



Fylde Coast Academy Trust (FCAT)

Health and Safety Policy and Arrangements 2016 – 2018

Merese Primary School and Children's Centre EDITION



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Fylde Coast Academy Trust Statement

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Statement

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974 which states –

"except in such cases as may be prescribed (fewer than 5 employees) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees."

The Health and Safety at Work Act places duties in respect of health and safety on employers and employees and on each person who has to any extent the control of the School premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.

Each and every member of staff of Fylde Coast Academy Trust (FCAT) and its Academies must recognise that, under the Acts, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Acts and supporting legislation as well as under this Health and Safety Policy and Arrangements. The Organisation and Arrangements through which FCAT, the Academy Local Council, the Academy Principal and staff aim to fulfil the requirements are set out in the following policy and its arrangements. FCAT will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

This Health and Safety Policy is the central document in each Academy's health and safety management system. The Trust and therefore the Academies' health and safety objectives are stated within the policy arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the Trust and Academy objectives. Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person identified in this policy, provided that he or she is satisfied that the task will be fully carried out.

This Policy Document gives details of the specific responsibilities of staff in the section entitled Arrangements. Each Academy must produce a statement of responsibilities for their specific members of staff. A copy of this Policy Document will be made available to all staff, both full-time and part-time.

The responsibility for the implementation of this Fylde Coast Academy Policy at Academy level rests with the Local Academy Council and the Principal.

(Policy Arrangements)

RESPONSIBILITIES OF THE TRUST

The Trust acknowledges that, as the employer, they are ultimately responsible for health and safety in each Academy. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. The Trust appoints the Principal of each Academy who holds overall responsibility for health & safety within the Academy.*

The Academy Trust is responsible for:

- Leading an effective health and safety culture which seeks to promote high standards of health and safety within the establishment;
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed.
- Ensuring that each Academy has access to competent health and safety advice
- Employees or their representatives to be involved in decisions that affect their health and safety.
- To ensure that contractors and agents of the Academy are aware of and work towards the standards set out in the Academy's Policies.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy, Evolve and have access to it
- Identify the training needs of employees and arranging for training to be undertaken to ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities which are reported in order to make them safe
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary and that there is effective first aid provision in place
- Monitoring the standard of health and safety throughout the school
- Ensuring that effective emergency procedures are in place
- Ensuring effective control of contractors and sub-contractors undertaking building works on the Academy premises
- Note: in the absence of the Principal of Academy, day to day responsibilities may be delegated to another member of the Academy Leadership Team.

Signed:

Executive Fylde Coast Academy Trust

Date: 19/04/2016

*Appendix 2

STATUTORY

In order to ensure compliance with statutory Fire safety and Health and Safety legislation, each Academy will be required to ensure that they have suitable and sufficient arrangements in place for any of the topics below which are relevant. Each Academy will be responsible for providing details and to evidence these arrangements on an annual basis to FCAT Lead Health and Safety, which, when combined with the Trust's health and safety policy statement and responsibilities section will produce an overall individual development Plan and arrangements for each Academy.

- Accident Reporting and Investigation
- Administration of Medicines
- Asbestos Management
- Control of Contractors / Construction work
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Electrical Safety
- Emergency Procedures / Security Arrangements
- Fire Safety
- First Aid
- Gas Equipment and Appliances
- Hazardous Substances
- Health & Safety Advice
- Housekeeping
- Information
- Inspections
- Lettings/Use of Premises Out of Hours
- Lone Working
- Maintenance of Plant and Equipment
- Manual Handling
- Monitoring and Review
- New and Expectant Mothers
- Off-Site Educational Visits
- Personal Protective Equipment (PPE)
- Playground Safety
- Radioactive Sources
- Reporting of Defects, Hazards and Near Misses
- Risk Assessments
- Safety Representatives
- Slips, Trips and falls
- Storage Arrangements
- Stress, Work Related
- Sun Protection
- Supervision
- Training & Safety Education
- Vehicles, Use of
- Violence
- Waste/Litter Management
- Water Management/Control of Legionella
- Welfare Facilities
- Work Equipment
- Workplace Transport Safety
- Work Related Learning/Work Experience
- Working at Height

1. Arrangements

1.1 Communication

Principals are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels.

1.2 Local Management of Health and Safety

The Principal is responsible for ensuring that organisational arrangements for health and safety within their school are put in place. FCAT Lead Health and Safety will oversee the management of health and safety within the FCAT organisation. At School level principals must ensure that a competent person is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. (1.4).

ACADEMY COUNCIL

In the discharge of their duty each Academy Council, in consultation with the Principal, will:

Make itself familiar with the requirements of the Health and Safety at Work, etc., Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the Academy, in particular;

- The management of Health and Safety at Work Regulations 1999
- The Education (Academy Premises) Regulations 1999
- The Workplace (Health and Safety and Welfare) Regulations 1992
- The Equality Act 2010
- HSE Management Standards

Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy

Elect a member to become H&S Representative

Receive an annual training session

Identify and evaluate all risks relating to:

- Accidents;
- Health;
- Academy-sponsored activities (including work experience).

Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to students, staff and others;

In particular the FCAT Trust undertakes to provide:

- A safe place for students and staff to work including safe means of entry and exit;
- Plant, equipment and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;

Safe and healthy working conditions which take account of all appropriate:

- Statutory requirements;
- Codes of practice whether statutory or advisory;
- Guidance whether statutory or advisory.

Supervision, training and instruction will be given so that all students and staff can perform their Academy-related activities in a healthy and safe manner. All staff will be offered the support to receive health and safety training which is appropriate to their duties and responsibilities and which will be given at induction or as soon as practically possible before an employee commences any relevant work requiring specialist training.

Wherever training is required by statute or considered necessary for the safety of students, staff and others then the Academy Trust will ensure that such training is provided.

So far as is reasonably practicable the Academy Trust, through the Academy Council and Principal, will provide adequate resources to implement this policy, making arrangements for all categories of staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters.

