

# David Nieper Education Trust



## Health and Safety Policy

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This policy was reviewed by Joy Williams, Business Manager

<b>Version 1</b>	<b>Approved by the Governing body 22.05.17</b>
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**Due for re-approval in Summer 2022**

<b>Link Governor</b>	<b>Signed</b>
Lisa Howard	

# HEALTH AND SAFETY POLICY DOCUMENT

## PART ONE - STATEMENT OF INTENT

The Academy's Governing Body and Headteacher recognise and accept their responsibilities both under law and under the Department for Education's delegation for local management of academies. As responsible employers and persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The Academy is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the Academy's Governing Body and Headteacher.

The Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc. or anyone who is or may be affected by the Academy's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the Academy's health and safety performance. For the Policy Document to be effectively implemented, the Academy requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Academy's Governing Body.

Employees are reminded of the own duties:

- To take care of their own safety and that of others;
- To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.
- Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the Academy Governing Board.

Name: Dr K Hobbs

Name: Christopher Nieper

Signed:

Signed

Headteacher

Chair of Governors

Date:

Date:

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## **PART TWO - ORGANISATION**

### *Organisation – Introduction.*

To achieve compliance with the Governing Body and Headteacher's Statement of Intent the Academy's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### *The Duties of the Governing Body*

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document.

In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the academy, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

### *The Duties of the Headteacher*

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document.

In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Headteacher will maintain the profile of health and safety within the Academy by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### *The Duties of Employees*

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must:

- comply with the Academy's Health and Safety Policy Document and procedures at all times
- co-operate with Academy management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received
- report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements
- exercise good standards of housekeeping and cleanliness.

### *Students*

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the Academy and the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

### *School Health and Safety Representatives*

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### *Temporary Staff*

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the Academy site.

### *Teaching Staff*

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the Academy and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

### *Teaching Assistants*

Teaching assistants have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

### *External Visits Coordinators (EVC)*

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the Academy.

### *Site Manager*

The Site Manager has a day-to-day responsibility for ensuring compliance with the Academy Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

### *Volunteer and Parent Helpers*

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the academy site.

## PART THREE – ARRANGEMENTS

The following procedures and arrangements have been established within the academy to minimise health and safety risks to an acceptable level.

### *Communication*

The Academy recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.

The Academy management team will ensure that all staff have received relevant information, training and updates through the induction process, staff meetings, training days and via the Health & Safety noticeboard in the staffroom. Pupils are kept up to date via their form tutors and assemblies. Supply staff receive a handbook containing health and safety guidance and fire procedures.

### *Consultation with Employees*

The Academy recognises the importance of consulting with employees on health and safety matters. The Headteacher has regular meetings with the trade union representative and a health and safety committee will meet every term. The committee will consist of employees who have health & safety responsibilities such as risk assessments and the safe storage and use of equipment and resources. The committee will report any concerns to the Headteacher.

### Section 1 – Risk Assessment

The Academy uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the academy leadership team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

Business Manager	Whole Academy Health & Safety Evacuation Procedures EVC for Academy Trips
Site Manager	Manual handling Fire Risk assessments Working at Heights & safe use of ladders Working with chemicals Operating dangerous machinery
Head of PE	Safe Operating Procedures for each sporting activity
Science Technician	Safe storage of chemicals Working with chemicals

## Academy Trips / Offsite Visits

The academy complies with DFE guidance on offsite visits and academy journeys. A separate academy trips policy has been produced. The Educational Visits Coordinator is the Business Manager. The Academy subscribes to Derbyshire County Council's EVOLVE program for educational visits planning and risk assessment to ensure ongoing compliance with current legislation.

## Working at Height

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place by the Site Manager to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The academy discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

The Site Manager is responsible for the safe storage of ladders and other equipment used for working at height. He is responsible for assessing any tasks that require the need for working at height and for ensuring that these are carried out in a safe way. All risk assessments and checklists relating to ladders and working at height are kept on file in the Site Manager's office and he is responsible for the regular review and implementation of these.

## Noise

The academy is aware of need to assess the risks of noise and where noise is identified as a significant risk the academy ensures appropriate control measures are put in place.

