



LONG FIELD ACADEMY

Health & Safety Policy

Formulation date/last reviewed: April 2014

Senior Team Responsibility:

Governors' Reviewing Committee: FRHP

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Next review date: May 2018

Associated documentation:	
	Fire & Emergency Evacuation Plan
	Minibus Policy
	Staff Handbook
	Lone Working Policy
	Accessibility Plan
	Transporting Students
	First Aid in the Workplace
	Administration of Medicines
	Working at Height

- Manual Handling, COSHH, Severe Weather, Display Screen Equipment Checklist, Trips Policy

1. Foreword by the Principal

- 1.1 The purpose of this Health and Safety Policy is to set out our commitment to health and safety and to define our organisation and arrangements for health and safety management. In addition, the policy describes how to obtain information and advice on health and safety matters. **It is not sufficient merely to read this policy. Our commitment to health and safety must be translated into effective action.**
- 1.2 The Policy of Long Field Academy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and students. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the Academy's activities.
- 1.3 The Academy Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the Academy intends to achieve its health and safety objectives. The Academy will make sufficient resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.
- 1.4 A copy of this policy will be made electronically available to all members of staff and will be required reading, a summary explained to all students.
- 1.5 This Health and Safety Policy gives all the essential guidance required to create and maintain a health and safe working environment. Many of the identified actions are required by law and must be observed others are simply best practice.

2. Health and Safety Policy Statement

- 2.1 The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Long Field Academy. Therefore the Academy recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations and guidance. So far as is reasonably practicable to aim for zero work related fatalities as well as an incident and injury free environment. It is the policy of the Governing Body, so far as is reasonably practicable to, work towards this aim by adopting a continuous improvement approach through:

- Ensuring all statutory inspections and planned preventative maintenance programmes are undertaken at the correct time intervals;
- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensuring the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Establishing and maintaining safe working procedures among staff and students;
- Maintaining any place of work under the Academy's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Formulating effective procedures for use in case of fire and for evacuating the Academy premises;
- Laying down procedures to be followed in case of accident;
- Providing and maintaining adequate welfare facilities;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the Academy should take with them an attitude of mind which accepts good health and safety practice as normal;
- Effectively monitoring the effectiveness of health and safety provisions within the Academy and making changes as the need arises;
- Keeping the Academy Health and Safety Policy under at least annual review in order to support the policy of continuous improvement and to duly publish any amendments.

3. Organisation Arrangements, People and Resources

Although health and safety within the Academy is a collective responsibility this policy recognises the responsibility that effective and efficient management has

towards achieving the Academy's safety objectives. The Principal is responsible for the management of Health and Safety matters within the Academy. This section outlines the responsibility that each element within the Academy has towards the health, safety and welfare of those connected with Long Field Academy.

3.1 The Governors and Principal are responsible for implementing this policy within the Academy. In particular they will:

- Monitor the effectiveness of the Academy's health & safety policies and the safe working practices described within them and shall revise and amend them, as necessary, on a regular basis;
- Make arrangements to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Academy to fulfil its health and safety obligations;
- Make arrangements to draw the attention of all staff employed at the Academy to the Academy H&S policies and procedures and of any relevant safety guidelines and information issued by the Academy;
- Make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all staff at the Academy as necessary;
- Ensure that regular safety inspections are undertaken;
- Make arrangements for informing staff and students, of relevant safety procedures. Other users of the Academy will be appropriately informed;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the Academy. Such delegated responsibility must be defined as appropriate.

3.2 The Principal has an overall responsibility for the application of this policy, but it would not be practical to attempt sole management of Academy health and safety. Therefore the Principal has delegated duties to staff members in order to support high standards of health and safety. The Principal will monitor the following:

- The management of all health and safety matters in the academy in accordance with the health and safety policy;
- The effectiveness and suitability of risk assessments;
- That suitable information is available for the Governing Body on matters of health and safety;
- That communication of information received on health and safety matters is distributed to appropriate people;

- That accident and incident investigations take place where required;
- That Health and Safety practices and procedures within the academy are reviewed as necessary by an external Health and Safety auditor;
- That staff health and safety training needs are addressed;
- The effective liaison with Governors and the Academy Business Director/Estates and Facilities Manager on policy issues and any identified issues related to health and safety within the Academy;
- The co-operation with and provision of necessary facilities for trade union safety representatives;
- That appropriate and regular inspections of the academy are conducted to check the suitability of working practices;
- That accidents and hazards are recorded and reported as appropriate to the Governing Body for staff, students and visitors.