Local Academy arrangements will include:

- a health and safety policy,(FCAT)
- a health and safety development plan (FCAT),
- risk assessments,
- local health and safety procedures Inc. fire plan, E Safety Policy
- management and employee consultative committees
- health and safety training records

1.3 Local Safety Committees

The Principal is responsible for ensuring that, within their Academy there is a health and safety committee for consultation with staff and students with regards to health and safety at work. This can include Site Team and workplace Trade Union H&S Representatives. Union Appointed Health and Safety Representatives may make representation to management on any matter affecting the health, safety and welfare of those they represent.

Union Appointed Health and Safety Representatives may investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent

Union Appointed Health and Safety Representatives may periodically inspect the workplace

Union Appointed Health and Safety Representatives may examine potential causes of accidents involving those they represent. Following an accident they may inspect the workplace, related statutory documents and represent their employee group in consultation with HSE inspector

1.4 Local Duties

Members of staff will be tasked to carry out certain health and safety management or supervisory duties on behalf of their Academy and FCAT.

These may include:

- School/ Health & Safety co-ordinators
- Safeguarding H&S
- Workplace management co-ordinator
- First Aid co-ordinator
- Equipment management co-ordinators
- Departmental Safety Officers

- Building Liaison Officer (Estates team)
- Accident Investigation Officers
- First Aider(s)
- Evacuation Officer
- Fire Wardens
- COSHH Supervisors
- Laboratory Responsible Persons

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and will have access to report to the person responsible for overseeing that function. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively.

1.5 Health and Safety Training

Principals are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Principals / Site Leads must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. FCAT Lead H&S will recommend identified training as required. The Head of Estates shall be responsible for co-ordinating training for Site teams and cleaning operatives. Refresher training must also be carried out when appropriate.

See the Health and Safety Training Policy

1.6 Emergency Procedures

1.6.1 Serious or Major Incident

The Head of Estates is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. He must ensure that the Business Continuity Plan is maintained and exercised at appropriate intervals for each Academy

See Lockdown Policy / Business Continuity Plan / Security Policy

1.6.2 Local Emergency Procedures

Principals must ensure that there are appropriate arrangements in place within the School in case of an emergency or crisis and the BCP is up-to-date. This shall include such arrangements that are necessary for fire, explosion or bomb threat, chemical or gas release and spillage of chemicals or other substances and Inclement Weather.

See Business Continuity Plan (BCP)

1.6.3 Evacuation

Principals must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with FCAT Lead Health and Safety and the local appointed person within the Academy.

See Fire Safety Policy / Plan

1.6.4 First Aid

Principals must ensure that there are adequate arrangements for first aid within workplaces under

their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

See the First Aid Policy / First Aid reporting procedures

1.7 Accident Reporting, Medication and Investigation

1.7.1 Reporting

All accidents must be reported using the Online Reporting system / Accident Books and investigation reports / Near Miss. Principals are responsible for ensuring that there are specific arrangements in place within each Department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents/ Near Miss are reported in the appropriate way. FCAT Lead Health and Safety will be notified of all accidents and near misses by way of the online reporting system. Each Academy will appoint an administrator of the online reporting system. (where applicable) All RIDDOR incidents will be fully investigated by FCAT appointed Occupational Health and Safety and the HSE.

1.7.2 Investigation

All accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the FCAT Lead Health and Safety.

Two Investigators will be appointed at each Academy investigating and reporting all work related accidents, incidents, ill health and near misses as required or directed by FCAT Lead H&S, with the aim of preventing re-occurrence

See Accident Reporting and Investigation Policy

First Aid Procedure

No matter how careful staff are in the discharging of their duties, how sensible and well behaved the students are, and how safe the Academy's environment and procedures, ACCIDENTS WILL HAPPEN.

When things go wrong and accidents of whatever kind and whatever severity occur, it is essential that certain procedures are followed at Unity Academy.

Accidents can be of a very minor nature or of a very serious, possibly life-threatening, nature.

Creating a detailed procedure appropriate for all circumstances is therefore nearly impossible.

Common sense and initiative are essential for all staff at our Academy responding to situations.

The following is a guideline for action:

The responsible adult that is called to an accident must quickly ascertain what has happened and try to assess what are the likely severity and medical needs of the casualty.

Even if the injury is slight, a first aider must be sent for.

All First Aid incidents must be reported to an investigating officer by E Mail(Responsible staff member requesting First Aid).

There is only one circumstance in which a casualty should be moved if serious injury is suspected: if there is an even higher risk to the casualty of leaving him/her where (s) he is than of moving him/her. Otherwise a casualty with a suspected injury **must not be moved.**

With severe injuries the parents will be called to take their son/daughter to hospital or an ambulance will be called.

In all accidents where some kind of injury occurs, the first aider / responsible adult on duty must decide between them which of them will inform the parents of the student.

In many cases parents will come to Academy to take charge of their son/daughter. If the injury is such that hospital treatment is required as a matter of urgency the Academy will arrange for the casualty to be transported to hospital. The parents will be kept informed.

Accident Reporting

Accidents / emergencies involving the following circumstances and situations **MUST** be reported; **Parents must be contacted**, Noted on SIMS and / or a text message to parents / guardians mobile.

The names of all responsible adults involved **must be logged by the First Aider so that the investigating officer can obtain statements if required.**

- a) All head injuries
- b) Any injury requiring hospital treatment or suspected unseen injury e.g. sprains, fractures, dislocations and sutures
- c) Any injury which has been communicated to parents
- d) All staff injuries while at work
- e) All visitors to Academy, including visiting students from other Academies
- f) Any severe medical condition requiring hospital / medical treatment e.g. asthma attack or anaphylactic shock
- g) Any accident involving the use of / or caused by Academy equipment.
- h) All sports injuries including minor sprains & strains.
- i) All playground injuries (Suspected fracture / broken bone).

Staff must remember that Designated First Aid personnel can administer first aid. Any serious or suspected serious injury should be dealt with by professionals. First Aid personnel should keep a record of treatments given.

All accidents / incidents will be recorded in the accident book (Hard Copy or electronically). Any other injury which results in the person injured being admitted to hospital as an outpatient or an inpatient for more than 24 hours will be investigated by the investigating officers and be completed with statements and photographs from the First Aider and parties concerned

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken "three times a day" can be given "before school, after school and at night". The same principle can also be applied to medication such as creams/drops for conjunctivitis etc.

Where students are recovering from a short term illness which requires medication (such as tablets, creams, eye drops, mixtures), any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist.

