



Wessex
Learning Trust
We Learn Together!

Health and Safety Policy

(Incorporating site specific information for
Nailsea School and Sixth Form)

Date approved by Trust Board: Sept 2023
Review Date: September 2025

Wessex Learning Trust - Health & Safety Policy

This policy applies to all academies in the Wessex Learning Trust (WLT). It will be reviewed by the Board of Trustees every two years or as necessary to reflect changes in the Trust's strategy or changes in law. Any changes will be brought to the attention of all staff.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, sweeping initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2023

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large, sweeping initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 01/09/2023

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Appendices (Removed)

~~Asbestos Management Plan and Guidance~~ (Removed as no asbestos on site)

~~Asbestos Record~~ (Removed as no asbestos on site)

~~Asbestos Management and Communication Plan~~ (Removed as no asbestos on site)

Section 1

Wessex Learning Trust Policy Statement, Organisation and Responsibilities

Wessex Learning Trust's Health & Safety Policy Statement

1 General Policy

1.1 This Policy applies to all academies and employees within the Wessex Learning Trust.

1.2 It is the policy of the Wessex Learning Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events on or outside its premises where associated activities are involved.

1.3 The Trust will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees, students, contractors and volunteers
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks

1.4 The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its academies and client's activities. When staff or students operate on behalf of the Trust, an assessment of risks specific to the activities, or tasks will be prepared where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities or tasks can be conducted in a safe manner. A significant risk is defined as a risk of high probability that is likely to create an impact of some significance and therefore requires risk controls/barriers to reduce that risk to an acceptable level.

1.5 Whilst day to day management of health and safety can be delegated to the individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees as the employer.

1.6 Specific health and safety policies of each Trust academy must integrate into this Health and Safety Policy. This will support the Trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all Trust academies. A template academy policy is attached at Section 2 for academies to complete.

1.7 All Members, Trustees, Local Partnership Board Members, Headteachers (Executive Headteachers) and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual academy arrangements together with supporting sources of safety information and guidance from the Trust's externally commissioned competent person. This is provided by Educating Safely who can be contacted using the email address or telephone number below:

enquiries@educatingsafely.co.uk

0800 288 47775

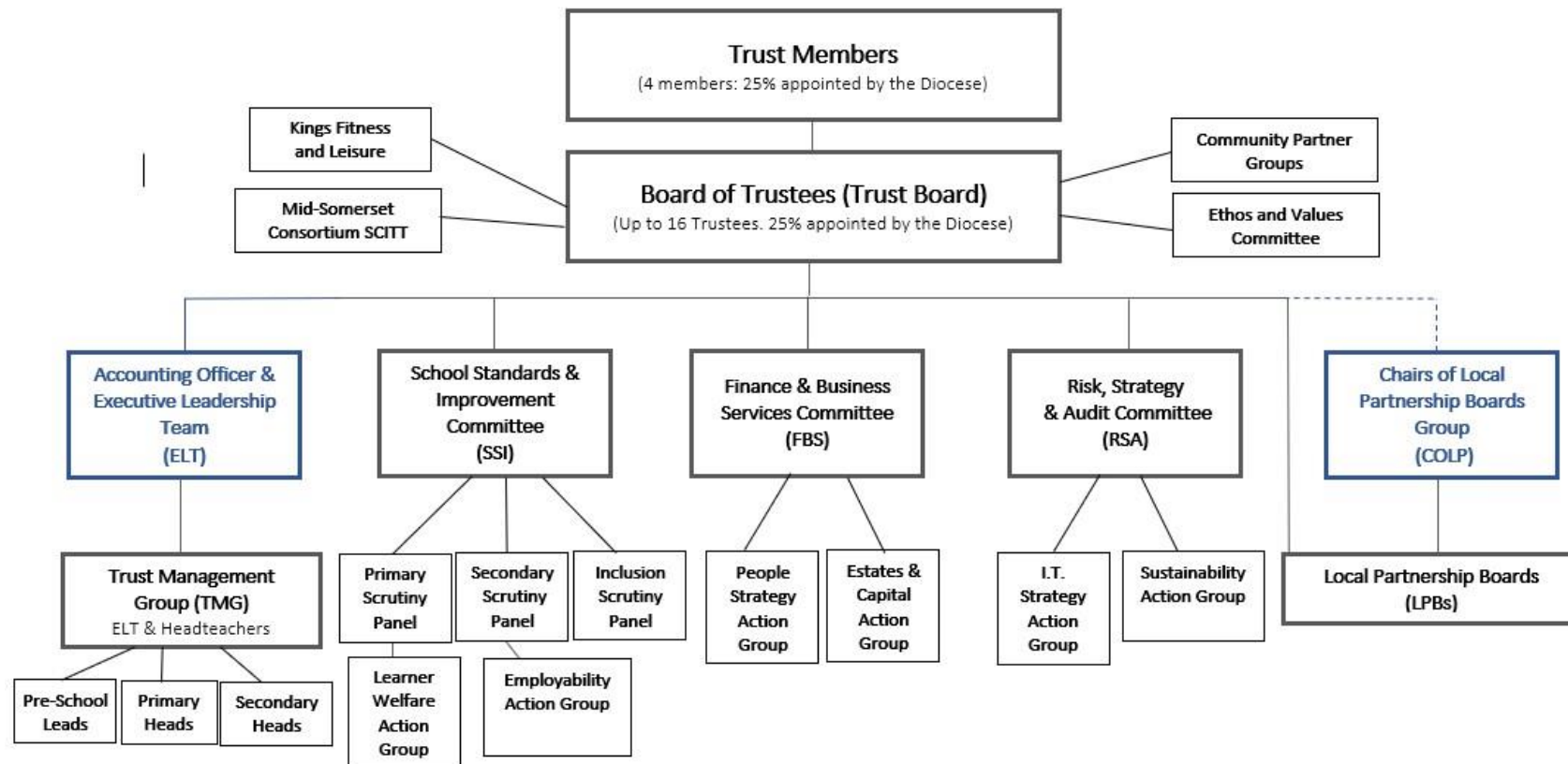
1.8 Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate individual in their academy (for example the Academy's Leadership Team) and/or the Trust's leadership team.

1.9 The Trust commits itself to implementing the Health and Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation, where legally applicable and relevant. The Trust's competent health and safety representative (Educating Safely) will provide academies' leadership with regular information on updates, changes and arrangements, about any revisions to safety legislation.