## Violence to Staff

The academy is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the academy ensure that appropriate control measures are put in place. Staff should report any incident of aggression or violence (or near misses) directed towards themselves through the reporting process via their line manager or the Business Manager. There is potential risk of violence towards staff from hostile parents and students, with members of the pastoral team and reception staff at highest risk of being faced with this. There are individual risk assessments in place for any students who are known to have violent outbursts. No member of staff should deal with any hostile student or parent on their own where practicable but should be accompanied by another member of staff. Any meetings with potentially hostile parents should be held in the reception meeting room so it can be easily monitored by other staff members.

## Security Arrangements including Dealing with Intruders

Risks to security of the premises and property are assessed through the risk assessment process. During the academy day access to the academy is restricted to the main entrance only, with the doors to the academy being on a fob access control. All visitors to site are required to sign in at reception and wear a visitor badge. Out of hours the building is alarmed and monitored by FES FM.

In the event of an activation out of hours FES FM will contact the key-holding company, Keepsafe, and the Site Manager.

### Personal Security / Lone Working

The academy ensures that lone working is risk assessed and that appropriate control measures are put into place to mitigate those risks. Staff assist in the operations of any systems designed to provide for their safety.

No member of staff should be regularly working after 6pm on a normal working day. Any member of staff working after normal working hours needs to notify the Site Manager in advance so they can make arrangements to ensure the building is secure. Site staff working early in a morning and late at night should ensure they always have a mobile phone with them and ensure that they restrict their activities to those that are low risk.

### Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used a designated member of staff will carry out risk assessments and adopt a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy is supplemented by department policies relating to the specific activities of the department.

The Site Manager will oversee the chemicals used by the site and cleaning staff, ensuring that these are stored securely and that CoSHH is applied. He will ensure that data sheets are held for each chemical used.

The Science Technician will be responsible for the secure storage and disposal of all chemicals used in the science department and that CoSHH is applied. He will ensure that all data sheets and Hazards are kept up to date and are available as and when needed.

The DT Technician will be responsible for the secure storage of any chemicals and materials used in the technology department and will ensure that data sheets are held for everything as required.

### Personal Protective Equipment

Employees / Managers assess based on risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required then PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

Activities identified as requiring PPE are as follows:

Science – when handling chemicals safety goggles and aprons should be worn as a minimum.

Resistant Materials – when operating machinery goggles and aprons should be worn as a minimum.

### Academy Transport

Risks associated with driving are evaluated within assessments for activities.

Staff using their own cars for business use should have business insurance on their vehicle and a copy of the insurance document should be kept on file in the academy.

Staff who are driving the academy minibuses for academy activities need to have completed the relevant training and a copy of the training certificate should be kept on file in Academy. Any MiDAS training needs to be renewed every three years (for those driving a minibus under D1 regulations).

### Manual Handling

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Positive Handling training was provided for all staff, cleaning and site staff will undergo manual handling and teaching assistants will undergo manual handling or moving of children. Training will be reviewed annually as part of the performance management programme.

### Curriculum Safety

Heads of Faculty ensure that risks relating to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Head of Faculty and all tools / equipment / machinery are checked, maintained and stored correctly. Heads of Faculty responsible for areas of risk are as follows:

Head of PE and Performing Arts

Head of Technology

Head of Science

Head of Humanities

Risk assessments are held with the lesson plans and schemes of work and kept either by PALs, Pastoral or SENCOs.

The Site Manager is responsible for the service and maintenance of the academy equipment / machinery and service records are stored in his office.

### Display Screen Equipment

Most staff within the academy are not considered to be DSE users. The Business Manager will ensure that DSE workplace assessments are conducted for all users as requested. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

### Use of Outdoor Courts and Playgrounds

A risk assessment of the potential hazards in the outdoor courts and their likelihood to cause harm has been undertaken and the following control measures have been implemented:

Use of outdoor courts at social times, i.e. breaks and lunchtimes should only take place when supervised by a member of staff. A duty rota is in place to monitor the outdoor spaces during social times. Students are restricted to the tennis courts and courtyard area during these times. Access to the academy site by visitors is restricted during the academy day with main reception being the only means of entry and exit to the academy. Students do not have access to the car park during the academy day and vehicles can only access the main drive and carpark during the academy day.

## Section 2 – Premises

### Mechanical and Electrical (fixed and portable)

The academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Site Managers Office.

### Maintenance of Machinery and Equipment

The academy inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant of the use and type of equipment. The Site Manager has a list of all machinery on site along with the maintenance schedule for each item.

### Asbestos

The academy moved into brand new facilities in February 2017 and so there are no asbestos issues.

