

Scotholme Primary

Health and Safety Policy

Policy administration	
Based on template:	February 2020 / Created by Schools H&S Team
Policy writer:	Kate Hall
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Date of next review: (at least every two years)	May 2025

Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED: Elaine Fox (Chair) **DATE: May 2024**
(Chair of Governors)

SIGNED: Kate Hall **DATE: May 2024**
(Head Teacher)

This policy has been brought to the attention of all employees and is kept readily available for employees in the *Head Teacher's office / main office*.

Responsibilities

Shine Multi Academy Trust has an overarching Health and Safety Policy.

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- 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 annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings
- Considering immediate reviews in the light of major shortcomings or events.

Named Governor is: Elaine Fox

DUTIES OF THE HEAD TEACHER – Kate Hall

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and 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 are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.

- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

DUTIES OF THE BUSINESS MANAGER – Dean Grimshaw

- Support the Head Teacher in ensuring that the requirements of all relevant legislation, codes of practice and Children and Families policies are met at all times.
- Support the Head Teacher consulting with employees, and safety representatives, on health and safety issues
- Support the Head Teacher in ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Liaise with the Site Manager with reference to health and safety work. For example: quotes for work, ordering resources and liaising with contractors
- To remain up to date with health and safety expectations from the Trust, LA and the DFE.
- To ensure that all relevant insurances are up to date and renewed on time.
- To complete a Health and Safety review at least once a term.

DUTIES OF LINE MANAGERS

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Named line managers: Adam Newton (KS2) Kaitlin Marsden (KS1) Lucy Bowden (SEND/CO) Sean Hall (AHT) Carl Hollis (DHT)

DUTIES OF THE SITE MANAGER – Matt Brown

The Site Manager's duties include:

- 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 Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc, to their Line Manager
- Named Union Reps – Helen Dalton (NEU), None! (NASUWT), Sue Easson (UNISON) and Carl Hollis (NAHT).

Arrangements

Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with Guidance and Information Sheet No. 48 using the online incident reporting system / recorded locally on Medical Tracker.

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in Medical Tracker
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on Medical Tracker.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on Medical Tracker with the outcome and action taken.
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by: **Sean Hall – Assistant Head Teacher or Dean Grimshaw - SBM**

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

See policy – supporting pupils with medical conditions

Only medication with written parental consent will be administered.

Prescribed medication only is to be administered

The following members of staff have volunteered to administer medicine:

Name: Kate Hall, Sean Hall, Carl Hollis, Dean Grimshaw

Type/s of medicine: prescribed/selfcare medication as prescribed by NHS Greater Nottingham

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication, logged on Medical Tracker.

Training on the administration of specific medicines is provided by a suitable health professional. Training so far:

Subject: Diabetes – yearly review in Sept

Trainer: Diabetes team QMC

Subject: EPIPEN Training – Autumn 2022

Trainer Nottinghamshire Healthcare NHS Foundation Trust

Subject: Gastrostomy Awareness – new staff Sept 22

Trainer: Nottinghamshire Healthcare NHS Foundation Trust

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following locations in the school are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests: None

The following areas are considered out of bounds due to potential asbestos contamination: None

The Asbestos Survey is held by the Head Teacher and School Business Manager, and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: 27/11/2020 and the latest air tests were conducted in August 2021 following major asbestos works.

Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings / information sheets.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Recent building work has been completed under consultation from the following:

- Asbestos work – Mac Consulting
- Drainage Work – Burhouse Construction

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The Academy will consult with employees or School/Trust safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The School Health and Safety Committee consists of Head Teacher / Health and Safety Co-ordinator (SBM) / Governor responsible for health and safety / Heads of Department / Site Manager and meets six monthly.

Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Site Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and sign an induction/local site rule form before they commence work.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: every two years in December. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Detailed in the academy's Emergency Plan.

Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices where deemed necessary.

Fire Safety

Refer to fire management folder including risk assessment and logbook.

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at induction and at the start of the school year.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

The following external companies undertake the fire alarm (**Neuro Systems**) / emergency lighting (**Ken Burrows**) / fire fighting equipment (**Initial Fire Safety**) servicing:

Fire Marshal training was provided by **Connex Academy**.

The school is responsible for any action as required as a result of the services.

Forest Schools

Risk assessments considering the benefits of each forest school activity are in place and implemented.

Forest Schools are led by an appropriately trained and qualified person (Level 3 Forest School practitioner). Assistants are appropriately trained, either through accredited training (Level 2 Forest School Assistant) or by the Forest School leader themselves.

