

## HEALTH AND SAFETY POLICY ARRANGEMENTS

### FOR

#### Minerva Primary Academy

Detailed below are the arrangements for ensuring that the aims and objectives of the Academy's Health and Safety Policy are implemented, to secure a safe and healthy working environment.

The Academy needs to ensure the guidance fits the Academy's policies, procedures if it is to be appropriately used.

#### Law Poster

The Health and Safety Information for Employees Regulations requires the Academy to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staffroom.

#### 1. Accident Reporting, Recording and Investigation

- All significant accidents must be reported to the Principal .
- All accidents should be recorded in an accident book or accident slips. The pupil's accident book is located in the ABM Office. The staff accident book is also located in the ABM Office. Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the ABM and reported to Jo Crickson, CLF H&S Manager.
- Fatal or major injuries must be reported **immediately** to Jo Crickson (CLF H&S Manager) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the Academy's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to CLF Health & Safety Manager

#### 2. Asbestos

- The asbestos survey is located in the ABM office.
- Key staff, Claire O'Mahoney (Caretaker) and Fiona Mallin (ABM), have attended Asbestos Awareness Training, and have / will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors log book is located in the ABM office.

- An asbestos management plan is located with the log book.
- Staff responsible for monitoring and inspecting asbestos containing material are Fiona Mallin (ABM) and Claire O'Mahoney (Caretaker).
- Staff will report any damage to identified areas immediately to Claire O'Mahoney (Caretaker). If Claire is not available then please report to Fiona Mallin (ABM).
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – Emergency procedures as outlined in the Asbestos Policy will be completed.
- Location map of asbestos containing material is located in the ABM office.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

***Please refer to the Academy Asbestos Policy for further advice and guidance***

### **3. Contractors and Visitors**

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet. The site manager will meet and greet the contractor and go through relevant Health and Safety Information related to the site and scope of the works being undertaken. On leaving the site they will be required to sign out and inform Fiona Mallin (ABM) or Claire O'Mahoney (Caretaker) of the work / actions that have been carried out and any further work that is required.

Before contractors are used by the academy they must be selected from the approved contractors list formulated and sent out by CLF central. If a contractor you wish to use does not appear on the list, the academy must get the contractor approved via a PQQ submission.

The application and subsequent vetting for approved contractors looks at the following as an example:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date CRB checks been undertaken for employees working within the Academy
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have Risk assessments and method statements (RAMS) for the work activities?

**Please note the PQQ looks at and asks for generic method statements and risk**

**assessments, the academy site manager/ ABM needs to review RAMS for the particular works being undertaken**

- Do they have safety policies and safety record systems?
- Has the contractors any references from other Academy projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc. RAMS – Risk assessments and method statements should be drawn up and discussed with Academy representative.

In addition, when contractors arrive on site to commence work the Academy will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Principal, or Academy representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the Academy's Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the Academy are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' working near asbestos, are governed and monitored via a 'Work Permit' between the Academy and contractor.

#### **4. COSHH (Control of Substances Hazardous to Health)**

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the Academy are managed by Fiona Mallin (ABM) and Claire O'Mahoney (Caretaker).
- Deliveries of hazardous substances are planned for outside the Academy academic hours and are immediately moved to the cleaning cupboard (locked).
- Any new products that are brought into the Academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- Details of products used by the site team are kept by the abm with a copy provided in each cleaning cupboard / site staff area.

- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the Academys arrangements.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

## **5. Defect Reporting Procedures**

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of Fiona Mallin (ABM) and/or Claire O'Mahoney (Caretaker) so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of Fiona Mallin (ABM), so it can be logged, actioned and monitored.
- The system that Minerva Primary Academy uses to report hazards is a dedicated Health and Safety Reporting Hazard Reporting Book in the staff room.