Prime responsibility for a Student's health rests with the parents/guardians. It is the responsibility of the parent/guardian to advise the school in writing of any alteration to the prescribed dosage of medication. Academy staff will treat medical information confidentially.

The medicine, together with the Academy consent form, should be delivered to school, where possible by a parent, and should be handed personally to the designated member of staff to be recorded.

FCAT Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

Some medication such as liquid antibiotics or insulin may need to be kept in a refrigerator but must not be frozen. These medicines must be placed in a suitable additional sealed container, e.g. Tupperware box and clearly marked "medicines". Under no circumstances should medicines be kept

in first aid boxes.

In an emergency situation the emergency services will be contacted immediately.

If a child refuses to take advised medication parents/carers will immediately be informed. No member of staff will attempt to force a student to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

Where a student has long term or complex medical needs all teaching staff, including visiting and supply teachers, and support assistants will be informed. For those children a written set of procedures (protocol) will be drawn up and a risk assessment carried out.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for student safety and wellbeing is clearly defined and that each person involved with students with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for students with medical needs.

Education (School Premises) Regulations 1996

Absence due to illness

Students are not expected to attend an Academy when they are not well enough to do so whether as a result of short term, long term or recurring illnesses.

Students should not be kept away from Academy when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education.

Each Academy has systems in place to enable parents/carers to report their child's absence because of illness. It is reasonable for an Academy to ask the nature of the illness, ask the parent the expected length of absence and make arrangements for the parent to call the Academy again if the situation changes.

FCAT has the right to consider whether to accept the parent/ carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the Academy as medical absence. If an Academy has concerns that the illness may not either be genuine or warrant the amount of absence accruing, FCAT will ask the parent to substantiate the illness by asking to see additional evidence.

All academies will address incidences of recurring absence where illness is given as a reason.

Each Academy decides whether to authorise absence and it can refuse to authorise absence if, after considering all the available information, it believes that the students absence did not appear to be caused by genuine or proven illness. If an Academy chooses not to authorise the absence it will notify the parent or carer of this.

If after investigation and substantiated evidence accepts that a student was not well enough to attend the Academy, the absence will be authorised and recorded. (This section is also in the attendance Policy)

See the Administering Medicines Policy

2. Risk Management

2.1 Risk Assessment

2.1.1 Management Risk Assessment

FCAT Lead Health and Safety will ensure that all significant hazards that arise from the activities within each Academy are identified and assessed. Risk assessments must be reviewed at suitable intervals and whenever there are any significant changes. Principals must ensure that there are similar arrangements in place at local level for hazards within the Academy

2.1.2 Task Risk Assessment

Each Head of Department / Responsible Person / SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically and whenever there are significant changes to such operations.

See the Task Risk Assessment Policy

2.2 Hazards

2.2.1 Identification of Hazards

Principals must ensure, so far as is reasonably practicable, that all significant hazards within their School or are identified, properly assessed, the risks are eliminated or controlled and that FCAT Lead Estates and Lead Health and Safety are informed by the appointed local Estates and H&S persons.

Particular attention should be given to the hazards in the following areas:

- Slips, Trips and Falls
- Electricity (electrocution and fire)
- Work equipment
- Using Computers (display screen equipment)
- Ergonomics (including repetitive strain injuries)
- Manual Handling (including lifting and carrying)
- Chemicals
- Noise
- Vibration
- Biological agents
- Working at Heights
- Confined spaces
- Lone Working (**See Lone Working Policy**)
- Diving and boating hazards
- Driving hazards
- Occupational Health (including Stress)
- Infectious diseases
- Smoking
- Alcohol and Drugs

The following should be noted In relation to the above hazards:

- Computer work. Staff using computers for a significant part of their day must be provided with eye-sight screening / free eye test.

- Chemicals. Principals must ensure that Departmental Technician / COSHH Supervisors are appointed for work involving chemicals.
- Noise and vibration. Where local assessments indicate that noise or vibration levels may be significant, FCAT Lead Health and Safety should be consulted and a quantitative assessment will be carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.
- Working at Heights. Work at heights must be avoided so far as reasonably practicable
- Confined Spaces. Work in confined spaces should be avoided unless it is not reasonably practicable to do so.
- Occupational Health. Advice should be sought, where necessary, from FCAT HR in connection with occupational health matters including health surveillance

2.2. Employees

Duties of Line Managers

- Familiarising themselves with all the relevant safety policies, organisation and arrangements for effecting those policies and working with the nominated chairperson in co-ordinating the Academy safety policy
- Supporting the Principal and the Governing Body in achieving adequate standards for health and safety based on the principles of risk management and then introducing those standards into the Academy
- Ensuring health and safety provisions are understood and adhered to by all members of staff, including part-time staff, visitors, contractors, support staff and in certain circumstances pupils
- Ensuring that training, instruction and maintenance of equipment and articles for use at work that are adequate and suitable for their intended purpose and that procedures exist for any defective or dangerous equipment to be repaired, or made safe, as soon as possible after it has been reported
- Maintaining high standards of housekeeping throughout the Academy
- Carrying out periodic safety inspections of the Academy's premises to identify hazards associated with its use, and to give a written report of their findings to the Principal at least once every year
- Prompt reporting of injuries, occupational diseases, or dangerous occurrences, and the immediate investigation or any incident which in their opinion gives cause for concern whether it results in injury, or not
- Including health, safety and welfare as a routine item on Staff and Governors Meeting Agendas
- Co-operating with the accredited Safety Representative[s] nominated by the trade union[s] to represent members of staff in the Academy on all matters of health, safety and welfare affecting those staff

Responsibilities of employees

All employees are responsible and accountable to their Line Manager/Team Leader/Supervisor for: ensuring familiarity and compliance with all Health and Safety Policies associated policies and any supporting procedures or safe systems of working. To take reasonable care of their own health and

safety and that of others who may be affected by what they do or don't do whilst at work. The correct use of, any equipment provided in the interest of health and safety reporting immediately, to their line manager, all work related accidents, incidents, ill health, near misses or unsafe conditions. Under the Health and Safety at work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the School have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to Health and Safety and matters regarding Occupational Health and HSE Management Standards regarding absences and Stress. (Full Document on G Drive) Occupational Health referral will be made in full consultation with the employee and with the welfare of the employee in mind. The employee is expected to attend such referrals. Any refusal to attend will be explored sensitively, but unreasonable refusal to co-operate may result in Unity Academy acting on the facts as known or in disciplinary action. Individual employee's reasons for not attending i.e. religious or other personal factors will be fully taken into account. In exceptional circumstances an employee who does not want to discuss a health issue with his/her line manager may be referred to Occupational Health by the Principal or by a Trade Union Representative who is an Employee of Unity Academy.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to the Principal, Head of Estates or Health and Safety Lead any serious or immediate danger;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Shall conduct Risk Assessments around activities within their area.
- Shall report any areas of concern (e.g. level of personnel training, maintenance or equipment) to the Principal / Lead H&S.