3.3 Academy Business Director

The Academy Business Director will:-

- Support the Governing Body to agree an effective emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Support the Governing Body to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Academy to fulfil its health and safety obligations;
- Support the Governing Body to ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- Report to the governing body any defect in the state of repair of the buildings or their surrounds which has been identified as being unsafe and provide details with regards to whether the interim arrangements are reasonable to limit the risk entailed;
- Undertake annual reviews of the overall H&S policy and risk assessments.

3.4 Academy Health and Safety Competent Person (Estates and Facilities Manager/Site Officer) will:-

- Assist the Principal and the Academy Business Director in the implementation, monitoring and development of the health and safety policies within the Academy;

- Monitor general advice on safety matters by relevant bodies and advise on its application to the Academy;
- Implement and monitor the Working At Height, Manual Handling and COSHH policies
- Co-ordinate arrangements for the design and implementation of safe working practices within the Academy;
- Investigate any specific health and safety problems identified within the Academy and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Principal;
- Assist in carrying out regular safety audits of the Academy and its activities and make recommendations on methods of resolving any problems identified;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Consultant, the Facilities Team or third party contractors;
- monitor, within the level of their expertise, the activities of the Academy's own contractors, hirers and any other organisations on site, as far as is reasonable practicable.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

3.5 Health & Safety Committee:

The Health and Safety Committee meet termly to review safety and will:-

- Scrutinise accident and ill health data;
- Undertake termly Health and Safety audits;
- Examine safety inspection reports and discuss any action required;
- Make recommendations about training needs;
- Monitor health, safety and welfare information and how it is communicated and made available within the workplace;
- Review fire drill reports and make recommendations for any arising outcomes;
- Discuss relevant documents from the unions, employer, HSE or DfE etc.

3.6 Office Staff:

The office staff will be responsible for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility. They will:

- Ensure that an accurate record is kept of all students, staff and visitors and an up to date record of student contact details kept off site in case of an evacuation of the school;
- Monitor student health records prior to entry, liaise with the school nurse regarding the creation of care plans if required and report/advise Senior Leadership Team, First Aider(s) and the class teacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- Provide the kitchen staff and senior meals supervisor with termly list of any students with food allergies and medical conditions that they need to be aware of and inform and introduce them to any new students with serious medical conditions/food allergies that they need to be aware of;
- Contact parents/carers when requested by First Aiders/other staff to inform them of head injury or other injury as detailed in the First Aid policy.

3.8 First Aid Coordinator:

The First aid co-ordinator is responsible for supporting health and welfare issues within the school and in particular:-

- Acting as the lead First Aider, when on duty, to whom student or visitor illness/injury can be referred by staff and the first-aiders for a second opinion;
- Maintain the school's medical equipment and first aid cabinets;
- Co-ordinate the work of the first aiders and train first-aiders in school specific procedures;
- Review first aid statistics termly with the H&S Co-ordinator and make recommendations on any policy/procedural reviews required to improve safety.

3.9 SENCo:

The SENCo is responsible for

- Reviewing any Health & Safety implications in relation to the Health & Safety implications in relation to pupils with physical disabilities and specific SEN needs

3.10 Academy Staff

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Take reasonable care of their own health and safety and that of others, including their colleagues and the students in their care;

- Co-operate with the employer on health and safety matters;
- Carry out activities in accordance with training, instructions, policies and procedures;
- Exercise effective supervision over all those for whom they are responsible, including students;
- Be aware of and implement safe working practices and to set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure the classrooms and other areas are tidy and good house-keeping practices are followed;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- Provide written job instructions, warning notices and signs as appropriate;
- Request/provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action to improve health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Report defects and make recommendations to the Facilities Team when necessary and notify the Principal, Business Director of any serious risks
- Where private vehicles are used to transport children to and from Academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used, permission has been obtained from parents/carers and business insurance is in place for the vehicle.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Business Director or the Principal.