## **6. Display Screen Equipment (DSE)**

- The Academy has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, buisness managers.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment, and signed off with actions by the line manager.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the Academy (and corrective lenses if required specifically for DSE use).
- Please see the DSE user guide on Clif for more detail

### Driving

Please see the seprate driving at work policy available on Clif

## **7. E-Safety**

E-Safety is recognised as an essential aspect of strategic leadership in the Academy and the Head, with the support of Academy Councilors, aims to embed safe practices into the culture of the Academy. The Principal ensures that the E-safety Policy is implemented and compliance with the policy is monitored.

## **8. Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the Academy office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out *annually / on a risk assessment based upon the type of equipment and the environment it is used*. See Health and Safety Manual.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the ABM Office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the Academy's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the Academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

## **9. Expectant or new mothers**

Should any of the Academy's staff become a new or expectant mother the Academy will take steps to ensure their continued health and safety at work. A new and expectant mothers risk assessment will be completed with 'one to one' discussions and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

## **10. Fire and Emergency Procedures**

- The Academy has a separate Fire Policy.
- The responsible person is Peter Hallam.
- The assembly point(s) are KS1 and KS2 playgrounds

- Fire wardens are teaching staff and any support staff in charge if a group of pupils / students.  
The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
- Each week the alarm will be tested by Claire O'Mahoney (Caretaker) to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by A & E Fire Equipment Ltd. Weekly and monthly checks should be undertaken by the caretaker. Details should be recorded in the fire log book.
- The fire log book is kept in the ABM Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils Academy work along emergency exit routes should be controlled.
- Decorations, display materials or pupils Academy work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the Academy should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the Academy in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

**If you discover a fire:-**

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned. If an investigation delay has been agreed, e.g 2 minute delay to allow for site staff to investigate, ensure staff are aware of this.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.

- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

#### **Action on Hearing a Fire Alarm**

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the KS1 or KS2 playground.
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by Fiona Mallin, Deborah Turner and Rachel Gigg and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

***Please refer to the Fire Policy and Fire Procedures for further advice and guidance***

#### **11. First Aid**

- The details of the First Aiders who holds the nationally recognised qualifications are displayed in the ABM Office and in the staff room. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- First aid boxes are located in the following points:
  - ABM Office
  - Lead Learning Mentor/Parent Support Worker office
  - Reception Class
  - Fiona Mallin (ABM) ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
  - If the first aider or Headteacher 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 parents/guardians cannot be contacted.
  - The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

***Please refer to the First Aid Policy for further advice and guidance***

## 12. Glass and Glazing

It is the responsibility of Fiona Mallin (ABM) to arrange or carry out a glazing survey of glass in 'critical locations' around the Academy. Action any findings.

### Health Suveillance

Every effort will be made to control the use of substances and working conditions that may cause harm to health. Through planning, assessment and controls, our endeavours shall be to prevent harm from exposure in the first instance, or reduce exposure to the minimum level and within the Exposure limits.

The risk assessments and existing control measures will determine health surveillance requirements and initiate the use of a registered medical practitioner to devise programmes (Occupational Health provider) where considered necessary. This may include some simple procedures such as basic skin checks (e.g. for dermatitis) and medical checks (e.g. in respect of HAVS and noise induced hearing loss, eye tests etc.) as determined by the factors of the hazard.

## 13. Infectious Diseases

- Reference the latest Public Health England 'Guidance on infection control in Academies and other childcare setting' and other guidance can be viewed and downloaded at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- The spotty booklet provide by the Health protection agency SWEST is available on the Health and Safety manual on CLiF
- A copy of this guidance is held in the school office.
- The Academy has procedures that will protect against blood borne viruses and infections that may be transmitted via blood or body fluids.
- Bio hazard disposable packs or other facilities / products for dealing with blood or bodily fluids is held in the ABM Office.
- If the Academy has an increase in the number of infectious diseases cases, Fiona Mallin (ABM) will call the local Public Health England Centre to seek further advice and if required complete a Public Health England Integrated Care Pathway document. (To establish your Public Health England Centre go to [https://www.gov.uk/health-protection-team.](https://www.gov.uk/health-protection-team))
- Regulations require all clinical and biohazard waste to be segregated and collected by an approved licensed clinical waste contractor.

