

Academy Policy

Health and Safety Policy

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Declaration of Intent

As a responsible employer, the Governing Body of Lady Jane Grey Primary School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Governing Body recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required alongside our Health & Safety Advisors, YMD Boon

All of Lady Jane Grey Primary School's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Organisation – Roles and Responsibilities

Governing Body

Lady Jane Grey Primary School is an academy whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self employed.

The Governing Body is responsible for:

- determining the academy's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Lady Jane Grey Primary School
- providing access to competent health and safety advice

Head Teacher

Without limiting the responsibility of the Governors, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Lady Jane Grey Primary School.

The Head Teacher will comply with Lady Jane Grey Primary School's health and safety policy and in particular will:

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

- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the school/academy has access to competent health and safety advice

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

Senior Leadership Team

The leadership team at Lady Jane Grey Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. **Any** member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

Academy Business Manager

The Academy Business Manager will assist the Head Teacher and Governing body to fulfil its responsibilities by overseeing day to day health and safety issues are adhered to.

This will include:-

- ensuring the day to day operational requirements of the health and safety policy are implemented.
- maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to the Academy.
- notifying the Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- being the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- point of liaison with and report directly to the Governors on all matters of Health and Safety.
- ensuring the day to day implementation of this policy including the maintenance of appropriate risk assessments for the Academy and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- ensuring that all certification and statutory inspections are kept up to date.
- to ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority.

Caretaker

The Caretaker will assist the Business Manager to ensure that regular proactive health and safety inspection/checks are undertaken to ensure the safety of staff, pupils and visitors.

This will include:-

- general responsibility for the application of the Academy's health and safety policy to their own area of work, and are directly responsible to the Head Teacher.
- to establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- to carry out regular health and safety assessments of the activities for which they are responsible, and report to the Head Teacher/Business Manager any defects, which need attention.
- to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the Academy's health and safety training requirements.
- to ensure where appropriate, relevant advice and guidance on health and safety matters is sought.
- to advise the Head Teacher/Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

Classroom Teacher's

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:-

- check classroom area is safe
- check equipment used is safe before use
- ensure safe procedures are followed
- give clear instruction and warnings to pupils, as often as necessary
- report defects to the Premise Officer
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher
- follow safe working procedures/risk assessments

All Staff

All employees, agency and peripatetic workers and contractors must comply with the academy's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the academy in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

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

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the academy
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of academy staff any health and safety concerns that they may have

Academy Health and Safety Representatives

The Governing Body and Head Teacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives the chair of the Resources Health and Safety committee will act as the 'champion' for health and safety at the Academy.

Union appointed health and safety representatives will be allowed:-

- to investigate accidents and potential hazards
- to investigate complaints by constituents about matters relating to health, safety and welfare
- to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace
- to carry out Academy inspection within directed time, but wherever practicable outside teaching time
- to represent constituents in consultation with enforcement agencies
- to receive information that inspectors are required to provide

Shared site users

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

All shared users of the site must agree to:

- co-operate and co-ordinate with the Academy on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of Lady Jane Grey Academy that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by Lady Jane Grey Academy so as to ensure the health, safety and welfare of all Academy staff and users
- meet the insurance requirements of Lady Jane Grey Academy and the schools insurance provider
- familiarise themselves with and communicate to their employees/users Lady Jane Grey Academy health and safety arrangements

Lady Jane Grey Academy will ensure that:

- the premises are in a safe condition for the purpose of use

- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- Lady Jane Grey Academy's health and safety arrangements are made available to shared users

Lettings

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

Persons/organisations letting the site must agree to:

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

The Academy will ensure that:

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

Academy Security

Lady Jane Grey Academy actively has accessed the security of the site and has in place an intercom security system to control access onto the Academy grounds during the school day. All visitors on to site are required to sign in at reception and required to wear a visitor's badge.

Organisation - Arrangements

The following arrangements will be adopted to ensure that the Governing Body and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governing Body and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Finance & Business Governing Body committee meeting. Where necessary health and safety improvements will be identified and included within the Academy's Health & Safety action plan.