### Service Contractors

Service Contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the academy. Contractors follow their own safe systems of work and their working methods will consider how they will impact upon staff, students and other visitors on site. The Academy provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them. Contractors should report to reception to sign in and then will be met by a member of the site team. FES FM are responsible for the maintenance of all site plant and heavy kitchen equipment and will provide their own contractors to carry out this work.

### Lettings

The academy ensures that the hirer has public liability insurance in place in order to indemnify the academy from all such hirers' claims arising from negligence. If any part of the academy is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe and responsible manner. A signed, written letting agreement is completed and copies are kept centrally by the Business Manager. Please see the separate Lettings Policy for more information on Letting's procedures.

### Slips Trips and Falls

The academy recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager ensures regular inspections of communal areas. All hazards, obstructions,

spillages, defects or maintenance requirements are reported to the site team via the Spiceworks helpdesk process or to the Business Manager / Site Manager if the case is urgent. All staff are expected to be vigilant and aware of possible hazards.

## Cleaning

A cleaning schedule is in place which is monitored by the Site Manager. All waste is disposed of according to appropriate Health and Safety Guidelines. Deep cleaning is undertaken on a regular basis where necessary. The Academy ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

## Transport Arrangements (on-site)

The academy currently has two entrances for traffic, one for the academy buses and after-hours letting use, and the main drive into the academy leading to the car parks, and delivery area next to main reception. Pedestrian walkways and student access is clearly marked on the car park and bus park and this area is monitored by a member of duty staff before and after academy. During the academy day, access to the academy by visitors and deliveries is restricted to the main entrance only and vehicles can only access the carpark areas and delivery bay. Please see the Academy Travel Plan for more details.

## Caretaking and Grounds Maintenance

The academy identifies the risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process. The site team is managed by the Site Manager. The Site Manager is responsible for undertaking and implanting risk assessments associated with caretaking and grounds maintenance.

## Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors as set out by the contract with FES FM. Gas and electrical appliances are also checked visually on a regular basis by the Site Manager and subject to appropriate formal inspection on an annual basis.

## Glass and glazing

All low-level glazing (below 800mm), such as glazing in doors and high-risk glazing, such as glazing within PE departments, is toughened laminated glass and complies with safety regulations. Any breakages should be reported to the site team immediately via the Spiceworks Helpdesk so that the area can be made safe, and repairs undertaken. Glazing is also assessed during regular site inspections by the Site Manager and site team.

## Water Supply / Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The Site Manager and the site team have a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge

to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken, and a system is in place to ensure an annual check is carried out. Records of the checks are kept in the logbook in the Site Managers office. A legionella risk assessment has been documented and the site logbook is used, which is stored in the Site Manager's office. The site team will carry out planned weekly and monthly testing of the water supply and records are kept in the Site Manager's office. FES FM are responsible for carrying out Annual Inspections.

### Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site and the site team are responsible, on a day-to-day basis, for assessing the risks on site and advising the senior leadership team (SLT) of any issues or risks. The site team will ensure that the car parks, delivery bay and the main entrance / exit route into the academy is kept clear of snow and ice where reasonably practicable. An emergency plan has been developed to determine the action that needs to be taken in the event of adverse weather conditions. There is suitable storage for salt/grit and tools on site and a sufficient supply of salt / grit is available.

## Section 3 – Medical / Fire and Emergency Arrangements

### Infectious Diseases

The academy follows the National Guidance produced by Public Health England, which is summarised in the publication 'Guidance on infection control in Academy and other Child Care Settings'. This publication can be found on the Health & Safety noticeboard in the staffroom and online in staff resources in the Health and Safety folder.

### Dealing with Medical Conditions

The academy accommodates pupils with medical needs wherever practicable and refers to the DFE publication 'Supporting Pupils with Medical Needs in Academy' which sets out the legal framework for the health and safety of pupils and staff. This publication can be found on the Health & Safety noticeboard in the staff room and online in staff resources in the Health and Safety folder.

Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between academy, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs. Individual care plans and risk assessments for students with medical conditions are completed by the pastoral team and are stored on the students file and held centrally by the Business Manager.

### Drug Administration

The academy accommodates pupils with medical needs wherever practicable. Please refer to the academy's policy on Administration of Medicines for more information.

## First Aid

The Academy follows the statutory requirements for first aid and provides suitably trained first aid staff. The list of certified first aiders is held by the Lead First Aider and is updated when qualifications/re-qualifications are completed. Please refer to the First Aid Policy for more detailed information.