Equality

FCAT is committed to the promotion of equality of opportunity and good relations between persons of different racial groups, and rejects discrimination on racial grounds (colour, race, nationality or ethnic or national origins). It also rejects discrimination on other invidious grounds (such as gender, sexual orientation, age or disability) as incompatible with the purposes of the College and, through its policies and practice, seeks to promote equality opportunity.

FCAT approach towards ensuring equality of opportunity, including the racial, gender, and disability, equality policies here stated, is to meet the law's requirements to fulfil its general and specific race equality duties and develop and implement appropriate race, gender and disability equality schemes.

It also has a wider and deeper commitment: to be an institution in which knowledge and learning are pursued in a spirit of collaboration and full mutual respect in a humane and fair environment and there is genuine equality of opportunity in relation to its employed staff.

**See Equality Policy. See Equality R
Key Action Points for All Staff**

Staff must make themselves familiar with the Health & Safety at Work Act 1974 and pay particular attention to areas of significant risk.

Responsibility of class/Subject teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class/subject teacher. The teacher has traditionally carried responsibility for the safety of students when they are in his/her charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Principal, Head of Estates or the School Safety Officer before allowing practical work to take place.

A Class teacher is expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out;
- to know the special safety measures to be adopted in his/her own special teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary (notices, poster, hand-outs, are not enough);
- to integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety,
- to follow safe working procedures personally,
- to request for protective clothing, guards, special safe working procedures etc. where necessary,
- to bring to the attention of the appropriate senior member of staff and the Principal/ Health and Safety Officer/ Head of Estates concerns over matters affecting Health and Safety.

Non-teaching Supervisory Staff have a general responsibility for the application of the School's Safety Policy to his/her area of work and is directly responsible to the Principal/Health and Safety Lead for the application of existing safety measures and procedures within that area of work, and shall, where necessary, establish and maintain safe working procedures including the arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).

Behaviour Management system (Students)

Procedures support an ethos based on shared aims and mutual respect where boundaries are clearly defined and where the individuals feel valued. These procedures reflect the fact that there are aspects of behaviour, which can be taught, and that in general the use of praise and rewards and the opportunities in the curriculum have a great effect in motivating students.

A huge emphasis is placed within FCAT on encouraging positive behaviour. Everyone, staff and students, is aware of the necessity and benefits of working together to ensure a calm, ordered, secure and happy environment. We recognise that the vast majority of students contribute positively to an environment in which effective learning can take place. However, there are students who, despite help, support and encouragement, do not respect this ethos and seek to disrupt the learning of others. In such cases it becomes necessary to take decisive action, to involve parents/carers and impose sanctions

Behaviour (Parents / Carers)

We will act to ensure our academy is a safe place for students, staff and other members of our community. Violence, threatening behaviour and abuse against students, academy staff and other members of the school community will not be tolerated. If anyone threatens or assaults anyone in the academy and persists in entering the academy premises to cause or permit a nuisance and display unreasonable behaviour they may be removed and prosecuted under SECTION 547* EDUCATION ACT 1996 (As amended by the Education Act 2002)

Induction

An induction programme for all new staff is in place and, specific to the individual's type of employment (e.g. teaching or non-teaching etc.). In addition, all new staff will receive basic Health and Safety information as part of their induction.

See FCAT induction Document

2.3 Special Risk Factors

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health
New or Expectant Mothers
Young Persons at Work
Staff and Students with Impairments and Disabilities
EYS
Conduct of Parents / carers

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins the Academy.

2.4 Risk Control Measures

Each Head of Department/ Responsible Person / SLT must ensure that sufficient control measures are put in place to ensure so far as is reasonably practicable that all significant risks to health and safety are controlled. The degree of control is dependent on the level of risk identified.

2.4.1 Hierarchy of Controls

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- PPE

2.4.2 Permit to Work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)
- Confined Spaces

See the Safe Systems of Work Policy

2.4.3 Personal Protective Equipment and Clothing (PPE)

Personal protective clothing and equipment (PPE) will be provided, where necessary, to staff and students, where risks cannot be adequately controlled by other means.

Responsible Staff / Heads of Departments must ensure that:

- systems are in place to provide protective clothing and equipment,
- adequate arrangements are made for its inspection, maintenance and safe storage
- staff and students are instructed on its correct use
- it is used where required

See Personal Protective and Equipment Policy

2.5 Review of Risk Assessments

FCAT Lead Health and Safety will check that local risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation

Minibus

There is a Full Policy Document. A first aid kit should be kept in the minibus. Two drivers will be required for any journey of over 1 hour duration. All passengers must wear seat belts. In the event of a breakdown call out the recovery team, instructions on the windscreen.

See full Minibus Policy

School visits

A risk assessment must be undertaken in the planning of all trips. The nature of the trip will determine the element of risk. All trips must **use EVOLVE** and have a qualified First Aider.

All trip organisers must produce documentation about the trip for the Principal and School Academy Trust. Documentation should include a section on Health and Safety.

See Visits Policy / Missing Student Policy

Work placement

A risk assessment must be undertaken in the planning of all work placements. The nature of the work placement will determine the element of risk. The Academy / External approved provider will carry out the Risk Assessment. Procedures will follow the guidance contained FCAT Safeguarding Policy.

See FCAT Safeguarding Policy

Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Principal's PA in the first instance. Prospective volunteers will then be invited to have an

informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS/CRB clearance and be able to provide the details of two referees.