1.10 It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the academies, and itself. We aim to encourage, support and develop a positive and proactive approach for students through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively. This policy and our health and safety standards will be kept under continual review in the interests of improvement.



Wessex Learning Trust Governance Structure



Wessex Learning Trust Organisation and Responsibilities

2. Introduction

2.1 Wessex Learning Trust recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the Trust, each Trust Academy and anyone who visits Trust premises.

2.2 The Trust understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Board of Trustees. This Trust Health and Safety Policy directly relates to the Board of Trustees, as a corporate body, the Local Partnership Boards, the Headteachers (Executive Headteachers) of the individual academies within the Trust and the Executive Team (including the Chief Executive, Deputy Chief Executive, Director of Operations and Trust Estates Manager).

2.3 The following is an outline of duties and responsibilities that have been assigned to these specific groups:

Each academy is required to acknowledge the Trust's organisational approach to health and safety and complement it with its own organisational structure and arrangements. Prime delegation for the delivery of health and safety falls to the Headteacher (Executive Headteacher), which may include the delegation of various roles to colleagues in order to maintain a robust safety system. The Trust will monitor the approaches taken and require management reports to assess statutory compliance.

Board of Trustees

2.4 The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust and to comply with all legal requirements.

2.5 The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring Trust safety management systems, managing the Trust risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

2.6 The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, contractors and/or visitors.

2.7 The Board of Trustees committees, the Local Partnership Boards and the Executive Team will be kept informed of all developments relating to health and safety matters.

2.8 The Board of Trustees' responsibilities are to:

- Ensure each individual of the Trust Board accepts their individual role in providing health and safety leadership for the Trust
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust

- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust's Health and Safety Policy statement
- Warrant that all external and third party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate
- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the Trust to meet its statutory requirements
- Ensure the Executive Leadership Team and Headteachers/Executive Headteachers assist the Trustees by:
 - implementing and reviewing policies
 - strategic and operational decision making
 - identify ways of reducing the likelihood of people getting harmed by the Trust's activities
 - providing findings from health and safety audits/visits
 - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
 - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
 - ensuring that there is an overall development plan outlined and implemented
- Provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored
- Establish and ensure effective accident reporting and investigation procedures are in place across the Trust
- Ensure there are effective and adequate formal internal and external communications on health and safety across the Trust
- Ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Trust Estates Manager and reported to the Trust, e.g. fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
- Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all the Trust premises. Contingency emergency arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust
- Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding

The Trust's Finance and Business Services (FBS) Committee

2.9 The FBS Committee's responsibilities are to:

- Identify and manage risk associated with Health and Safety at all levels of the Trust.
- Openly and transparently inform the Board of Trustees on:

- implementing and reviewing policies
- strategic decision making in relation to Health and Safety
- Receive reports from the Director of Operations/Trust Estates Manager, which incorporates information and advice from independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every academy
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements

Director of Operations

2.10 The Director of Operations must:

- Gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance of health and safety and that the Trust is getting value for money
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented
- In co-operation with the Headteachers/Executive Headteachers of the individual academy implement and review individual Health and Safety Policies to ensure that they reflect the status of the academy and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary
- Consider the impact of health and safety in all strategic and operational decision making
- Implement ways of reducing the likelihood of people being harmed by the Trust's activities
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions
- Receive a progress report on individual academy findings, issues and progress to date on health and safety audit action plans
- Carry out spot checks on specific target areas for consistency of approach and compliance
- Have an effective accident reporting and investigation procedure across the Trust
- Monitor and review contingency emergency arrangements that are in place to ensure that the Trust's strategic and education operations continue in line with statutory requirements
- Some of the above tasks may be delegated to the Trust Estates Manager

Headteachers/Executive Headteachers supported by individual Academy Operations and Site Staff

2.11 Headteachers/Executive Headteachers must:

- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly
- Ensure that sufficient resources are allocated and authorised within the academy's budget to meet statutory procedures and standards for health and safety across the Trust
- Consider the impact of health and safety in all strategic and operational decision making

- Implement ways of reducing the likelihood of people being harmed by the Trust's activities
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions
- Implement and monitor an informed, proportionate and prioritised risk management system for the academy
- Monitor the structure, attendance, agendas and minutes from the academy Health and Safety Committee
- Enable and encourage regular feedback from the academy in relation to their health and safety function and be the point of contact to enable staff representatives, and the Senior Leadership Team of the academy to discuss higher level health and safety issues e.g. funding and building issues
- Record, implement, monitor and review the business continuity plan for the academy including emergency plans and procedures for the safe evacuation and lockdown of the academy's premises
- Appoint a health and safety Partner from your local Partnership Board

Other Employee Duties

2.12 Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

2.13 All employees have responsibility to:

- Comply with the Trust's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Report immediately to their line manager any shortcomings in the Trust's or an academy's arrangements for health and safety
- Co-operate with the employer and others to enable them to fulfil their legal obligations
- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety and welfare
- Inform the Trust's or academy's management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc
- Ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern' using the local reporting procedure

First Aid

2.14 Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. Training is arranged by each individual academy.

2.15 First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

2.16 Notices giving details of first aiders and the whereabouts of first aid facilities must be displayed in appropriate location/s within each academy.

2.17 Where the academy has nursery and/or reception aged children the academy will need to have first aiders trained in paediatric first aid.

Trade Union Representative

2.18 Any trade union representative will be encouraged to fulfil their duties as well as being released for any appropriate training. They will consult regularly with the health and safety representatives on health and safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

Competent Health and Safety Advice

2.19 The Trust will appoint a competent health and safety advisor to meet their management and Board legal duties.

2.20 The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Delivery to each academy in the Trust the health and safety management package, which comprises the retention of Education Safely LLP as 'Competent person' within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations, provision to include:
 - Provision of up to date guidance and advice with unlimited access to Helpdesk via telephone and email. Telephone 0800 288 4775 Email enquiries@educatingsafely.co.uk
 - Review of health and safety policies to ensure they are fit for purpose and effective during the audit process
 - Full support with EEC Safety Management System
 - RIDDOR Reporting
 - Endorsement of External Visits via EEC live
 - Annual Audit of management systems and procedures in order to confirm compliance for the Trustees
 - Delegate place for each academy at the Educating Safely Annual Health and Safety Seminar

Section 2

Nailsea School & Sixth Form Health & Safety Policy



Nailsea School
& Sixth Form

Nailsea School and Sixth Form's Health & Safety Policy

Nailsea School and Sixth Form Organisation and Responsibilities

1. Aims

The academy aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the academy site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation and policy framework

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [Control of asbestos regulations 2012](#), which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- [The Construction \(Design and Management\) Regulations 2015](#), the main set of regulations for managing the health, safety and welfare of construction projects.
- [Legionella bacteria in water systems \(L8\)](#), contains practical guidance on how to manage and control the risks in your system

The academy follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association and the Trust's Health and Safety Policy Statement.

