:
National Guidance for offsite activities <http://oeapng.info/>

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment.
- Report on preliminary visit.
- Applications for approval of visit.
- General information.
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit.
- Travel schedule.
- Accommodation plan (if applicable).
- Full plan of activities.
- Fire precautions and evacuation procedures.
- Intended arrangements for supervision.
- Insurance arrangements for all members of the group.
- Emergency contacts and procedures.
- General communications information.
- Guidance for group leaders.
- Guidance for the emergency contact and Principal.
- Medical questionnaire returns.
- First-aid boxes.

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Physical Education

Safety in Physical Education & School Sport

Introduction

Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication:

‘Safe Practice in Physical Education and School Sport’ published by the Association of Physical Education www.afpe.org.uk/ ISBN 1902523687

Duty of Care

In loco parentis forms the basis for duty of care which all teachers must operate when they have students in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

Risk Assessment

Hazards in PE are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk.

The school has created and maintained a risk assessment for each PE work area.

The school ensures that stringent checks, including Criminal Records Bureau (DBS) checks, are made before allowing any unsupervised access to children.

Refer to; ‘Guidelines for Local Education Authorities, Schools and Colleges’ in the use of ‘Adults other than Teachers in Physical Education and Sport Programmes’, AfPE.

Class Sizes in Physical Education

In determining the size of teaching groups in physical education, Principals and teachers take into account of the:

- Nature of the activity.
- Age, experience and developmental stage of pupil/pupils.

General Health & Safety Issues in PE

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided, or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Inspection of Equipment

All PE facilities and equipment will be inspected regularly.

The school makes arrangements with competent contractors to inspect PE equipment at least annually.

PE staff will carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Hazards and Equipment Defects

It is the responsibility of everyone in the department to inform the Site Manager of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First aid

The school have suitable numbers of trained first aiders available.

First aid kits are checked on a regular basis and clear, effective procedures for contacting the emergency services are in place.

There are procedures to address the needs of injured pupils and the remainder of the group if anticipated, in particular on visits away from school premises.

Concussion

No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should NOT drive a motor vehicle (e.g. car or motorcycle), ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion. Follow Guidance from UK Government “if in doubt sit them out” UK Concussion Guidelines for non-elite (grassroots) sport.

Incident Reporting

Injuries to staff arising out of PE or sports activities and those to pupils resulting in significant injury and or first aid attention should be reported immediately.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are also reportable to the Health and Safety Executive (HSE).

In these circumstances the Principal in conjunction with the member of staff who witnessed the incident should complete both an F2508 (RIDDOR) and the schools Incident report form.

Clothing and Footwear

This must be appropriate to the activity.

For indoor activities free weights, gym equipment etc. it is not acceptable to work in stocking feet because they do not grip the floor. If the condition of the floor does not allow bare feet, then trainers provide the best alternative.

Wherever possible, clothing allowing freedom of movement should be worn, appropriate to the activity.

Personal Effects

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons.

In addition, belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Pupils should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins.

When ears, etc. are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases AfPE guidance should be followed, i.e.:

- All personal effects should be removed; if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual pupil or group), if the situation cannot be made safe, the individual pupil should not actively participate.
- Some pupils may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other pupils.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Activities – Outside of School

Any activity which is organised outside of the school building must be risk assessed.

Trampolining

This activity is undertaken by a specialist trainer.

Safety information is given to pupils prior to the activity.

Football

The strenuous nature of football means that safety must be given paramount importance. Teachers have a good up to date working knowledge of the game.

Clothing

For all physical activities' pupils must be suitably dressed to ensure their safety at all times.

For example, when using climbing equipment hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

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Premises & Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept centrally in the office.

All staff are required to report any problems found with plant/equipment and record via email or verbal. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Roller Shutter Doors

Roller shutter doors will be inspected on an annual basis by a competent contractor.

PE Equipment

PE equipment will be inspected on a regular basis by staff

Gym Equipment

Inspected on an annual basis by a contractor.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

Air Conditioning Units (if applicable)

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

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Risk Assessments

The school risk assessments (for all activities, teaching and non- teaching, premises and one-off activities) will be co-ordinated by the staff and Elite Safety in Education.

The risk assessments are held electronically on Elite Safety H&S Portal and on the school shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupils are held on that person's file and will be undertaken by a relevant member of staff.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department/subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

In addition, the following publications are used as sources of model risk assessments:

Secondary Schools

BS 4163 2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11th edition, ASE 2 www.ase.org.uk

Topics in safety, 3rd Edition ASE 2001

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' www.afpe.org.uk

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Security

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Principal have endeavoured to make the school as safe as possible.