See FCAT Volunteer Policy

Preventing Extremism and Radicalisation

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate.

All aspects of the school's work are underpinned by the fundamental British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance

Radicalisation is defined as causing someone to become an advocate of radical political or social reform by supporting terrorism and violent extremism. Radicalisation of children and young people may include encouraging them to undertake violent activities on the grounds of religious belief.

FCAT defines:

- Extremism as 'vocal or active opposition to our fundamental British Values. This also includes calls for the death of members of our armed forces, whether in this country or overseas' and
- Terrorism as the 'use of serious violence or threat of violence to coerce, influence or intimidate government or the public to advance political, religious or ideological objectives.'

Children and young people may be exposed to messages about terrorism through a family member or friend, a religious group, through social media or the Internet. This creates risk of a child or young person being drawn into criminal activity and exposure to significant harm.

At all times the welfare of the child is paramount and FCAT will deploy appropriate safeguarding procedures to resolve any safeguarding concern including any relating to radicalisation.

See FCAT Preventing Extremism and Radicalisation Policy

Electrical Safety

(Electricity at Work Regulations 1989)

All electrical equipment is checked annually by qualified contractors appointed by the Unity Academy. Any concerns over the safety of electrical equipment must be brought to the attention of the School Health and Safety Officer and / or Head of estates.

Chemicals Safety (CLEEPS)

(Control of Substances Hazardous to Health Regulations 1994)

Technicians in Science and Technology have received the appropriate training. COSHH regulations are followed and the documentation is regularly updated. Appropriate records are maintained. All equipment in the workshops and laboratories are regularly tested.

3. Workplace Management

Head of Estates will ensure that there are organisational measures in place within each Academy to ensure workplaces are safe as far as is reasonably practicable.

3.1 Workplace Management Co-ordinators (Lead Site Supervisor)

The Head of Estates will ensure that members of the estates team are assigned the responsibility for the co-ordination of workplace health and safety matters for each Academy, including parts of buildings and shared workplaces. This will, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects, statutory testing records and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role will be combined with of the Lead Site Supervisor of each Academy and their team.

3.2 Workplace Risk Assessment

All workplaces should be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

- Chemicals Safety (CLEEPS)
- (Control of Substances Hazardous to Health Regulations 1994)

Technicians in Science and Technology have received the appropriate training. COSHH regulations are followed and the documentation is regularly updated. Appropriate records are maintained. All equipment in the workshops and laboratories are regularly tested.

General Risks

(Management of Health and Safety at Work Regulations 1992)

A full review of risk assessments and a Health and Safety inspection takes place each year. A written report is completed.

Office Computers

(Health and Safety (Display Screen Equipment) Regulations 1992)

Staff working on computers should be aware of the associated dangers. There is a requirement for anyone identified as a 'user' to have a display screen assessment.

Lifting

(Manual Handling Operations Regulations 1992)

All heavy lifting should be handled by the Estates team, who have received the necessary training and have the appropriate equipment.

Welfare

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

Students have access to drinking water throughout the day.

There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the (Lead Site supervisor / Head of Estates).

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

3.3 Safe Access and Egress

Management must ensure the safe access and egress to and from all workplaces. The Head of Estates must ensure so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on all FCAT property and that safe walkways are provided where appropriate.

3.4 Fire Safety

Head of Estates must ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control.(Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations1997)

The staff handbook describes the fire evacuation procedure. All of the corridors in school have the "European" green signs showing the exit routes.

The fire alarm is activated by breaking a glass panel on the alarm circuit. There are alarm activators on every corridor. All staff should be familiar with the nearest alarm point. In addition, corridors are fitted with smoke/heat detectors and ceiling level and these are linked into the alarm system.

The school will conduct practice fire drills every term. These are recorded in the fire risk assessment log held by the estates team. There will be a practice at the commencement of each School year to familiarise new students and staff with procedures. There are fire doors on every corridor. Fire doors must not be wedged or fixed open.

See the Fire Safety Policy / Fire Plan

3.5 Workplace Inspections

Lead Site Supervisors must ensure that regular housekeeping inspections and statutory inspections are carried out and evidenced to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

See the Workplace Safety Policy

3.6 Planning and Development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of the Construction,

3.6.1 Planning

The Head of Estates Planning Division shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according the appropriate standards approved under the Building Regulations.

See Development Safety Policy

3.6.2 Development

The Head of Estates shall be responsible to act as Project Manager and that a competent "Planning Supervisor" is nominated or engaged for all works conducted under the regulations.

See Construction Safety Policy

3.7 Contractors

Management must ensure that where contractors are engaged on behalf of FCAT that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the contractors,
- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety and FCAT Lead Health and Safety.

See Contractors Safety Policy

3.8 Members of the Public and Visitors

FCAT must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the Academy. In order to meet these responsibilities, the Academy must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the academy's activities,
- Control hazardous areas by means of excluding or restricting access.

Use of Academy premises by outside Organisations (FCAT Lettings Policy)

Organisations must provide a Risk Assessment of the activity being undertaken, Liability Insurance and, if applicable, CRB/DBS. A contract of behaviour must be signed, fit for purpose activity forms completed and agree to abide by the Lettings policy. Food and Drink are not allowed in **all activity areas**.

These organisations **must be informed of our policies** and must be prepared to abide by them. In most cases the Estates Team will be the liaison with external organisations.

See Visitors Policy

3.9 Public Events and Entertainments

Management must ensure, so far as is reasonably practicable within their control, that all entertainment events occurring at an Academy are safe and without risk to health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies. Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

See Performance / RA Policy

4. Work Equipment and Testing

Lead Site / Head of Departments must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations. must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations (HSE) and is suitable for its intended use.

See the Safety of Work Equipment Policy

4.1 Equipment Maintenance

Head of Estates / Lead Site Supervisor must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

The Estates team / Lead Site Supervisor are responsible for monitoring all safe working practices, procedures and conditions in the Academies to ensure they are adequate in the circumstances and to amend or modify as appropriate to reduce the degree of risk whenever it is deemed necessary by risk assessments. The examination and testing of equipment and articles held by the Academy takes place whether for statutory or insurance purposes;

4.1.1 Portable Appliance Testing (PAT)

Academy's must ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger.