Clear & appropriate procedures in place for higher risk activities (such as tree climbing, wild food foraging, using tools or fire etc.). These processes are shared with learners so that they understand the protocols. Appropriate adult to learner ratios are in place, based on the risk management process.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations: Classrooms and Office Waiting Area

The kits are kept topped-up by Ellen Greaves

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

The following arrangements are in place for the dealing with bodily fluids: use gloves, bag waste and put in outside bin.

The following Personal Protective equipment is provided to deal with first aid: gloves, visors, aprons

'Head bumps' are reported to the injured child's parent /carer.

Course	Name
First Aiders (FAW)	Ellen Greaves or Elaine Knight
Emergency first aiders (EFAW)	Julie Turner, Narinder Kasbia, Sumaira Davis, Razia Akhtar, Naima Chikhi, Edward Pratt, Anna Pemberton, Paul Thurman, Farazana Gundkalli, Idella Khursheed
Paediatric trained First Aiders	Suzanne Easson, Jane Facey, Elaine Knight, Stephanie Jones, Holly Tuxford, Hayley Wootton

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™: **MDB Plumbing**

Next Inspection: **June 2024**

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in **Site Managers office**

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (☎ 87 64328) (accident system and training)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the *school staffroom / reception / office*. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager and Head Teacher.

The following inspection/servicing contracts are in place: *add further / delete as necessary*

Type	Frequency	Contractor
Air conditioning	Annual – Feb 2024	Heating and Cooling Ltd
Automatic gates (electric powered)	Annually – 16/03/2024	Access Control
Catering equipment	As required by risk assessment, recommended by manufacturer – Performed by NCC	Nottingham City Council Controlled
Electrical installation	Five Yearly – 14/08/2020	Ken Burrows Ltd
Gas boilers	Annual – 20/07/2023	MDB Plumbing
Gas cookers	Annual – Ny NCC	Nottingham City Council
Gym equipment (fitness training etc.)	Annual – 25/01/2024	Play Inspection Co
Emergency Lighting	6-Monthly – 17/05/2023	Ken Burrows Ltd
Fire Alarm	6 Monthly – Jan 2024	Neuro Systems
Fire Extinguishers	Annual – September 2023	Initial Fire
Fire Shutters	Annual – May 2023	A and C Maintenance
PE and Play equipment	Annual – 25/01/2024	Play Inspection Co
Portable Electrical Appliances	2-Yearly – 22/12/2022	K and S PAT Testing

Pressure Vessels (e.g. compressors, steam generating equipment)	Annual - 07/05/2024	Zurich
Tree Inspections	As recommended by the academy's arboriculturist, 3Yearly – 11/05/2023	Nottingham City Council

Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is: Carl Hollis

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Shine OV Leader, Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team based at College Street – ☎ 0115 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator based at College Street – ☎ 0115 9476202.

Reference: The Educational Off-Site Visits Policy

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Positive Handling / De-escalation

The following staff have positive handling training: Marcin Zybtnewski, Kaitlin Marsden, Dean Grimshaw and Stuart Pine. This training is reviewed on an annual basis – Approach Training Ltd Staff with medical/emotional/physical conditions which may limit their ability to provide positive handling are responsible for declaring this to the Head Teacher/SENCO.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Play equipment is inspected annually by Play Inspection Company on 20th January 2023

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the school office to report these matters.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in a folder labelled HEALTH AND SAFETY

Generic risk assessments have been designed by the Safety Advisers and are available via the schools' website.

Training courses on carrying out risk assessments are provided by NCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are: **Matthew Brown**

Dean Grimshaw

Kate Hall

Carl Hollis

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager or Head Teacher.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

Schools insurance provider offers access to counselling and wellbeing services

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via **canopy (large yard), under large trees (both yards and foundation stage), garden area (large yard), play house (small yard), bus shelter (small yard) canopy (nursery)**

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time the adult supervisors (2/3 KS1 and 4 KS2) are needed to cover the following areas:

1. Large yard – upper, middle and lower
2. Small yard
3. Cage
4. Table tennis areas x2
5. Hall
6. Dining room
7. Indoor KS2 open space
8. F1 and F2 outdoor areas

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in the site managers office in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste – blood bin in the waiting room toilet.

Water Management / Control of Legionella

The Academy complies with the requirements of the legionella Approved Code of Practice (L8).

The following company have been employed to review the Academy's legionella risk assessment on a 2 yearly basis:

Second Element

Monitoring results are recorded on the SERAM database.

Welfare facilities

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

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

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

Work Equipment

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, strimmers, 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 by Site Manager.

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.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Appendix 1 Cross-referenced Policies

- Asbestos (within Asbestos logbook)
- Behaviour
- Bullying
- Child Protection
- Drugs
- Emergency Plan
- Fire
- Internet Policy
- Off-Site Visits
- Security
- Supporting Pupils with Medical Conditions