3. Roles and responsibilities

The following is a structure and an outline of duties and responsibilities that have been assigned to the Headteacher, Local Partnership Board and members of staff.



3.1 The Local Partnership Board

The Local Partnership Board (LPB) are responsible for complying with health and safety legislation and the Trust's Health and Safety Policy. Whilst the LPB holds these responsibilities it may delegate day-to-day responsibility to the Headteacher.

The Local Partnership Board must ensure that:

- The LPB has a duty to take reasonable steps to ensure that staff, pupils, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the academy premises
- Where reasonably practicable sufficient resources are allocated and authorised within the academy budget to meet statutory procedures and standards for health and safety within the academy
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the academy premises and in line with current legislation
- The Local Partnership Board appoints a Health and Safety Partner and receives an annual audit of health and safety systems and standards for the academy
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and lockdown of the academy
- Health and safety is on the agenda by including it intrinsically with business discussions

- A Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year
- Ensure that the Headteacher reports areas of non-compliance to the Chief Executive

The Trust, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Board of Trustees to the Local Partnership Board:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the academy building and premises are safe and regularly inspected
- Providing adequate training for academy staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Co-operating with the Local Partnership Board to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with
- Ensuring a positive health and safety culture is encouraged and developed within the academy
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Local Partnership Board and other agencies where necessary
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. A communication plan will be required to ensure the emergency plan, when activated, can be effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training

- Ensuring that a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year
- Ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace
- Reporting to the Local Partnership Board, the Chief Executive and the Director of Operations including any areas of noncompliance and any hazards which cannot be rectified within the academy budget
- Ensuring that the premises, plant and equipment are maintained in a safe working condition
- Ensuring that the academy appoints a lead first aider and lead on pupil medication. This can be held by one post holder
- Ensuring that the academy appoints a named Educational Visits Co-ordinator (EVC) and Lead/Deputy Party Leaders, who have received relevant training to carry out the role. The EVC should be a senior member of staff
- Ensuring that pupil off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
 - ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
 - ensure information and arrangements to parents/carer's of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the academy. Some health and safety responsibilities have been delegated by the Headteacher to the Operations or Site Staff (where applicable) as detailed below. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within their academy.

3.3 The Business Manager

The Business Manager is responsible and accountable for delivering the academy's health and safety strategic plan in collaboration with the Headteacher. They must also ensure the academy meets and adheres to the health and safety legislation, as advised by the Trust's competent health and safety provider.

The Business Manager is also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the academy premises
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements
- Review existing health and safety policies and procedures in the academy, to ensure all staff, students and contractors adhere to them
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation and lockdown of academy premises

- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary
- Monitor purchasing and contracting procedures to ensure compliance with the academy's Health and Safety Policy
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the academy
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required
- Ensure significant building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. a 'Principal Designer' has been appointed
- Reporting to the Headteacher any areas of non-compliance and any hazards which cannot be rectified within the academy's budget
- Ensure the academy gets approval from the Trust ahead of entering into any new contracts
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it
- Ensure the development of the overall health and safety plan
- To keep 'Every' (compliance) system up to date

3.4 The Facilities and Compliance Manager

The Facilities and Compliance Manager is responsible and accountable to the Business Manager and Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Facilities and Compliance Manager's responsibilities are to:

- Report to the Business Manager any non-compliance, defects and hazards that are brought to their notice
- Notify the Business Manager whenever contractors are due to enter the academy to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work, and to be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the academy premises. This should be undertaken with guidance from the Trust's Director of Operations and Trust Estates Manager
- Ensure competency of all contractors engaged by the academy to undertake work or activities at the academy. Competency checks could include insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records, DBS etc
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Business Manager for actions to be considered, authorised and implemented
- Convene, chair and attend all Health and Safety Committee meetings. Working with the Business Manager to ensure that a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year

- Be responsible for coordinating all contractual work and maintenance carried out on academy premises, including health and safety matters concerned with other contractors
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, academy activities, ensuring safeguarding requirements are met
- In conjunction with the Business Manager ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes
- Ensure that all site, cleaning and catering staff are equally aware of the academy's Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the academy. Once tested ensuring that a full list of items tested is generated and retained
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella
- Ensure that all contractors share the academy's commitment to safeguarding children
- Undertake and co-ordinate the site team's specific emergency procedures, as detailed in the emergency plan
- Manage full details of compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits

3.5 Deputy & Assistant Headteachers, Heads of Faculty/Department, Heads of Houses and Support Staff Line Managers

Line Managers are responsible to their SLT leads for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students
- Applying the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the SLT leads for the application of the health and safety procedures and arrangements to all staff and students.
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk departments, such as Science, Design and Technology, PE, Art and drama/performing arts
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) , AfPE (Association for Physical Education) and ensure that all staff are aware of and make use of such guidance
- Ensuring regular health and safety risk assessments are undertaken and reviewed regularly for the activities for which they are responsible and that control measures are implemented and shared with all staff

- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health, safety and welfare problems members of staff refer to them, and inform the Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with academy procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the Business Manager of any identified training needs annually via the training development plan and as part of the induction programme for any new staff that join during the year
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms

3.6 Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to
- Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements, or arrangements for activities relevant to them
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety

- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of lockdown, fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use
- Reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced
- Defective equipment should be logged on 'Every' for the Site team's attention/repair/disposal
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons
- Highlighting any training needs deemed necessary to fulfil their role to their line manager
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility

3.7 All Employees

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.