4.1.2 Statutory Examinations

All Staff / Heads of Department must ensure that all equipment within their control, and which is to be maintained by the Academy, is notified to the Lead Site Supervisor / Head of Estates for inclusion in the testing regime.

The Estates Department must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. The Head of Estates must ensure that a register of all equipment owned and/or maintained by the trust which requires statutory testing is maintained.

4.1.2 The Head of Estates and Lead Site Supervisors will ensure that each site is meeting compliance and statutory testing of all equipment and systems within FCAT.

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

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmer's, hedge cutters, pressure washers, mowing equipment, etc. Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept in the Estates Managers Office.

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

Water management

FCAT complies with the requirements of the Approved Code of Practice (L8). Monthly inspections are

carried out and are recorded by the Lead Site Supervisor/ estates team
All non-routinely used outlets (taps / showers) that have been identified are regularly flushed and also flushed throughout the academy holidays and logged.

Mereside NURSERY

Mereside Nursery will follow the following guidelines:

- No smacking or threats of physical punishment
- No hot drinks in any room occupied by a child
- No inappropriate jewellery to be worn
- No running inside the premises (unless for P.E.)
- Children should be encouraged to run outside in a safe environment
- All electrical plugs should be protected by safety plug sockets, no trailing wires
- All cleaning materials should be kept in a cupboard out of the reach of children
- All fire exits should be clearly marked and free from obstruction
- All fire extinguishers should be clearly labelled.
- Copy of the nursery fire drill and fire procedures should be visible at all times
- Protective clothing should be worn when serving food
- Never leave scissors or potentially dangerous objects lying within the reach of the children
- Nuts of any description are not allowed in the nursery at any time
- Any accident involving body fluid must be reported to the Children's Centre Lead Practitioner/First Aider. All staff should familiarise themselves with the first aid boxes
- Only the Early Years Professional and Early Years 2 with prior written consent may administer medication to a child (see Medication Policy)
- First Aid to be carried out by a qualified First Aider only
- Under no circumstances must a member of staff take a child from the nursery premises unless prior written consent has been obtained from the parent/carer
- All children are supervised by adults at all times
- A record book is available at each session for the reporting of any accident/incident that occurs during the nursery day
- All adults are aware of the system(s) in operation for children's arrivals and departures
- All staff are responsible for the gates and doors in their area
- Gates and doors are never to be attended to by junior staff, trainees, students, volunteers or casual staff

- The outside area will be checked before the children are allowed outside to play
- The outdoor gate will be locked at all times when the children are playing outdoors
- Children will only leave the nursery with named persons unless prior consent has been given. In emergencies when such arrangements could not have been foreseen a password system will be in operation
- Low level glass, both indoors and out is safety glass
- Outdoor area is securely fenced
- Equipment is checked regularly and any dangerous items are removed, repaired or thrown away
- The layout of the space allows children to move safely and freely between activities.

In Particular Each Adult Will:

- Always wash hands under running water before handling food and after using the toilet
- Not be involved with the preparation of food if suffering from any infectious disease, contagious illness or skin disease
- Never smoke on the nursery or centre premises
- Will not smoke in uniform
- Never cough or sneeze over food
- Use different cloths for kitchen, general cleaning, tables and toilet/changing areas
- Always check the food temperature when cooked
- Kitchen cleaning done daily
- Keep food covered and either refrigerated or piping hot
- Ensure waste is disposed of properly and out of the reach of children. Keep a lid on the dust bin and wash hands after using it
- All food waste will be removed from floors, tables and chairs after meal and snacks
- Warning signs will be used when mopping and cleaning is in progress
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing
- All fresh fruit and vegetables will be washed prior to preparation
- All utensils will be kept clean and stored in a dust free place
- Tea towels will be changed daily or more often if necessary
- Cracked or chipped china will be thrown away
- Regular fire drills are carried out

- During staff induction the nursery policy and procedures for fire safety, child protection, specific safety, first aid and accident arrival and departure procedures are covered in the first week. All other policies will follow
- Prohibit any contractor working on the premises without prior discussion with the Early Years Professional to negotiate any risks that may occur as a result of the visit
- Make sure all visitors I.D.s are checked and that they are signed into the visitors book
- All meals and snacks provided by the nursery are nutritious and pay due attention to children's particular dietary requirements

ROLES AND RESPONSIBILITY

Providing safe resources and maintaining equipment. Checking that all risk assessment, building maintenance is up to date

Senior Leadership Team Particular Responsibilities

- That fire escapes are clear at all times
- Do regular fire drills.
- Ensure all new children, parents and staff are aware of relevant nursery procedures for health and safety issues
- That incident/accident books are regularly updated and reviewed. Appropriate action taken as required
- That all new children have emergency contact details in place at the nursery
- That staff are DBS cleared
- Check visitors I.D. and sign visitors entry system
- Staff are aware about communicable disease and time scales for children
- Ensure that staff follow health and safety guidelines
- Check that cleaning is done to a high standard
- Check the storage of art and craft materials that may be deemed harmful
- Keep an up to date risk assessment record. Review every twelve months.
- Check that the registers for children are complete.
- Check equipment regularly for wear and tear
- To ensure that all staff are aware of Health and Safety procedures and that the correct procedures are being adhered to.

Health and Safety Co-ordinator in Nursery: Louise Brown

Health and Safety Co-ordinator in Children's Centre: Carol Whiteside

SNOW / ICE INCLEMENT WEATHER

The weather conditions are monitored by the site staff on a daily basis and the appropriate action taken. When the temperature drops and the ground is potentially icy, the Site Supervisor makes an assessment of the conditions (including the ground conditions), and makes the decision of whether or not to grit. This allows enough time to complete the necessary gritting prior to the arrival of students and staff

It is our aim to ensure that Mereside remains open whenever possible so that:

- Our students are learning
- Our students are safe
- Our students do not cause disruption in the local community
- Parents at work do not have to make alternative childcare arrangements
- School attendance data is not affected

Therefore, in the event of an emergency which threatens the business continuity of the school, key criteria are:

- "Business as usual for as long as possible"
- "Return to normal as quickly as possible".

Procedures for managing business continuity during snow or severe adverse weather conditions are detailed below. These procedures outline roles for all staff. Please read the full document so that you are aware of all staff roles and responsibilities.