Entry to School for Visitors/Staff

The reception area is clearly marked and directs the visitors to the entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by a key-fob system on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to sign in using the electronic signing in system and given a visitor ID to wear.

School staff are responsible for informing the office staff of any planned visitors.

Staff who are no longer employed by the school are asked to return their key-fobs and fobs will be deactivated (this will occur regardless whether they have been returned or not.)

Entry to School for Pupils

Entry to the school is through the main school doors, where members of staff will be assigned to ensure all pupils arrive in school safely.

Pupil Supervision

The Principal or in his absence a nominated senior teacher, remains on the premises until the last child is collected if not making their own way home.

Security of the school building will be reviewed in the Academy resources committee meetings, and matters may be referred to the Governors for consideration as necessary.

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

As far as possible all equipment is secured. Equipment will be Smart Water marked. Expensive portable equipment is locked away daily. 'Older' computers remain in classrooms.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- SLT only has access to management files.

Office Computers:

- Accessed only via individual passwords for Principal and school Business Manager.
- Financial files are accessed via further password.
- Access to the school office is prohibited except for staff requiring access for a specific purpose.

Other Data Protection Issues:

- Printed material is disposed of by shredding.
- Parents are informed of data kept in school and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Disaster recovery plan in place.
- School anti-virus software is updated regularly.
- All network data is backed up.

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Stress/Wellbeing

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

- The Principal and Vice Principal have an open-door policy to discuss any issues (including home life) with staff.
- Mentoring of new staff to ensure a smooth transition into their post.
- All school staff have been informed of the employee assistance programme.
- Regular staff meetings.
- Calendar of Line Management Meetings.
- Breakfast Fridays.

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Vehicles on Site

Vehicular access to the school is via the side of the building and only limited spaces available.

Staff and visitors park at their own risk.

There are disabled parking spaces available.

The access from the road shall be kept clear for emergency vehicles.

Deliveries

Where possible deliveries should be made before school starts or during school day when pupils are in school.

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Violence

The Edge Academy will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the school.

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported. Each incident must be investigated by the Principal to prevent a reoccurrence of a similar incident.

The Principal must assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation, staff should be aware of their stance and tone of voice etc.

Where a situation is identified, the parent is encouraged to return for a pre-planned appointment.

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Volunteers in School

Introduction

At The Edge Academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

The Edge Academy values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Safeguarding

The Edge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at The Edge will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Principal recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Governors and Principal are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances.

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005).

LA Authority Standards and Framework Act 1998.

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

School Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Principal will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs and tables etc.

The schools nominated person(s) responsible for work at height will be the Site Manager.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.
- Ensure ladders are checked termly.

Small step ladders and kick-stools are used by the teaching staff, who have/will receive/received training for work at heights.

The Site Manager has received the appropriate training for work at height.

Contractors will not be permitted to use any of the school's work equipment.

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Work Experience

The school retains a duty of care for all pupils undertaking work experience and must ensure the placement is appropriate, therefore:

- All pupils are briefed before working in the school regarding school arrangements and health and safety responsibilities (induction handbook).
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Our school ensures that young people are protected from risks to their health and safety by means of written communication (induction handbook), completion of a personal risk plan (where what each is allowed to do or not is made explicit and a copy given and held) and a full tour of the school site. Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor pupils during the placement.
- School based mentors will conduct the health and safety checklist for young people and ensure that they make the Principal aware of any potential risks that may arise as a result of the young person being engaged on the premises.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- Our school will engage our own health and safety procedures with all young people and seek advice and guidance from the submitting authority where necessary. All conversations will be recorded in writing and be retained by the school-based mentor in the appropriate training file.

Young and Inexperienced Workers

A 'young person' is defined as anyone who is under 18 years old.

We must ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured.

This will include young people who are participating in work experience.

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Amendments 2020

Flammable & Hazardous Substances – added COSHH Guidelines

Infection Control – New

Risk Assessments – added New and Expectant Mothers paragraph

Reviewed 2021 – No changes noted

Amendments 2022

Appendix 8 Flammable and Hazardous Substances changed to Appendix 4 Control of Substances Hazardous to Health

Appendix 12 – Infection Control

Amendments 2023 (LT)

Added Appendix 2 and 10 – Art and Food Technology

Appendix 14 – Infection Control (PHE Changed to UKHSA)

Appendix 21 – Physical Education (Added Concussion)

Appendix 23 – Risk Assessments (Amended)