## Reporting of Accidents, Hazards and Near Misses

All staff are encouraged to report any accidents, incidents and near misses to their line manager or the Business Manager who will investigate such incidents and identify and implement means to prevent a recurrence. All accident reports are held centrally by the Business Manager, who is responsible for reporting any incidents that come under RIDDOR.

## Fire Safety and Emergency Evacuation

A Fire Risk Assessment has been carried out and a safety management plan is in place. Fire points and the sprinkler system are tested on a regular basis by the site team and records of the tests are held in the Site Managers office. Fire Extinguishers are maintained on a routine basis by FES FM. The academy carries out regular fire drills each half term which are timed, and a record is kept by the Site Manager. Please see the Academy's Emergency Evacuation Procedures for more information.

## Section 4 – Monitoring and Review

### Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. These are reviewed by the Health and safety Committee and the link governor for Health and Safety.

### Inspections

Regular safety inspections are carried out by the nominated person/s. All hazards and risks associated with the premises / faculties / grounds are monitored and controlled.

### Review

The academy has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the academy by the Site Manager and the Business Manager, supplemented by various 'ad-hoc' and unplanned checks and inspections. The academy also has arrangements in place to check all health and safety documentation including risk assessment, policies and procedures etc. A half termly link governor meeting is held to review health and safety matters including a breakdown of accidents and a review of risk assessments.

The Health and Safety Committee will review the Health & Safety Policy annually and submit any

updates and amendments to the Headteacher for review. The policy will be submitted to the governors for approval.

## Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Academy ensures a complete health and safety audit by competent persons. The actions points identified through the audit form part of the Academy development plan.

## Section 5 – Training

### Staff Health and Safety Training / Competence

The academy is committed to ensuring that staff are competent to undertake the roles expected of them. The Head teacher / Heads of Faculty undertake a training needs analysis as part of the Performance Management process to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held centrally. The training needs analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees. All training records are held in staff files and are administered by the HR Assistant. The academy has subscribed to the Local Authority Health and Safety package including training to ensure that all relevant staff have received the necessary training.

### Supply and Student Teachers

The academy's expectations are made clear to the supply and student teachers through the provision of the Supply / Student Teacher Handbook. Teachers on supply and Student Teachers are given appropriate copies of the Staff Handbook, Health and Safety Policy Document, safeguarding policy and other relevant policies. The Assistant Head – Curriculum is responsible for liaising with the supply / Student Teacher on general academy organisation and routines. When Supply and Student Teachers attend the academy to cover for staff absence at short notice the Assistant Head – Curriculum gives guidance on the work to be covered.

### Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the academy's safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety, are expected to always wear a visitor badge and follow the academy procedures. The designated teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

## Section 6 – Health and Wellbeing

### Pregnant Members of Staff

Members of staff who are pregnant are required to inform the academy in writing so that an appropriate risk assessment of their work routines can be carried out by the Headteacher /Business Manager. The risk assessment will be held on the staff members' file and reviewed periodically.

## Health and Well Being including Absence Management

The academy has carried out a risk assessment based on the Health and Safety Executives Management Standards for work related stress. The academy endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. See the Staff Absence Monitoring policy for more information.

### Smoking/Vaping on Site

Smoking and vaping is strictly prohibited on the Academy premises. Any member of staff or visitor who smokes/vapes is required to leave the site to do so.

## Section 7 – Environmental Management

### Environmental Compliance

The academy seeks to fulfil its waste management objectives through;

- using only what is needed
- seeking alternatives where possible
- recycling as much as possible
- disposing of as little as necessary.

The academy uses Amber Valley trade waste services to dispose of the waste. The site team are responsible for filling the bins and ensuring that the site is fully compliant with our waste management objectives. All confidential waste is collected and shredded on site by Shredpro and a certificate of destruction is issued and retained by the academy.

### Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. All IT Equipment that is deemed as needing to be disposed of is collected by a registered company and a destruction certificate is issued which is retained by the Academy.

## Section 8 – Catering and Food Hygiene

### Catering and food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice provided by the Local Authority, Derbyshire County Council.

## Section 9 – Health and Safety Advice

### Information

The academy buys into the Health and Safety Advice service provided by the Local Authority, Derbyshire County Council. The academy is also registered with CLEAPSS for specific health and safety advice and guidance relating to science, technology and PE.