- Assume the school is open unless you hear otherwise. This means all staff are expected to come into work.
- You will be informed as close to 7.30am as possible via telephone network and/or school email if the school is closed. Information should also be available on the school website and via Radio Wave.
- If the Principal makes the decision to close the school, this will not be done lightly and will be done in consultation with key staff, taking into account, health and safety, travel arrangements, TV and radio news, and the weather forecast.
- If the decision is made to keep the school open, please take every step to ensure your own safety. Please wear appropriate clothing and footwear, adjust your setting out time, your journey and your mode of transport, if necessary.

All Staff should:

- Check school email and website: plan to come into work.
- During bad weather or when there are severe transport disruptions, staff may have difficulties getting to work or returning home. Staff should make every effort to attend work. However, Unity Academy is committed to protecting staff health and safety and does not expect staff to put themselves at risk when trying to attend work. If you judge that weather conditions or transport problems make it impossible for you to get to work, you should contact the Principal as soon as possible to tell them about the problem and discuss the options available to you.
- Sign in on arrival and remain in school until their line manager or a member of the SLT gives permission for them to leave.
- Assist with various tasks such as supervising students on school grounds to prevent snowball fights and ensuring students return home safely.
- Continue with their normal duties, although classroom based staff may choose to work from home if the school is closed to students.
- Keep mobile phones switched on and with you. Please ensure the school office has your up to date mobile/home telephone number.
- Take part in the phone message cascade. If you cannot contact or need to leave a message with one of your designated colleagues, please phone all the people they would have

contacted. Please do not assume a message will be picked up. If you have not been able to contact one of your designated colleagues, please inform a member of SLT.

ROLES – SNOW ON ARRIVAL OR AT THE BEGINNING OF THE DAY

Estate team (first member of staff to arrive):

- On arrival contact the Principal or Deputy or Health and Safety Lead
- Open gates.
- Clear/grit car parks and paths.

Principal:

- Makes decision regarding closure by 7.30am, if possible.
- Specifies wording to be used in all messages.
- Initiates all Mereside communication.
- If decision to close, activates phone message cascade, web site message and contacts Radio Wave.
- Calls meeting of the 'Emergency team': Principal, Deputy Principal, Assistant Principal, Head of Estates, Health & Safety Lead to initiate emergency plan.

Heatwave Plan

FCAT follows the GOV Heatwave Plan and associated guidance as listed in the links below:

- Covering Letter MAY 2015
- Heatwave Plan for England 2014: Protecting health and reducing harm from severe heat and heatwaves.
- Making the case: The impact of heat on health – now and in the future.
- Supporting vulnerable people before and during a heatwave - Advice for health and social care professionals.
- Looking after yourself and others during hot weather – The latest advice.
- Supporting vulnerable people before and during a heatwave - Advice for Health Professionals.

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

To access additional heatwave advice for teachers and other professionals listed please follow the link below:

- Looking after school-children and those in Early Years settings during heatwaves: Guidance for Teachers and other Professionals

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428850/Looking_After_Children_Heat_PHE_AC_AB_Publications_MP_JRM_FINAL.PDF

Estates Management / Lead Site Supervisor Summary

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

Appendix 1 Inspection / servicing contracts

Type	Frequency	Contractor
Air Conditioning	Annual or as recommended by manufacturer	
Catering Equipment	As required by risk assessment, recommended by manufacturer	
D&T Machinery	As required by risk assessment, recommended by manufacturer	
Electrical Installation	Five Yearly	
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	
Fume Cupboard / Dust Extraction (LEV)	Annual	
Gas Boilers / Cookers	Annual	
Water Testing	Monthly	
Gym Equipment (Fitness Equipment etc.)	6-Monthly / Annual	
Emergency Lighting	6-Monthly	
Fire Alarm	3X Year	
Fire Extinguishers	Annual	
Pest Control	2 Monthly	
Lightning conductors	Annual	
Passenger Lifts (including disabled)	6 Monthly	
PE and Play equipment	Annual	
Portable Electrical Appliances	Annual	
Power Tools	As required by risk assessment, recommended by manufacturer	
Pressure Vessels (e.g. compressors, steam generating equipment) Sprinklers	Annual (frequency depends on type installed)	
Tree Inspections	As Recommended by ARB	

Appendix 2

Overview of FCAT Health and Safety Policy

The statutory responsibility for ensuring the health and safety of students, Staff and Visitors, so far as is reasonably practicable, lies with the FCAT Trust.

FCAT will ensure, as far as is reasonably practicable, that students, staff and visitors are not exposed to risks to their health and safety in an academy and during off-site visits. FCAT will have a health and safety policy and arrangements to implement it. FCAT will assess the significant risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

FCAT has the power to ensure that its health and safety policy is carried out. It will provide health and safety guidance to academies and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows that training is needed FCAT will make sure this takes place. FCAT will fulfil its statutory duty by monitoring how well its academies and staff are complying with its Health and Safety Policy and associated policies.

Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

Staff must:

- Take reasonable care for the health and safety of students while at work
- Co-operate with their employer and the Principal / Academy Council as far as necessary to enable compliance with the above duties.
- Follow instructions from the employer on health and safety matters
- Carry out activities in accordance with school policies, training and instructions.
- Inform delegated staff of any serious risks or hazards.

It shall be the duty of every employee whilst at work:-

'To take reasonable care of their own health and safety and of any other person who may be affected by their acts or omissions and to co-operate with their employer so far as is necessary to enable FCAT to meet their requirements with regards to any statutory provisions'

The expectation is that all employees and Academy Council members familiarise themselves with the full FCAT Health and Safety Policy

Related Policies / Documents

Health and Safety Training Policy

Business Continuity Plan

Emergency Fire Plan

Behaviour Policy

First Aid Policy / First Aid Reporting Procedures

Accident Reporting and Investigation Policy

Administering Medicines Policy

FCAT Induction Document

Equality Policy

Safe Systems of Work Policy

Personal Protective and Equipment Policy

Mini Bus Policy

Visitors Policy

Missing Student Policy

Safeguarding Policy

Volunteer Policy

Preventing Extremism and Radicalisation Policy

Workplace Safety Policy

Development Safety Policy

Construction Safety Policy

Contractors Safety Policy

Performance / Risk Assessment Policy

Safety at work Equipment Policy

Loan working Policy

Lettings Policy

Appendix 3

Key requirements of Health and Safety Law

1. General Duty of Care

All employers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. They also have a duty to protect non-employees from risks arising out of their work activities. In general the law imposes a range of duties of employers, the self-employed and employees [Health and Safety at Work Act 1974, hereafter HSWA 1, Management of Health and Safety at Work Regulations, hereafter MHSW 2.