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

All employees have responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Comply with the Trust and academy's health and safety policy and procedures at all times
- Work in accordance with training and instructions
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Report all accidents and incidents in line with the reporting procedure
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and use the 'Every' system to log this for the Site team's attention/repair/disposal, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place
- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety
- Co-operate with the academy's leadership and management on all matters relating to health and safety

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Inform their immediate line manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role
- Ensure that they only use equipment or machinery that they are competent/have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

3.8 Health and Safety Committees

The health and safety committee is made up of a range of staff with appropriate H&S responsibilities, the committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee includes: -

- H&S Officer
- Nominated Local Partnership Board representative
- A representative of the First Aid team
- A member of teaching staff
- A member of support staff
- A member of the Site Team

The standard agenda items for the H&S committee meetings are:-

- Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- Are there any building works/modifications planned and what are the Health and Safety implications of this project
- Feedback from high risk departments
- Risk assessment progress and review
- Training needs
- First Aid provision / qualifications etc.
- Any school trips taking place and has this been assessed and authorised
- Inspection findings and required actions.
- Findings of any compliance issues to feed into the Resources Committee

3.9 Pupils and Parents/Carers

All pupils and parents/carers are required to:

- Adhere to detailed procedures and policies at the academy
- Cooperate with all staff on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a member of staff

3.10 Contractors

During school/term times contractors must report to reception, outside of school times they should report to a member of the site team; in both cases they must sign in at the appropriate location. On

leaving the site they will be required to sign out at the same point they signed in and either inform a member of the site team of the work/actions that have been carried out and any further work that is required or leave the paperwork associated with their work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

Contractors will agree health and safety practices with the Facilities and Compliance Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors are informed they must follow the school's policies & procedures unless their own exceed the school's requirements

During school times high visibility jackets/coats must be worn by contractors, as well as a contractors badge so they are easily identified.

Contractors must have DBS checks for their employees who work on site during term time and copies of adequate Public & Employers Liability Insurance are required prior to being appointed and must be kept up to date

Contractors are required to notify the school where any work is being sub-contracted and ensure that the sub-contractor is working to the same school requirements as themselves

All relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the expected duration and timing of the works.

Any changes to the work activities will be agreed with the Facilities and Compliance Manager, Site Manager, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.

Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.

A contractor's performance will be monitored during their works and if staff or contractors believe there is likely to be a detrimental effect to health and safety, appropriate corrective action or improved procedures must be taken. The emphasis must be to stop any unsafe activity until all parties are satisfied with the health and safety practices or procedures.

Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

3.11 Visitors

During school times visitors must report to reception, outside of school times they should report to a member of the site team; in both cases they must sign in at the appropriate location. On leaving the site they will be required to sign out at the same point they signed in.

- They must register their arrival and departure in reception on the appropriate paperwork or electronically and acknowledge they have read the schools H&S notification
- They must wear a visitors badge at all times and ensure it is visible
- They must be collected by the person they are visiting or escorted to a specified place (e.g. conference room)
- Visiting peripatetic music teachers, governors and invigilators do not require collection or escorting but must sign in and out as per other visitors

- Only visitors with the appropriate level of DBS will be permitted to work with students where this doesn't exist then they must be accompanied by a member of staff at all times

3.12 Work Experience Students

A nominated person will provide health and safety induction to work experience students. The nominated person will also carry out the risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.

The student(s) will be monitored/supervised by the class teacher or other member of staff that they are assigned to and liaise if necessary with the nominated person.

3.13 First Aid/Nominated Persons

Staff, who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to know and be able to quickly access a First Aid kit in the case of an emergency. First aid boxes are located in the first aid room, reception, main kitchen and community office, bleed kits are in date and located in the First Aid office and Admin corridor.

First Aiders should also ensure that the first aid cupboard/First Aid box has a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the academy and ensure that students receive appropriate attention and advice
- All accidents to students where there is a head, neck or back injury are reported to the parent/guardian
- Depending on advice from paramedics, the parent/carer or member of staff, escort them to a doctor or hospital where injuries are considered more serious. Telephone parent/carer to inform of status of student
- To complete accident reports in respect of all incidents affecting staff, students and other persons on site
- Immediately inform the Headteacher or delegate of all serious incidents
- To inform the Headteacher of all RIDDOR reportable incidents within 24 hours of the incident occurring

Parents/Guardians are informed that the school will hold securely any medications for their child which are supplied by them. School inhalers and injector pens will only be in an emergency and where previous parental permission has been given to do so.

Trip leaders are required to ensure they take first aid kits on trips and to ensure all staff and students have any required medications with them before setting off

3.14 Medical and Welfare Officer

The Medical and Welfare Officer will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the academy using their own knowledge and skills, to contribute positively to the overall welfare of the academy and its students.

The Medical and Welfare Officer will be responsible for:

- Maintaining academy and student records of first aid support given to staff and students
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes
- Completing accident reports in respect of all incidents affecting staff, students and other persons on site
- Immediately informing the Headteacher of all serious incidents
- Informing the Headteacher of all RIDDOR reportable incidents within 24 hours of the incident occurring
- Analysing the accidents and reporting them to the Health & Safety Committee on a termly basis.
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary in the academy

3.15 Appointed Educational Visits Coordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role
- Coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented
- Ensure that advice from the SENCO is sought if applicable for individual students
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems
- Ensure communication of all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved
- Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities

Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom [The OEAP | \(oeapng.info\)](http://The OEAP | (oeapng.info)) , the Foreign Office, and the Trust, when appropriate.

3.16 External Lettings (Please refer to The Link T&C's for further information)

The line manager responsible for lettings will ensure that all external users are aware of this policy, that they comply with all safety directives and that they will not, without prior consent of management:

- introduce unauthorised equipment for use on the school premises;
- remove fire and safety notices or equipment
- alter fixed installations
- take any action that may create hazards for persons using the premises or the staff or students of the school

Lettings are managed by The Link who adhere to the School's relevant policies. For all hirers, proof of adequate insurance is required/held on an annual basis, and the conditions for lettings are set out on the Letting Form which must be completed accordingly. Hirers risk assessments may be requested.

The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building, and the hirer must supply the school with copies of accident forms involving their users.

Details of the schools emergency contact details are provided to the hirer. Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency

3.17 Competent Health and Safety Advice

The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Delivery to each academy in the Trust the health and safety management package, which comprises the retention of Education Safely LLP as 'Competent person' within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations, provision to include:
 - Provision of up to date guidance and advice with unlimited access to Helpdesk via telephone and email. Telephone 0800 288 4775 Email enquiries@educatingsafely.co.uk
 - Review of health and safety policies to ensure they are fit for purpose and effective - during the audit process
 - Full support with EEC Safety Management System
 - RIDDOR Reporting
 - Endorsement of External Visits via EEC live
 - Annual Audit of management systems and procedures in order to confirm compliance for the Trustees
 - Delegate place for each academy at the Educating Safely Annual Health and Safety Seminar

3.18 Trade Union Safety Representative

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

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. They will be entitled to inspect the academy in accordance with the agreed Trade Union procedures.