Provision of effective health and safety training

The Governing Body and the Head Teacher will consider health and safety training on an annual basis in line with the academy's health and safety training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The Academy Finance & Business Committee has responsibility for health and safety and will meet at least once per term. This committee will report to the Governing Body and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the School Business Manager, a member of the Governing Body.

Establishing adequate health and safety communication channels

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

- Senior Leadership Team meetings and staff meetings
- Finance & Business Committee meeting minutes
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

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

Financial resources

The Governing Body along with the Head Teacher will review the academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

The Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- accessing the services of a competent Health and Safety Advisor through YMD Boon

Organisation - Other arrangements

Accident and Incident Reporting Procedure

All accidents, assaults and near miss incidents will be recorded by the School Business Manager and, where appropriate, discussed with YMD Boon within 24 hours of occurrence. RIDDOR reportable incidents will be reported directly to the HSE within the required timescale.

The term 'reportable' used throughout this procedure means accidents or injuries that must legally be reported to the Health and Safety Executive.

Reportable major injuries are:

- fracture
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-seven-day injuries

Injuries to a member of staff resulting from an injury at work that leads to the person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result

of an occupational accident or injury (not counting the day of the accident but including weekends and rest days).

Occupational diseases

Certain occupational diseases as described in schedule 3 of the The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 have to be reported, on receipt of written diagnosis from a doctor that an employee is suffering from these conditions and the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Reportable near misses include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of:
- any building or structure under construction, alteration or demolition where over five tonnes of material falls;
- a wall or floor in a place of work;
- any false work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of:
- 100 kg or more of flammable liquid;
- 10 kg of flammable liquid above its boiling point;
- 10 kg or more of flammable gas; or
- of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

People not at work (visitors or pupils)

The following incidents are reportable occurrences are reportable to the HSE:

- Where a member of the public or person who is not at work has died, or

- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

Reporting Procedure

The following incidents will be reported and recorded

- Deaths
- Major injuries
- Over-seven-day injuries
- Listed occupational diseases
- Certain incidents to people not at work

Academy Procedures

Under the RIDDOR employers must report to the Health and Safety Executive by the quickest means any incident where any person dies, or suffers a major injury and is taken from the site to hospital as a result of an accident arising out of or in connection with work, or any dangerous occurrence. The telephone number of the Health and Safety Executive, RIDDOR is: 0845 300 99 23

Immediately after reporting the incident to the HSE via telephone, the incident will be reported to YMD Boon.

The academy will report to the HSE via YMD Boon all incidents where a person at work (i.e. an employee, a person receiving training for employment, e.g. trainee under Government schemes, including work experience etc.) is incapacitated for his or her normal work for more than seven days as a result of injury caused by **ANY** accident at work.

In addition the school will report to the HSE all incidents to people who are not at work (visitors, pupils) suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment.”

The HSE, YMD Boon (01858 464 482) and the Local Authority (0115 3058258) should be notified of any incident where any person dies, or suffers a major injury.

Accident report forms must not be completed by the injured party. It may be necessary for much of the factual information to be provided by the injured party, but this information should be conveyed to the person in the establishment responsible for completion of these records. Once the necessary forms have been completed they should be signed by the Headteacher.

Many accidents to children at school are trivial and include bruises, scratches, minor sprains and bumps. These are registered in the ‘site accident book’ known as ‘the First Aid Incident book’. In these cases it is necessary to notify parents/guardians of the child are notified of the accident/incident. **Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.**

Serious accidents, however, require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

If pupils sustain injury where there is any risk of tetanus infection, parents should also be advised in writing so that they may seek the advice of their GP.

All incidents will be investigated in an attempt to identify the root cause: relevant policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be

addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

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

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

Audit

The Academy's health and safety management will be audited by YMD Boon every 2 years. The academy reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the academy.