***Please refer to the Infectious Disease Policy for further information and guidance***

## 14. Lettings

- All lettings must be approved by the Principal / Academy Council
- Conditions for lettings are set out on the Letting Form / Letting Agreement which must be completed accordingly. The Letting Form / Letting Agreement can be obtained from Fiona Mallin (ABM).
- Details of the Academics emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the Academy of any damage, equipment failure or faults with the fabric of the building.
- The academy inspect all areas before and after being let for safe handover and safe receipt back.

***Please refer to the Lettings Policy for further advice and guidance***

### **15. Lone Working**

- The Academy has recorded a lone working risk assessment and there are recorded procedures for key lone workers to remain safe. Please refer to Academy procedures.

### **16. Manual Handling**

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to Academy staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

## **17. Medication**

***Please refer to the Medications Policy for further advice and guidance***

### **National Language Barriers**

Where employees whose first language is not English we will endeavour to take all reasonably practical measures to induct and integrate those individuals within the federation. Communication and consultation processes will be developed to ensure the timely provision of information to ensure that we comply with our Employers duties under the HSWA '74 and the requirements of the Management of Health and Safety at Work Regulations 1999.

## **18. Play Equipment**

### **Gym Equipment**

- All staff should check the PE apparatus before use.
- Faults or defects to equipment will be reported to Fiona Mallin (ABM) and/or Claire O'Mahoney (Caretaker)
- The PE equipment is inspected annually by Sportsafe Uk and a record of the inspection is kept in the ABM office.
- The Academy has a risk assessment for the gym activities and equipment.

### **Outdoor play equipment**

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly and termly by Claire O'Mahoney (Caretaker) for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by ROSPA (Playsafety Ltd) and a record of the inspection is kept in the ABM Office.
- The Academy has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

## **19. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.

- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## **20. Risk Assessments**

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the ABM office.
- Blank risk assessment forms can be found on CLiF (Projects and Compliance, Shared Documents).
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All Academy trips or learning outside the classroom activities will have recorded risk assessments. (See Academy trips section).
- Every off site visit taking place after Academy hours, of a medium/high risk or for residential will be assessed.

## **21. Safeguarding**

- The Governing Body fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.
- The Academy has a Safeguarding Policy that was last reviewed in November 2017
- The Safeguarding Officer(s) / team are Jessica Crossley (Designated Safeguarding Lead) and Jennifer Harvey (Deputy Designated Safeguarding Lead).
- The Local Authority Designated Safeguarding Officer is Nicola Laird.
- The Federation Designated Safeguarding Officer is Steve Bane.
- All staff have received routine safeguarding training and information. All training records are entered onto the Single Central Record

## **22. Academy Trips/off site activities**

The Academy has a Academy Trips Policy that was last reviewed July 2018.

The named competent person nominated as Educational Visits Coordinator (EVC) is Sarah Cox.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The Academy uses the EVOLVE on-line system for Academy trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for Academy trips or off site visits as part of the review and submission process .
- For Category C trips the Principal will 'sign off' the trip. (Reference to the Academys Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Manager for review and authorisation on behalf of CLF .
- Category C type trips ( Adventurous,Residental Overseas) must be entered on the Evolve system and approved by the Principal, in time to be received by the Health and Safety Manager no later than 6 weeks before the trip is due to go ahead.
- Pupils will be briefed about the off-site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off-site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

***Please refer to the Academy Trips Policy for further advice and guidance***

### **23. Academy Transport / Minibus**

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the Academy's policy. Any significant findings must be reported to the Principal who must ensure that remedial action is taken.

Checks are carried out on an annual basis by Fiona Mallin (ABM) that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.