4. Site security

The Facilities and Compliance Manager is responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder

and fire alarm systems. The following posts are key holders and will respond to an emergency during academy open times (when the academy is closed, the academy's security contractor will contact the key holder)

1. Facilities and Compliance Manager
2. Site Manager
3. Assistant Site Managers x 2

5. Fire Procedures (Please refer to the Fire Risk Assessment for additional information)

The responsible person is the Facilities and Compliance Manager or their deputy. The following Fire Precautions and Health & Safety measures are in place:

- The academy maintains a fire log containing full details of evacuations, servicing and checks, which is updated by the Facilities and Compliance Manager.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices, and free from obstructions. Final exit doors must be unlocked while there are people in the building, although this can be zoned depending on use of areas
- A Fire risk assessment of the premises is maintained and reviewed regularly.
- Emergency evacuations are practised at least three times per year. Details are recorded in the academy's fire logbook/'Every'.
- Fire alarm call point testing will take place at least once a week. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. The results will be recorded.
- Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded. Extinguishers should not be used by untrained individuals.
- The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and made available to emergency services as required.
- New staff will be trained in fire safety as part of their induction training and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- The fire alarm is a continuous alarm bell, with a voice stating 'This is a fire alarm'
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. The assembly point is the Multi Use Games Area (MUGA) at the rear of the school playing fields. Those unable to access the MUGA will assemble in the main car park; outside the school day the assembly point is the main car park
- Nominated trained support staff act as Fire Wardens whilst all other staff act as fire marshals and are responsible for marshalling students and visitors from the building to the assembly point
- Tutors will take a register of pupils, which will then be checked against the attendance register of that day.

- The Assistant to SLT will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- The site team are responsible for investigating any alarm, sweeping the building to ensure no presence of others and dealing with the emergency services
- Should the emergency fire services attend the school in the event of a fire, the H&S Officer must be informed of all relevant information including any person unaccounted for or still in the building
- A Grab Bag is located in reception with key documentation and resources for emergencies

A fire safety checklist can be found in Appendix 1.

6. Lockdown procedures

Management of the lockdown procedure is the responsibility of the Headteacher. The Headteacher will devise and communicate the lockdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

The lock down alarm is a continuous two toned bell that states/repeats “There is an incident in the building, await further instructions”

The lockdown procedure will be practiced and reviewed at least annually.

7. COSHH (Control of Substances Hazardous to Health)

The academy is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

An inventory of all hazardous substances used on site is maintained by the academy and reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by Heads of Faculty for Science, DT and Art, and the Facilities and Compliance Manager, and are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The COSHH register is located in the Facilities and Compliance Manager’s office.

Any new products that are brought into the school that have a hazard warning symbol and there is a ‘significant’ risk of harm from the product in its use, miss-use, quantities or storage will require a COSHH risk assessment to be undertaken.

All regularly used products will have material safety data sheets (MSDS) available, copies will be stored electronically for easy access by all

The arrangements for the delivery of hazardous substances to the school are managed by the individual department/faculty responsible for their safe keeping, deliveries are immediately moved to the relevant department/faculty ordering them

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any decanted substances should clearly display the product name, information, dilution rates and safety information

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements

8. Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

9. Legionella

The academy recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

Legionnaire's disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers and hot and cold water services. The propagation of Legionella bacteria is enhanced by the following system conditions:

- Where the water temperature in a system falls between 20°C and 45°C, the active temperature range of the bacteria
- Systems in which water is re-circulated or stored
- Situation where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

The Headteacher is appointed as the responsible person for implementing arrangements to control the risk of legionella and for reviewing the effectiveness of the arrangements. The Headteacher appoints the Facilities and Compliance Manager as the deputy responsible person and will ensure that arrangements are in place if either the responsible person or their deputy are not available.

The Facilities and Compliance Manager will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- Identifying and assessing sources of risk,
- Implementing, managing and monitoring Legionella control measures (detailed below),
- Ensuring that suitable and sufficient staff, training and financial resources are available,
- Keeping up to date records.

The following control measures are designed to mitigate the risk of Legionella exposure and should be delivered in accordance with [Legionella bacteria in water systems Approved Code of Practice](#):

- A Legionella risk assessment is carried out every two years. This risk assessment will be reviewed at least annually and when significant changes have occurred to the water system and/or building footprint
- Little used water outlets will be tested at least weekly
- Temperature checks will be completed at least monthly
- Disinfection of showers will be completed at least quarterly
- Calorifiers, thermostatic valves and water storage tanks will be inspected at least annually and the necessary cleaning/servicing undertaken
- Control measures will be completed by a suitable competent individual
- The Site Manager is responsible for ensuring that the identified control measures are conducted and recorded

A qualified contractor is employed carry out many of the requirements of water testing under the Approved Code of Practice and guidance document L8 'Legionnaires' disease. The control of legionella bacteria in water systems'. The site team carries out regular flushing of cold water systems and the hot water storage system is monitored by the school BMS and an alarm is sent should the temperature drop below a specified temperature. A rainwater recovery system exists for use in flushing of toilets.

If an outbreak of Legionella bacteria is expected the Headteacher should contact the Trust Estates Manager as a matter of urgency. The necessary notification to the Health and Safety Executive along with the necessary remedial action will be undertaken immediately by suitable competent individual.

A copy of the Legionella risk assessment is located in the Facilities and Compliance Manager's office

10. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

10.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Facilities and Compliance Manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs, and where necessary a portable appliance test (PAT) will be carried out by a competent person in line with the risk assessment. A PAT register is maintained and all defects identified are either repaired or removed immediately. Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

Hirers of the academy's facilities, contractors and visitors must ensure that any electrical equipment they bring into the academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

10.2 P.E. equipment

Pupils are taught how to carry out and set up P.E. equipment safely and efficiently. Staff check that equipment is set up safely before use. Any concerns about the condition of any PE equipment including facilities such as the playing field, astro pitch, tennis court will be reported to the Head of Health.

P.E. equipment will be inspected annually.