2. Health and Safety Management System

Employers must take and give effect to adequate arrangements for the effective planning, organisation, control, monitoring and review of protective and preventive measures. They must record these arrangements (where five or more are employed) - for example, as part of their health and safety policy statement (see below). [MHSW]

3. Safety Policy Statement

A written policy statement must be prepared (if five or more persons are employed) covering the employer's organisation and arrangements in force for ensuring health and safety. It must be brought to the attention of all employees. [HSWA 1974]

4. Competent Persons

An adequate number of 'competent' persons have to be appointed, with sufficient time and resources at their disposal, to assist the employer to comply with his legal duties and to implement emergency arrangements (see below). Competent health and safety advisers can be either employees with appropriate qualifications and experience or professionally qualified consultants. [MHSW]

5. Risk Assessment

'Suitable and sufficient' risk assessments must be carried out by the employer. The purpose is to identify hazards, assess the probability that harm may arise from them and evaluate the effectiveness of control measures. [MHSW] (This duty is elaborated in regulations dealing with specific hazards and issues e.g. substances hazardous to health, hereafter COSHH 3, and Health and Safety (Display Screen Equipment) Regulations, hereafter DSE 4).

6. Tackling Risks at Source

The workplace must be made safe without risks to health. So far as is reasonably practicable, accidents and work related health damage should be prevented by tackling risks at source, using engineering means in preference to systems of work, personal protective equipment only being an acceptable alternative where risks cannot be controlled by such other means. [MHSW, ACoP].

7. Information, Instruction, Training and Supervision

Employees must be given comprehensible information, instruction, training and supervision necessary to ensure their health and safety and that of others. [HSWA, MHSW and other regulations e.g. COSHH].

The H&S Law poster will be displayed.

8. Employees

Employees are required to take reasonable care of their own and others' health and safety, co-operate with FCAT over safety matters, carry out activities in accordance with procedures and policies and inform delegated staff of risks and hazards.

9. Hazardous Agents

Exposure to hazardous agents such as dust, fumes, noise, vibration, radiation or harmful micro-organisms must be eliminated or adequately controlled. [HSWA, COSHH, Noise at Work Regulations (NAWR) 5, Ionising Radiations Regulations (IR) 6, Control of Asbestos at Work Regulations (CAW) 7, Control of Lead at Work Regulations (CLAW) 8. Sites with more than 25 tonnes of hazardous substances must be notified to HSE. [The Dangerous Substances (Notification and Marking of Sites) Regulations 9

10. Health Surveillance

Arrangements should be made for any necessary health surveillance of employees and appropriate records should be kept. [MHSW, COSHH, CAW, CLAW and IR]

11. Work Equipment

All work equipment must meet essential safety requirements and safe systems of work must be established. Risks from work with Display Screen Equipment must be assessed and controlled. [Provision and Use of Work Equipment Regulations (PUWER) 10, DSE]. There are still residual requirements in specific machinery type regulations e.g. woodworking machinery regulations, power press regulations etc.

12. Personal Protective Equipment

Where risks cannot be controlled at source (see point 6 above), appropriate personal protective clothing and/or equipment should be provided free of charge. [HSWA and Personal Protective Equipment at Work Regulations 11]

13. Articles and Substances

Articles and substances should be safe and without risks to health when properly used. They must be: properly designed; tested; packaged; labelled; accompanied by adequate information; and moved, stored and used safely. [HSWA, Chemicals (Hazard Information and Packaging) Regulations 12]

14. Special Precautions

Special precautions should be taken against entry into confined spaces and working at height. Harmful manual handling should be eliminated. Lifting plant and pressure systems should be regularly eliminated. Safe use of electricity and site transport should be ensured. [HSWA, Manual Handling Operations Regulations 13, PUWER, Pressure Systems Safety Regulations 14, Electricity at Work Regulations 15]

15. Emergency Arrangements

Adequate emergency arrangements must be in place under the control of 'competent persons'. There must also be suitable procedures for employees to report serious and imminent danger as well as shortcomings in health and safety arrangements. [MHSW

16. Fire

Adequate precautions should be taken against fires and explosions and adequate means of escape and fire fighting equipment should be provided. [Fire Precautions Act 16]

17. Workplace Requirements

Essential workplace requirements should be ensured, including those concerning temperature, cleanliness, working space, ventilation, lighting, safe access and egress (including traffic routes). Adequate welfare and first aid facilities should be provided. [Health and Safety (First-Aid) Regulations and Workplace Health Safety and Welfare (WHSW) Regulations 18]. Existence of commercial or industrial premises must be notified to the appropriate enforcing authority.

18. Reporting and Recording

Accidental injuries, dangerous occurrences and notifiable occupational diseases should be reported to the appropriate enforcing authority and records kept. Records also have to be kept of the results of workplace environmental monitoring, health surveillance and maintenance etc. [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 19, COSHH]

19. Safety Representatives, Safety Committees and Consultation

Employers must consult their workforce on health and safety matters. When the employer recognises a trade union, that union has the right to appoint safety representatives who must be consulted on all matters affecting the health and safety of employees they represent and be permitted to carry out their functions. If requested to do so, the employer must establish a joint safety committee. Safety representatives are entitled to paid time off to attend TUC or union approved training courses. [Health and Safety: Consultation with Employees Regulations 20] [Safety Representatives and Safety Committees Regulations 21]

20. Insurance

All employers must have specific insurance to provide compensation to employees following successful civil law claims for damages in the event of work related injury or damage to health.

HSE Safety Law 'What you need to know' <http://www.hse.gov.uk/pubns/law.pdf>

Date: 19/04/2016	Policy/Activity: H&S POLICY	Assessor: GFL
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carers			
2	Gender			
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc.			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc.			
9	Age			
	Age			