It must be realised that newly appointed Academy staff could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. All volunteer helpers will be expected, as far as reasonably possible, to meet the same

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3.11 Students

Students are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow students;
- Ensure good house-keeping rules are followed;
- Observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Governors and Head Teacher will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the parent handbook.

3.12 Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the health & safety rules of the Academy.

3.13 Visitors to the school have to sign in and wear their badge at all times. Reception staff should inform visitors what to do in the event of a fire. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by office staff in the event of a fire. It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. (See Code of Conduct Relating to Visitors).

3.14 Parents

Parents are expected to support the school in any health and safety matters reported to them on newsletters/letters.

3.15 Contractors:

It is the responsibility of contractors and their employees to read and comply with the school Health and Safety policy.

Staff liaising with contractors working at the school should bear in mind they have a responsibility to take appropriate action if they observe the contractor, or his employees, using any working practice (or item of equipment) which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Officers to rectify or failing that, reporting to the School Business Director or Principal. Staff must ensure that contractors arriving at site report to Reception and that a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work.

3.16 Enforcing Authority

The HSE are the Enforcing Authority for the Academy. If they arrive for an inspection visit they must be given full access.

4. Planning and Implementation

4.1 Staff Consultation

- Staff will be consulted via the SHSP committee/staff representatives and asked for their input on the Health & Safety policy.
- Staff will be encouraged to report any H&S concerns using a H&S report form and/or through the filing in of maintenance requests which list H&S concerns

4.2 Staff Information

- Staff will be given access to a copy of the Health and Safety policy through the staff portal and TAM system and asked to confirm they have read and understood their roles and responsibilities
- Key health and safety information will also be included in the staff handbook
- New employees will be given health and safety information at induction.

4.3 Information for students, visitors and contractors

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents will be given on the website, in the parent handbook and through letters and newsletters

- Information for visitors will be provided on the signing in system and through visitor leaflets
- Information for contractors will be given in writing by the Facilities Management Team/School Business Director/Premises Officer at time of agreeing works, verbally and through a contractor leaflet handed out with visitor's badges.

4.4 Training

- An annual review of health and safety training needs will be undertaken by the Principal and School Business Director when developing the CPD schedule for the new academic year. Online training programmes will be made available for any staff who have been identified as having training needs as a result of their role or their particular circumstances. Records of this training and the content of training will be kept for a minimum of 7 years.

4.5 Risk Assessments

- Risk assessments will be undertaken to cover all aspects of the premises which are under the control of the Academy (including fire, security, playground, classrooms) and methods of work (including manual handling, working at height and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier. Wherever possible, risk assessments will be undertaken by two people (usually the School Business Director and another senior member of staff or member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions) to ensure the final judgement reflects a balanced view.

4.6 Risk Assessment Methodology

The following methodology will be used to assess risk:-

- i. Hazards identified through inspections, discussions, reviewing of accident statistics, review of any health and safety concerns reported by staff
- ii. Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
- iii. Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents

- iv. Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful)
- v. Potential likelihood of staff/visitors/students carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods or the likelihood of short cuts
- vi. Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

4.7 Reviewing and Monitoring

The Principal/Business Director will annually monitor the risk assessment process, calling in all those responsible for carrying out assessments and checking that a suitable number of assessments have been completed. The risk assessments will be reviewed to consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

- 4.8 The Principal and Business Director will bi-annually monitor the health and safety 'policy' (this document) to ensure that it is still relevant and workable and present it to the SHSP committee. All employees will be informed of any changes through staff briefings, staff handbook or memo – as deemed suitable.

5. Accident Reporting and Investigation

- 5.1 Any accident or injury is to be reported to the School Business Director by the person or persons involved in the accident, or by their line manager, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the school office. The School Business Director is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. See First Aid and Health & Welfare Policy for further details.

- 5.2 All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the School Business Director. There will be an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school.

6. General Safety Arrangements

6.1 Good Housekeeping - Slips, Trips and Spills

Slips, trips and falls are the largest cause of accidents in schools. Accidents can be prevented by following the guidelines listed below:-

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

6.2 Flooring

Floors to be checked regularly by the Premises Officer to ensure they are stable, level, have no bumps or holes and are not slippery. Concerns to be reported to the School Business Director and Facilities Team to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Premises Officer using the TAM system.

6.3 Cable Management

All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers/ties should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the ICT Leader or the Premises Officer (using the Helpdesk/TAM system).