***Please refer to the Academy Transport Policy for further advice and guidance***

### **24. Smoking**

- The Academy is a non-smoking site and there is a no smoking / no vaping policy.

### **25. Staff Consultation**

The Governing Body, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the Academy. If a person wishes to represent staff, they should have been employed by the Academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

## **26. Wellbeing**

- Councilors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Councilors, in consultation with the Principal, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

***Please refer to the Stress Policy or Absence Management Policy for further advice and guidance***

## **27. Violence to Staff**

- The Principal and designated staff members are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Principal.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed.
- Appropriate steps will be taken by the Principal to deal with such a situation.
- The Academy may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the Academy's position and any arrangements for sanctions or exclusions.

***Please refer to the Health and Safety Manual for further advice and guidance***

## **28. Water Hygiene**

- A copy of the Legionella risk assessment is located in the ABM Office

- Zephyr, is employed to carry out many of the requirements of water testing under L8 guidance
- Claire O'Mahoney (Caretaker) carries out weekly flushing and temperature recording.

## **29. Working at Height**

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of Fiona Mallin (ABM) to ensure this takes place.
- Most Academy department's Academys should have access to kick stools, small steps or ladders.
- Claire O'Mahoney (Caretaker) carry's out regular inspections or the ladders and records these checks
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for Academy related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the Academys equipment.

## **30. Work Equipment**

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

## **31. Work Experience Pupils**

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out

the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the Academy the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

### **32. Workplace Inspections and Premises Risks**

The Principal , site team and the Health and Safety Academy Councilor representing the Academy Council will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Principal or designated person will ensure that hazards associated with premises are monitored and controlled.

A named Academy Councilor will be involved / undertake inspections on an old termly basis (three times per year) and report back to the Academy Council with a written report.

### **33. Waste**

- Suitable receptacles for the collection of waste will be provided in strategic positions throughout the Academy. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by an authorised person or member of the site team.
- Information and training on the safe management of waste is provided to an authorised person or member of the site team.
- An authorised person or member of the site team will be supplied with any personal protective equipment necessary for the safe handling of waste materials.
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for the removal of hazardous waste will be made in association with the Waste Regulation Authority or a competent and licensed contractor.
- Waste is collected by Bristol City Council and McCarthys Waste Disposal (Skip Hire).

### **34. Health and Safety Committees**

The health and safety committee is a stand alone committee . The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The health and safety committee has agreed to a charter for its roles and responsibilities.

The Safety Committee may include: -

Health and Safety councilor  
Principal  
Principal delegated person or Site/Building Manager  
ABM/ Operations Manager

Trade Union Staff  
Safety Representative(s)  
SENCO  
First Aid co-ordinator  
Head/ Technicians of Science, Art, PE or D&T (or should have technical input).

The standard agenda items for a Academy health and safety committee meetings is:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
  - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
  - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.?
3. Asbestos update
4. Feedback from high risk departments
5. Risk assessment progress and review
6. Training needs
7. First Aid provision / qualifications etc.
8. Any Academy trips taking place and has this been assessed and authorised
9. Inspection findings and required actions.
10. Findings of any compliance issues to feed into the

### **35. Compliance**

The Academics compliance arrangements are managed by Business Manager / Operations Manager in conjunction with the Caretaker. A compliance contract has been awarded to MFM Mannings . The management of this compliance provisions involves modules for statutory testing and maintenance of mechanical and Electrical Equipment and other statutory requirements.

### **36. Health and Safety Training**

Health and safety training is managed, recorded and assessed by the Principal / Business Manager / / Head of Department. The Academy recognises that while many people will already be aware of risks around their Academy, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff .. Recording when staff and Councilors have completed relevant training, assists the Academy to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

Fiona Mallin (ABM) has a training matrix which captures the training required for different roles and records of these staff who have undertaken the training and when.

All staff have an annual Health and safety up date training and or a Health and safety Induction, this is mandatory. Further On-line training will be developed and made available to staff as the year progresses.