Contractor management (please refer to the Contractor Management Procedures)

Lady Jane Grey Primary School comply with the HSE's approved code of practice '*Managing health and safety in construction - Construction (Design and Management) Regulations 2007*' (L144) relating to the management and control of contractors. The academy ensures that:

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

Control of hazardous substances

Lady Jane Grey Primary School comply with the HSE's approved code of practice '*Control of substances hazardous to health*'(COSHH) (L5) relating to the management and control of hazardous substances on site. The academy will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training

- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually by the School Business Manager

Dealing with health and safety emergencies - procedures and contacts

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

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

What to do in the event of a missing pupil

- Report to the DSP (Designated Safety Person) immediately
- Report to the Police – by office staff
- Call Parents – by DSP
- Organise a search party – by DSP or delegated person

What to do in the event of a fatality

- Call Emergency Services
- Inform DSP immediately
- Inform parent/carer or next of kin – by DSP
- Inform School Business Manager who in turn can inform YMD Boon/Local Authority
- Press release and subsequent media to be dealt with by Headteacher

Defect reporting

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

Display screen equipment (DSE)

The Academy acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The academy ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition. The Academy's insurance policy covers named members of staff for business car insurance. Other members of staff must have business use on their own policy to use their cars for business purposes. Annual licence and insurance checks are undertaken and documented.

Electrical systems and equipment

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

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. If members of the Academy feel as though a piece of equipment is defected, they must report this to the caretaker, School Business Manager or Headteacher as soon as possible. This can be done face to face or via email.

Fire safety

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

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

First-aid and supporting pupils' medical needs

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

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the academy maintains a register of all qualified staff and will arrange re-training as necessary
- First Aid notices are clearly displayed around the academy
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within academy, through induction, teacher training days and the staff handbook which is issued annually

- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

Management of asbestos

Lady Jane Grey Primary School complies with the HSE's approved code of practice *'The management of asbestos in non-domestic premises' (L127)*. The academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The academy has a whole site asbestos management survey from which a local asbestos management plan (lamp) has been developed.

A minimum annual visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the academy's LAMP.

Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Moving and handling

The Academy complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within Lady Jane Grey Primary School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The academy manages the risk associated with moving and handling tasks by ensuring that:

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

Occupational health services and work-related stress

The Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

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

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

Off-site visits including school-led adventure activities

The Academy adopts the National Guidance for the Management of Off-site visits. A academy specific Educational Visits Policy details local arrangements.

Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all relevant staff and prior to sign off. Risk assessments are accessible to staff at all times located on the Staff Shared Drive (Google drive).

Academy security

The Academy has CCTV in place with seven recording cameras. The CCTV footage can only be accessed by the Headteacher, Deputy Headteacher, School Business Manager and the Caretaker. The recorded footage is stored on a external hard drive and is password protected. Footage is only kept for 30 days and then erased. Footage may be kept for longer if needed in a police or internal investigation.

All staff are aware of the locations of the CCTV cameras and that footage will be held for 30 days.

Statutory Inspections

The Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored annually at the Finance & Business Committee.

Preventing workplace harassment and violence

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

- Staff are advised to:
 - avoid confrontation if possible
 - withdraw from situation
 - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
 - follow measures/ procedures identified in violence and assaults risk assessment

- contact emergency services, as appropriate.
 - inform the Head Teacher or a member of the senior leadership team if confrontation has taken place
- Lady Jane Grey Primary School will:
 - Head Teacher or member of the senior leadership team to attend site on being informed of an incident, if considered necessary
 - have in place procedures for the reporting of incidents
 - offer counselling/ support through its Occupational Health provider
 - debrief individuals following any incident
 - provision of training on how to manage conflict and aggression as required
 - review the violence and assaults risk assessment following any incident.

Water hygiene management

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

The academy will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

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

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

The Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal annual workplace inspection is undertaken with Governors and findings documented and any actions allocated with remedial actions. The inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy's defect reporting procedure.