10.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. The assessment should be reviewed every 2 years or where something may have changed, eg workstation has moved or changed in any way.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

10.4 Specialist and work equipment

Parents/Carers are responsible for the maintenance and safety of their children's individual specialist equipment such as wheelchairs. In the academy, staff promote the responsible use of such equipment. If on site, oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

All work equipment used on the premises is fully inspected upon installation and will undergo an annual maintenance and service inspection by a competent person. Examples of work equipment are Site Team power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

- Electronic records are kept and made available for annual maintenance and servicing regimes
- Staff, technicians and site team members are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded
- Employees must not provide their own equipment unless approved by the school's H&S Officer on a case by case basis
- Heads of departments and line managers must ensure that any such equipment within their department/faculty is used appropriately and training or refresher training should be provided as necessary
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Where PPE is specified to be used whilst operating work equipment then the individual will ensure they wear the equipment

11. Glazing

Glazing surveys are completed, as necessary, in critical locations and any required actions taken.

12. Lone working

Lone working may include late working, home or site visits, weekend working, site manager duties, site cleaning duties, or working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken the colleague's line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

13. Working at Height

The academy will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height in addition to:

- Late working

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
Contractors are expected to provide their own equipment and will not be permitted to use the academy's equipment

14. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The academy will ensure that proper mechanical aids and lifting equipment are available where necessary and that staff are trained in how to use them safely.

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to academy staff.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Expectant mothers must not undertake any hazardous manual handling activities.

15. Off-site visits

The schools Educational Visits Coordinator (EVC) is the Facilities and Compliance Manager who has the necessary experience and qualifications to oversee these, and links with the trust Estates Manager and external H&S advisors. The EVC also provides training on conducting a Risk Assessment, where necessary, for Trip Leaders.

The school has an Educational Trips Policy in place which is reviewed regularly. Trips will be led by designated, experienced Leader who will take responsibility for ensuring that where necessary pre-site visits/assessments are carried out.

The trip leader and their line manager will assess a trip from an educational and financial aspect prior to its agreement to continue.

When taking pupils off the academy premises, the academy will ensure that:

- Risk assessments are completed

- All off-site visits are appropriately staffed
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on academy trips and visits

Approval for offsite visit and risk assessments are to be submitted via the EEC system for checking and verification by the EVC. The EVC is responsible for advising the category level, classified as either:

- category 'A' – trips where students are with staff 100% of the time
- category 'B' – trips where students are given time away from staff in groups or making own way to a non-school meeting point
- category 'C' – trips that are either residential or have a high risk activity associated to them.

Category 'A' & 'B' trips can be signed off by either the EVC or Head Teacher following approval of the risk assessment by the school's H&S Officer, whereas category 'C' trips will be approved by the Head Teacher following approval of the risk assessment(s) by the external advisors.

An 'essential information' form will be supplied to parents/guardians for completion which includes contact details for them, any necessary permissions and detailing the medical needs for their child.

Parents will receive relevant information about the trip to approve their child's participation and the need to provide suitable and sufficient clothing, refreshments or other facilities if required.

Advice from the SENCO is sought if applicable for individual pupils

Details of the trip and the relevant risk assessment(s) will be shared with all staff participating on the trip. All volunteers must have DBS clearance and in the case of residential trips this must be an enhanced DBS.

16. School Transport/Mini-bus/Own Vehicle

- Only staff that have in date MIDAS training are permitted to drive a mini-bus with students
- Pre-use checks of the vehicle are undertaken and recorded by the user of the mini bus, any significant findings must be reported to the Site Team who must ensure that remedial action is taken
- Staff must use the appropriate paperwork for recording of journeys

17. Lettings

This policy applies to lettings. Those who hire any aspect of the academy site or any facilities will be made aware of the content of the academy's health and safety policy and will have responsibility for complying with it – see section 3.16 above.

18. Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report and record (using the accident report form provided as Appendix 2) any incidents of aggression or violence (or near misses) directed to themselves to their immediately. This applies to violence from pupils, visitors or other staff.

19. Smoking

Smoking is not permitted anywhere on the academy premises. This includes electronic cigarettes/vapes. Please refer to the Trust No Smoking policy.

In certain circumstances where there is an external event taking place in the auditorium, outside of school hours/periods, a designated smoking area outside, and at least 10 metres from the building may be agreed

20. Infection prevention and control

Academies with Early Years Foundation Stage provision follow national guidance published by Public Health England when responding to infection control issues.

Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

20.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels/air dryers, and always wash hands after using the toilet, before eating or handling food, and after handling animals. Cuts and abrasions should be covered with a waterproof dressing.

20.2 Coughing and sneezing

It is advised to cover both the mouth and nose with a tissue when coughing or sneezing, and wash hands after using or disposing of tissues. Spitting is not allowed.

20.3 Personal Protective Equipment

Any Personal Protective Equipment (PPE) identified as necessary from a risk assessment will be provided to staff and they must wear it. No charge will be made for such equipment.

Suitable and sufficient signage will be displayed for the use of PPE and pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure

The equipment needs to be fit for purpose and appropriate with other PPE, advice can be sought from the schools H&S Officer (for example, non-powdered vinyl/latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids, use of goggles/glasses if there is a risk of splashing to the face and the correct personal protective equipment when handling cleaning chemicals, ear protection for noise control)

The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required, and all staff are responsible for ensuring that they use PPE where it is provided.

20.4 Cleaning of the environment

The academy environment will be cleaned frequently and thoroughly.

20.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

20.6 Laundry

All laundry will be washed in a separate dedicated facility. For soiled linen, wear personal protective clothing when handling and wash at the hottest wash the fabric will tolerate. Bag children's soiled clothing to be sent home, never rinse by hand.

20.7 Waste

Suitable receptacles for the collection of waste will be provided in strategic positions throughout the school. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by an authorised person or member of the site team

Information and training on the safe management of waste is provided to an authorised person or member of the site team, along with any personal protective equipment necessary for the safe handling of waste materials.

Always segregate domestic and clinical waste (where applicable), in accordance with local policy. Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins and remove clinical waste with a registered waste contractor. Clinical waste bags should be stored in a dedicated, secure area when they are two-thirds full, while awaiting collection. Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for the removal of hazardous waste will be made in association with the Waste Regulation Authority or a competent and licensed contractor.

Waste is collected only by registered haulage companies.

20.8 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. These children should be advised to have additional immunisations, for example for pneumococcal and influenza.