6.4 Spillages

Spillages must be cleaned up immediately using an appropriate cleaning method.

6.5 Tables/Chairs

Students should be briefed to tuck chairs under tables and pack items/equipment away to reduce the risks of trips and falls. Class teachers should ensure access routes are clear of desks and equipment.

6.6 Coats/Bags

Class teachers and support staff are responsible for ensuring students hang up their coats and put their bags in the box provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to go into the class they believe may be responsible for the hazard to request immediate remedial action.

6.7 Weather Conditions

In poor weather conditions, the Premises Officer is responsible for ensuring key pathways are gritted before staff and students start to arrive in the morning and at key intervals through the day as required. Students should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Principal/Assistant Principal are responsible for deciding when wet play should be announced in these conditions. See Severe Weather Policy.

6.8 Outdoor Hazards

When taking students on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

6.9 Halls

The Premises Officer is responsible for checking the halls on a daily basis and putting away any equipment that has been left, in conjunction with the PE/Exams staff.

6.10 Playground

The Premises Officer is responsible for checking the playground morning and evening for rubbish and stray equipment that could cause a hazard. The Mid-day Supervisors are responsible for ensuring rubbish is cleared away at the end of breaks.

6.11 Dining Hall

The Mid-day Supervisors are responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

6.12 Staff Children in School

If staff need to bring their children into school in exceptional circumstances, this needs to be agreed in advance with the Principal and a risk assessment undertaken stating the control measures to manage the child on site for the whole day.

6.13 Machinery and Equipment

All members of staff and students involved with the use of machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the Estates and Facilities Manager, who will then notify the Business Director.

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the Estates and Facilities Manager who is responsible for ensuring

that the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

The following equipment must be checked by approved inspectors or appropriately trained staff in accordance with appropriate guidance and or legislation:

- All equipment exhaust extraction.
- All electrical appliances
- Workshop equipment e.g. lathes, kilns
- Fixed gym equipment

*See Provision and Use of Work Equipment Regulations 1998 (PUWER) Policy.

7. Electrical Safety

- 7.1 The Academy has a duty of care to provide a safe workplace for staff, students and visitors. This obligation includes the provision, regular testing and maintenance of safe electrical equipment.
- 7.2 All electrical equipment must have a British standard Kite Mark and the Premises Officer and IT Manager are responsible for organising an annual schedule of Portable Appliance Testing. Tested equipment will be tagged by an approved contractor if appropriate as per the statutory guidelines, this includes leads and cables and staff laptops. Staff members must ensure that any non-visible portable equipment (such as camera leads, Christmas tree lights, laminators etc) are provided for testing. Any items failing the test must be disposed of immediately. Regular testing of equipment will form part of the Academy's annual inspections and a copy of the dates and results of tests will be stored for referral.
- 7.3 Hard wire electrical testing including all safety switches (Residual Current Devices) will be tested by an 'A' grade electrician as per the statutory guidelines. The Academy will endeavour to ensure that cables and leads are minimised and are appropriately fixed to walls etc to minimise flexing and potential abuse.
- 7.4 Staff members must treat all electrical equipment including leads and cables with care. Any staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used and report the issue to the Premises Officer immediately. Additionally, all staff must follow the safety guidelines below:-

- Only authorised and fully qualified personnel are to install or repair electrical equipment
- The wiring of plugs is undertaken by the Premises Officer or an approved electrician
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly
- Electrical equipment that is known to be, or suspected of being faulty must not be used
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected
- All staff have a responsibility to ensure portable electrical appliances are used correctly, that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard
- Electrical equipment not owned by the Academy can only be used after it has passed testing

8. Fire Prevention

- A fire notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area. Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Smoke detectors are placed at suitable locations around the school, call points are located at all exits and in other salient points and fire extinguishers and blankets are located throughout the school, particularly in higher risk locations, and are suitable for the different types of fire that could arise.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

9. Gun and Bomb Scares

In the event of gun or bomb scares, the alarm should be sounded and evacuation carried out as in a fire emergency. Please see Business Management Continuity Plan for specific details.

10. Tragic/Serious Incidents at School

This may involve an explosion (including bombs), shooting or knifing or other act of extreme violence, outbreak of serious illness, death of a student or any of a range of accidents. The appointed Emergency Controller is the Principal. Other specific duties are also given to the Senior Leadership Team, Premises Officer and Office Staff. Please see Business Management Continuity Plan for specific details.