Monitoring and review

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

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

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

Active monitoring systems

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

Reactive monitoring systems

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

Reporting and response systems

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

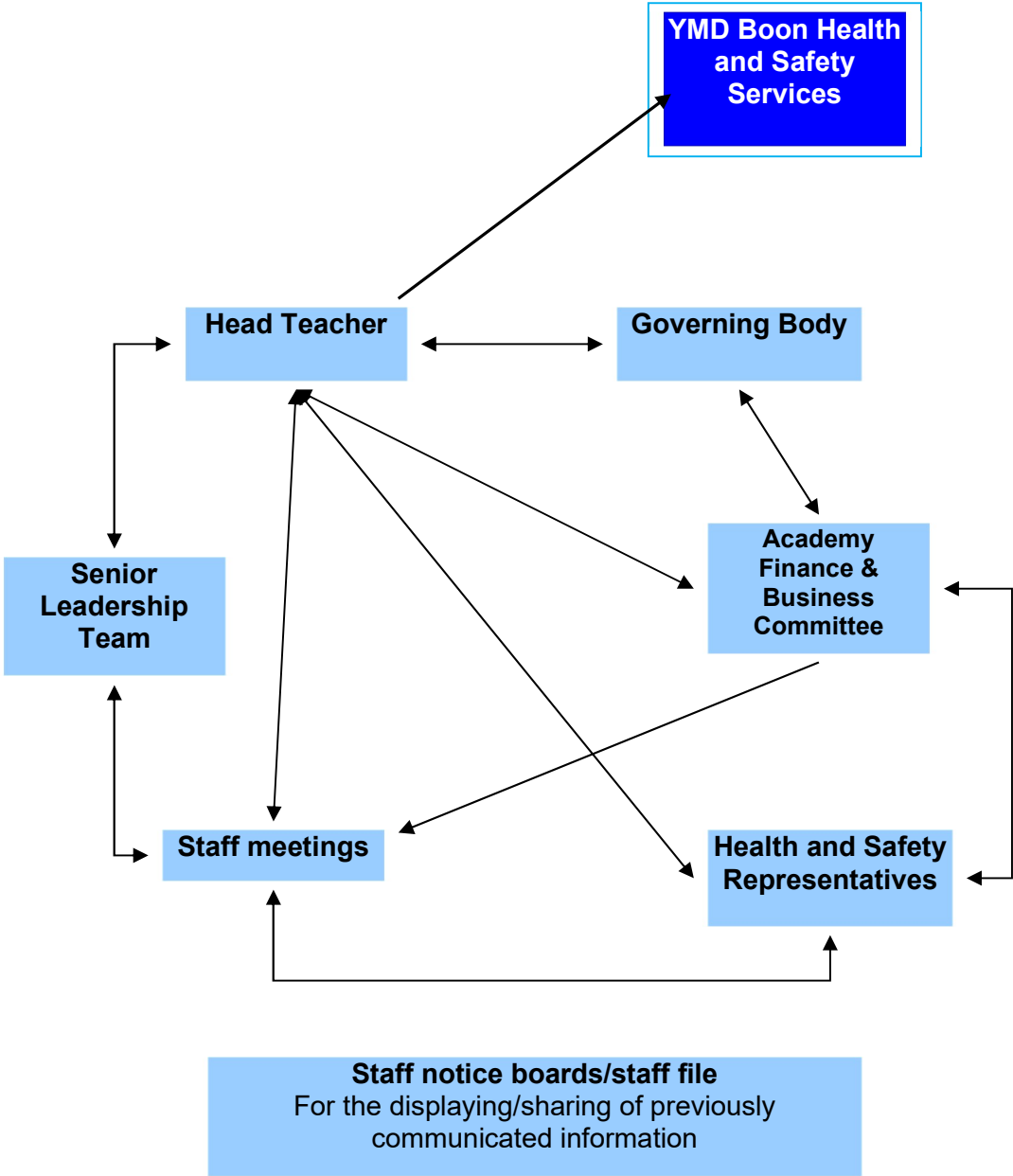
Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring/ Inspection

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

Lady Jane Grey Primary School health and safety arrangements



Lady Jane Grey Primary School Health & Safety Whole Staff Hierarchy