20.9 Exclusion periods for infectious diseases

The academy will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 3. In the event of an epidemic/pandemic, the academy will follow advice from Public Health England about the appropriate course of action. The Facilities and Compliance Manager will inform staff of any reported infectious diseases

The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the First Aid Room.

21. New and Expectant Mothers

Risk assessments (Appendix 4) will be carried out whenever any employee or pupil notifies the academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

22. Occupational Stress

The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the academy for responding to individual concerns and monitoring staff workloads.

The Trust oversees staff wellbeing, and risk assessments should include workplace stress and wellbeing as part of the process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable

Where workplace stress arises, Senior Management will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff. The school will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach. If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance

The HR Department, Occupational Health, and if applicable the Care First Programme are available to staff and should be contacted when required, and there are trained Mental Health First Aiders on site – contact names and pictures are displayed on a poster in the staff room.

23. Accident, First Aid and reporting

23.1 Accident record book

An accident form/book will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 2. As much detail as possible will be supplied when reporting an accident.

The EEC Safety Management System is to be used to record all injury information. Information is to be uploaded to the EEC site within 48 hours of the incident. Educating Safely LLP will monitor and oversee RIDDOR reporting to the HSE if required.

23.2 Notifying parents

The Medical and Welfare Officer will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

23.3 Reporting to Ofsted and child protection agencies

The Headteacher, in conjunction with the Director of Operations, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher, in conjunction with the Director of Operations, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the academy's care.

23.4 Reporting to the Local Partnership Board

Details of all accidents are provided to the academy's Local Partnership Board, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

23.5 Pupil Medications

Information on pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the academy's management information system and made available electronically to the necessary staff.

Pupils who are asthmatic or anaphylaxes, are required to keep a spare inhaler or epipen at the academy. Spare inhalers/epipens must be kept in a secure staffed areas and labelled with the pupil's name. The secure storage area should be accessed by designated staff to ensure that the inhalers/epipens are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency situation, where it is critical to life and the Headteacher has prior written knowledge about the pupil's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so.

The Medical and Welfare Officer is responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in academy time, when written parental consent has been obtained to do so
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times
- Liaising with the Health and Safety Advisor, Health Centre, School Nurses and Parents/Carers as appropriate
- Managing the input, maintenance and retrieval of all medical data in respect of students and staff at the academy, ensuring that confidential information is held securely

24. Security

24.1 Site Security

The school operates a lockdown period during the school day where all gates are locked within 10 minutes of start of the school day and then unlocked c20 minutes before the end of the school day. Access will be restricted to the main drive and the accompanying pedestrian path.

All fences and gates are checked regularly by the site team and any deficiencies made good.

The school will maintain it's internal and external CCTV systems in good working order, an the intruder alarm system will be activated whilst the school is not occupied.

24.1 Cyber Security

Cyber security is recognised as an essential aspect of strategic leadership in the school, and it aims to embed safe practices into the culture of the school. All staff receive annual Cyber Security training through the National College, and sign a declaration to evidence this.

25. Training

All staff are provided with basic health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training.

26. Safeguarding (Please refer to the Safeguarding Policy for further advice and guidance)

The Trust fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

The School has a Safeguarding Policy in place, and a Safeguarding Team led by a Designated Safeguarding Lead who is a member of the Senior Leadership Team (SLT)

All staff have received safeguarding training which is reviewed annually

27. Monitoring

This policy will be reviewed by the Headteacher annually.

28. Links with Other Policies

This policy should be read in conjunction with the following:

- Educational Visits Policy
- First Aid Policy
- Medical Needs Policy
- Risk Assessment Policy
- Safeguarding Policy
- Fire and Lockdown Procedures
- Lettings Policy

Appendix 1

Fire Safety Checklist

Issue to Check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place and serviced annually?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire exits accessible and clear of bags, boxes and items that block the exit?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas? Are there visual indicators of a fire alarm in rooms where noise may prevent the alarm from being heard eg Drama studio?	
Does the school carry out full evacuations of the buildings at least 3 times a year and a lock down procedure at least once a year?	

Signed:

Position:

Date:

Appendix 2

EEC Accident Report – Data Collection Form

EEC **MUST** be used for reporting details of **INJURIES** that occur to our employees, visitors, pupils / children in our care, clients or service users **as a result of an accident**. IT IS NOT DESIGNED TO RECORD DETAILS OF OTHER SITUATIONS SUCH AS PHYSICAL RESTRAINTS UNLESS AN ACCIDENT INJURY OR NEAR MISS OCCURS AS A RESULT. IF RESTRAINTS NEED TO BE RECORDED IT SHOULD BE DONE SO AT A LOCAL LEVEL.

This form is designed to *assist* users of EEC in collecting the necessary data required to submit accident reports on the Accident Reporting module. Therefore, you do not have to use this form if you do not need to. You should enter a report for any incident which resulted in anything more than trivial first aid provision, or where the incident or near miss could have resulted in a serious injury.

If you have any queries about whether an incident should be reported contact Educating Safely on 0800 2884775