11. Civil Emergencies or Serious Health Risk Close to School

In the event of an emergency close to the school, the Principal and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the students. Where it is necessary to evacuate the school urgently, the Business Management Continuity Plan will be followed.

12. Flood/Seasonal Weather Conditions

12.1 In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children in line with the Severe Weather Policy (if an emergency evacuation has been required – see Business Management Continuity Plan for further details).

12.2 Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Principal and Senior Leadership Team, and parents informed using the texting service. (See Severe Weather Policy)

13. Heating/Power/Water Failure or Gas Leak

13.1 If a problem occurs during school hours, the Facilities Team will be called to arrange an emergency contractor who will visit, assess and inform what action needs to be taken to rectify the problem. If the problem will take some time to rectify, it may be necessary to close the school, in which case parents will be contacted using the texting service and asked to collect their children. (See Business Management Continuity Plan)

13.2 In the event of a gas leak, it may be necessary to evacuate the school immediately. The Principal will determine whether students should be sent home or escorted to the designated safe area (See Business Continuity Plan) for collection from there.

13.3 In the event of a heating failure, the school may consider hiring emergency portable heaters. No paraffin heaters will be used as they represent substantial fire risks. If services failure is likely to lead to the closure of the school for more than 24 hours, the DfE will be informed and given an indication of when the problem should be rectified. Parents will be informed using the texting service and the posting of notices.

14. Security

14.1 The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment
- loss of records
- drain on resources
- demoralisation of staff and students
- disruption of school life
- displacement of staff and students
- total loss of school

14.2 Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. This demands good risk management.

15. Access

15.1 During school hours, access will be granted via the door entry system and staff have been issued with key fobs to gain entry to the school. In the event that these are lost, even temporarily, this must be reported immediately to the Facilities/ICT Team so the fob can be disabled on the system.

16. Legionella

16.1 The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The Facilities Team are responsible for ensuring water tanks, taps and showers are tested annually by an approved contractor and chlorination of the tanks undertaken if the results indicate this is necessary. The Facilities Team are also responsible for ensuring the temperature of the taps, both hot and cold, are tested on a monthly basis to ensure the water temperatures are not within the range suitable for legionella bacteria.

17. Drinking Water

17.1 Water in all the classrooms is drinking water taken from the mains. Any water which is not drinking water has been labelled accordingly.

18. Asbestos

In the Business Directors office that you are in there is an Asbestos register on the shelf, which staff must consult this as there has been a Risk assessment done for the whole site.

19. Contractors

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Facilities Team will supervise works to monitor any potential hazards arising from inadequate measures being taken by contractors so appropriate action can be taken. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, they will be responsible for taking such actions as are necessary to prevent building users being exposed to the risk of injury.

20. Office Equipment

- 20.1 Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.
- 20.2 VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues. Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regularly breaks from looking at the screen. (See Display Screen Equipment Checklist).
- 20.3 DSE assessments re work stations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort). (See Display Screen Equipment Checklist).

21. Traffic Safety

- 21.1 Parents have been asked not to use Ambleside Way/School Premises to drop off/collect students. In the event of concerns about access, the Premises Officers and/or Senior Staff have responsibility to oversee traffic management.

22. Waste Disposal

- 22.1 The school currently has 4 standard 1100L bins (which are used for normal waste and lunchtime kitchen waste) and 2 x 1100L recycling bins provided under contract. These bins are emptied once a week for 42 weeks per year. In the event of non-collection, the Premises Officer is responsible for chasing up the council to request immediate removal.

22.2 Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) have to be registered in the Hazardous Waste log which is maintained by the Premises Officer and collection organised by approved contractors. The collection certificates should be kept in this file to in with the log. It is responsibility of the Premises Officer to keep the log and paperwork up to date for inspection when required.

22.3 Medical waste (such as wipes used to clean up body fluids) need to be disposed of in the medical waste bin which is kept in the medical room. First aiders should ensure waste from the playground is brought in and disposed of appropriately in this bin – bags should be kept in the first aid kit for this purpose. This waste is collected as part of our sanitary bin contract.

23. Lone Working

The Academy recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and managing them adequately. Any questions regarding its operation should be addressed to the Business Director or the Principal. (See Lone Working Policy)

24. Manual Handling

Staff and students are not to lift, drag, push or carry heavy/awkward loads that pose a risk of injury unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Business Director who will direct the Estates and Facilities Manager to conduct the necessary assessment. (See Manual Handling Policy)

25. Use of Vehicles

Only those persons authorised and in possession of the appropriate license (and with suitable business usage insurance) are to drive vehicles on school business. Students cannot be taken in staff cars without permission from parents. When permission has been given, it is vital that all children up to 135cms in height (about age 12) use an appropriate child restraint when travelling in a vehicle with 8 or less passenger seats, in the front and rear of the vehicle.

26. Working At Height

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or an unstable surface is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height or use step ladders on a regular basis are to request training through the Estates and Facilities Manager. (See Working At Height Policy and Step Ladder Guidance)

27. COSHH

27.1 Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:

- Identify the hazard.
- Assess the risk.
- Eliminate, substitute, or prevent or control the risk.
- Maintain and monitor the controls.
- Monitor the health of the workforce.
- Ensure assessments and controls are up to date.

27.2 It will be the Academy's responsibility to inform, instruct and supervise any health issues that may arise through the normal and appropriate work of the staff, contractors and visitors. To this end the Academy will maintain a COSHH register, and risk assess any other area or task that identify a health hazard. Long Field Academy acknowledges that no substance can be considered completely safe and all reasonable steps will be taken to substitute as many COSHH substances for safer alternatives as is reasonably practicable.

27.3 Curriculum / Premises Upkeep / In House Cleaning

It is the stated aim of Long Field Academy that non COSHH products will be used across the school. As a result, all employees will be responsible for identifying products that do not pose a hazard. In the rare circumstances where a non COSHH alternative product is not available, express permission must be sought from the Head Teacher for a COSHH product to be purchased.

Section 6 of the Health and Safety at Work etc Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.



A copy of the Material Safety Data Sheet (MSDS) must be obtained for any product on site which is identified as harmful. These will be obtained from the supplier or manufacturer by the office when placing orders, or by staff when purchasing items to bring into school.

The Premises Officer will be responsible for the management and implementation of the COSHH policy and for undertaking risk assessments. The information on the MSDS will be reviewed when undertaking a risk assessment, giving consideration to whether Personal Protective Equipment (PPE) such as eye protection, masks, gloves etc are required. The control measures resulting from the risk assessment may also recommend certain groups of children/adults do not come into contact with the product. These control measures and procedures need to be approved by a member of the Senior Leadership Team before the product(s) is (are) used.

The Premises Officer will review the MSDS to ensure they remain current, usually at the same time as reviewing the main COSHH assessments. The Academy will ensure any products which fall into the COSHH register are subject to assessment.

28. 3rd Party

The Academy 3rd party contractors (cleaning company and catering company) have been informed of the aims of the school to go COSHH free by September 2015 and asked to source alternative products.

In the meantime, the contractors remain responsible for producing risk assessments for their cleaning products, training their staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. They are also responsible for ensuring these products are stored safely and securely at all times. Any identified breaches to the safe storage arrangements agreed for these products will be notified to the School Business Manager and immediate interim arrangements made whilst the breach is discussed with the 3rd party managers.

29. COSHH Emergencies

In the event of a child swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

30. PE Equipment & Outdoor Play Equipment

30.1 PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Business Director and the item taken out of use immediately and clearly labelled.

30.2 Equipment must be carefully stored at the end of the lessons to ensure students do not make use of the equipment without suitable supervision and the items do not represent a Health and Safety or tripping hazard. PE mats must always be hung up and stored away from fire escape routes as they can give off toxic fumes.

31. Off Site Visits

- 31.1 All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the Trips policy.
- 31.2 Mini buses and coaches hired to carry 3 or more children aged between 3 and 15 years must be fitted with a seat belt for each child. The seats must face forwards and seat restraints must comply with current legal requirements. All passengers must wear seat belts at all times. The mini bus must also be fitted with a fire extinguisher and first aid kit. A “children warning sign” must be displayed. If these requirements are not met, the trip cannot go ahead.