Your Establishment				Where did the incident occur?					
1. ABOUT THE INCIDENT AND INJURED PARTY									
Date of incident		Time		No. of injured parties. (The following data will be required for each party)					
Name		Date of Birth (If Known)		Home Phone (If Known)					
Address (If Known)		Employee		Contractor		Trainee			
		Pupil/Student		Client / Service User		Public			
		NI Number (if known)							
2. ABOUT THE INJURY									
Nature of injury indicating affected body part. (i.e. cut left leg, bruised right arm, etc.)				Is the incident attributable to the condition of the premises, facilities or equipment?					
				Is the incident attributable to the quality and/or suitability of the supervision or instruction?					
Was the injury to a member of the public, pupil or client / service user which meant they had to be taken <u>from the scene of the accident</u> to a hospital for treatment				Did the incident occur during an organised activity? i.e curriculum activities.					
				Did the injured party go absent from work as a result of this injury?					
A minor Injury (Including verbal abuse)				Date of first day of absence:					
No injury – NEAR MISS				Date returned to work (If known):					
What were the extent of the injuries? →		Unconscious		Resuscitation		Hospital for 24h+		None of these	
3. WHAT HAPPENED – Kind of incident (TICK ONE BOX)									
Animal or Insect related	Exposed to Asbestos	Harassment – Racial	Injured whilst handling, lifting or carrying	Slipped, tripped or fell on same level	Violence – Physical Assault – Deliberate				
Contact with electricity	Exposed to Fire	Harassment – Sexual	Injury not related to a specific event	Sport	Violence – Restraint and Control Incident				
Contact with hot surface or liquid	Exposed to, or contact with, a harmful substance	Harassment – Other	None – Near miss	Stepping on / Striking against a fixed or stationary object	Violence – Threatening Incident				
Contact with moving machinery or materials being machined	Fall from bed	Hit by a moving vehicle	Other	Trapped or crushed by something collapsing	Violence – Verbal Assault				
Drowned or asphyxiated	Fall from height	Hit by a moving, flying or falling object	Repetitive Strain Injury (RSI)	Use of Hand Tools	Work related non-accidental illness				
Explosion	Found on floor	Injured whilst assisting client	Road Traffic Accident	Violence – Physical Assault – Accidental	Work related stress				
4. WHAT WAS INVOLVED?									
Height of fall (if applicable)		Name of alleged assailant (if applicable)		Crime No. (if applicable)					
None - Near Miss	Equipment/ Furniture - Office	Hot Surface/ liquid		Person - Other (Please state in description of Incident)					
Animal/ Insect - Dead	Equipment/ Furniture - Other	Ladder or scaffolding		Person - Relative of Client/ Service User/ Pupil					
Animal/ Insect - Live	Explosion	Machinery/ Equipment - Other		Portable power or hand tools					
Any material, substance or product being handled, used or stored	Fire - Fire Fighting	Machinery/ Equipment for lifting / conveying		Process plant, pipe-work or bulk storage					
Building, engineering structure or excavation / underground working	Floor, ground, stairs or any working surface	Moveable container or package of any kind		Recurring injury					

Construction formwork, shuttering and falsework	Gas, vapour, dust, fume or oxygen deficient atmosphere	Pathogen or infected material	Sport
Electricity supply cable, wiring, apparatus or equipment	Handling person	Person - Client/ Service User/ Pupil/ Member of the public	Vehicle or associated equipment / machinery
Entertainment or sporting facilities or equipment	Horseplay	Person - Employee/ Colleague	Violent incident
OTHER: Please Specify			
5. DESCRIPTION OF THE INCIDENT *** THIS IS A MANDATORY FIELD ***			
6. ADULT WITNESSES (This information should be collected for each witness)			
Name	Number of Witnesses (Max 5)	1	2
		3	4
Address	Consent to record personal information obtained?		
	Job Title (if appropriate)		
7. WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT			
What date was the injured parties line manager made aware of the incident?			
Please tick all boxes which describe the action taken following the incident:			
First Aid Given	Name of First Aider	Taken Home	Returned to Work
Taken directly to hospital from the accident	Admitted to hospital	None of the above	
If taken to hospital, please provide the following information if known:			
Name of GP / Doctor that provided treatment:			
Name and address of hospital:			
8. INVESTIGATIONS *** THIS IS A MANDATORY FIELD ***			
Each and every incident should be investigated. The investigation should be relevant to the type of incident that is being reported. Therefore, some minor or trivial incidents may not require a full investigation. If this is the case, you should indicate why a full investigation has not been carried out. For example, a sporting injury requires no investigation.			
At the time of the incident, was the person authorised:			
To be where they were?		To be doing what they were doing?	
Explain the outcome of any investigation or indicate why an investigation is not required:			
YOU MAY SELECT THREE PEOPLE / MANAGERS TO BE AUTOMATICALLY ADVISED OF THIS INCIDENT			
1.			
2.			
3.			

Close Report – No Further Action once details have been entered on EEC Live

Person Completing Form: _____ Date: _____

Person entering on to EEC: _____ Date: _____

YOU MUST ENSURE THIS FORM IS ENTERED ONTO EEC.
A COPY OF THIS FORM DOES NOT NEED TO BE SENT TO EEC.

Appendix 3

Recommended Absence Period for Preventing the Spread of Infection

[Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

Appendix 4

Workplace Staff Risk Assessment for New and Expectant Mothers

Personal Details			
Name:		Contracted Hours:	
Office / Classroom: location		Expected Delivery Date:	
Department:		Maternity Leave Begins:	
Post Held:		Date of Assessment:	

Questions	Unlikely	Possible	Likely	Certain	Control measures in place	Further controls recommended
Physical Job Demands <small>*see below for definition of terms</small>						
Manual handling e.g. lifting or carrying						
Bending, standing or awkward postures for prolonged periods?						
Need to access/ work in limited or confined space?						
Exposed to noise (machine etc)?						
Using stairs frequently?						

A lot of walking?						
Agility / dexterity required?						
Radiation (ionising and non-ionising)?						
Shocks, vibration or movement?						
Working Conditions	Unlikely	Possible	Likely	Certain		
Extremes of temperature (including lack of ventilation)?						
Working with animals?						
Toilets easily accessible?						
Able to take comfort breaks when needed?						
Working at height e.g. use of step stools or ladders?						
Risk of violence and/or aggression?						
Excessive work demands/ working hours?						
Lone working?						
Business driving?						
Seating – Suitable height and support?						
Working with display screen equipment (DSE)?						

If yes, is there a current DSE workstation assessment?						
Personal protective equipment required for any work activities?						
Biological & Chemical Hazards	Unlikely	Possible	Likely	Certain		
Exposure to infectious diseases? (e.g. rubella, chicken pox, parvovirus, hepatitis, Covid-19)						
Use of hazardous chemicals e.g. cleaning chemicals, cartridge toners, glues?						
Other Potential Risks	Unlikely	Possible	Likely	Certain		
COVID 19						
Can the employee get to work safely without using public transport						
Is the employee able to work from home						
Can the employee socially distance from others?						
Does the employee require any PPE to wear at work?						
Is there sufficient hand-washing sanitising facilities in work areas?						
Any other concerns?						

Signed: (Manager)	
Print Name & Date:	
Signed: (Employee)	
Print Name & Date:	

Note: Control measures should be regularly monitored by the manager to ensure they remain effective throughout the time that the employee may be at risk.

The original copy should be kept by in the personal file at the Academy with copies issued to the employee and their Line Manager.

Explanation of frequency options	
Unlikely	Do not expect it to happen/recur, but it is possible it may do so
Possible	Might happen or recur occasionally
Likely	Will probably happen/recur, but is not a persisting issue/circumstances
Certain	Will undoubtedly happen/recur, possibly frequently