32. School Events

- 32.1 When organizing school events (i.e. summer fayre, Christmas concert, international evening etc) the event organizer and Business Director will be responsible for preparing a short written assessment of the activities that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment:-

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special effects

- 32.2 Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed. When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.
- 32.3 Additionally an emergency plan also needs to be created. The plan should include what action should be taken, who will co-ordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

33. Health Issues

33.1 Smoking

It is illegal to smoke within the school buildings and there is also a No Smoking policy on the school site.

33.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves, colleagues and students. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

33.3 Stress

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them”. This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. If you have any concerns regarding your workload, or are experiencing difficulties outside work which may be having an effect on your health, please discuss these with your manager. If you do not wish to discuss a particular problem with your line manager then

33.4 Well-Being

Long Field Academy recognises that staff are its most important resource. We seek to value our staff through personal and professional support, involvement in school decisions and access to professional development. In addition to acknowledging the school’s responsibility to staff well-being, staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the school know about any aspect of work or the working environment which may be affecting health. All well-being activities should be focused on all staff working together to improve their working conditions and this should be done within a “no-blame” environment.

The school will:

- provide a range of strategies for involving staff in school decision making processes
- develop appraisal systems linked to clear job descriptions
- provide additional support in particularly stressful times
- regularly review communication systems to ensure staff are well informed
- ensure all staff have access to professional development opportunities
- ensure staff have knowledge of and access to union representation
- regularly review the demands on staff time to see if things can be done differently
- work towards a positive school ethos where everyone is valued

- work towards positive staff/student relationships, to ensure an effective teaching and learning environment and a happy place to work for staff and students
- through training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- respond sensitively and flexibly to external pressures impacting on staff lives
- maintain contact with staff when they are absent for a long time, and provide support on their return to work

34. Display Screen Equipment (DSE Assessments)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. An online self-assessment is available for this purpose and any highlighted actions should be brought to the attention of the Business Director. Although the Regulations do not strictly apply to students, the Academy will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice. (See DSE Guidance and Checklist)

35. Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. Female staff (full and part-time) are advised to inform their Line Manager or the Head Teacher as soon as possible and in writing when pregnancy has been confirmed so a risk assessment can be undertaken. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way. As every pregnancy is different, pregnant staff must keep their line manager informed regarding any issues which mean they feel the risk assessment needs to be updated or their duties adjusted in any way.

36. Violence at Work

36.1 The Health and Safety at Work, etc Act 1974 places duties on every employer to:

- Provide and maintain systems of work that are safe
- Provide all necessary information, instruction, training and supervision to enable individuals to be safe

- Provide and maintain a safe place of work with safe access and egress.
- 36.2 In addition, employers are required to assess the risks to staff (and others) in the workplace and this includes the risk from foreseeable acts of violence, threatening behaviour or abuse at work. Employers should identify preventative and protective measures and make arrangements to implement control measures that follow from the risk assessment, so far as it is reasonably practicable, and put user-friendly and accessible procedures into place which staff should be familiar with and be able to refer to them immediately. These procedures must be reviewed regularly and updated as necessary.
- 36.3 The Academy and the staff acknowledge and accept their legal obligation:
- To provide and maintain safe systems of work
 - To provide all necessary information, instruction, training and supervision to enable individuals to be safe
 - To provide and maintain a safe place of work for employers, pupils and visitors to the Academy
 - Declares its intention to take all reasonable and practicable measures to this end and to support fully those employees who are the victims of violence, threatening behaviour and abuse
 - Acknowledges that every employee has the right to be treated with dignity and respect — assaults on staff are not acceptable
 - Will take measures to deter violence, threatening behaviour or abuse and take action against those responsible.
- 36.4 Long Field Academy defines the term as: “any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment”. This includes physical violence, intimidation, bullying and foul language. Long Field encourages close links with parents and the community and believe students benefit when the relationship between home and school is a positive one. The vast majority of parents, carers and other visitors to the school are keen to work with us and support us. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal or physical abuse towards school staff. We expect and require staff to behave professionally in these difficult situations and attempt to diffuse the situation where possible, seeking the involvement as appropriate of other colleagues; However, all staff have the right to work without fear of violence and abuse.
- 36.5 This policy sets out the action that will be taken to reduce the frequency of assaults, monitor their occurrence, train staff, support victims of violence and deal with incidents when they occur. This includes:-
- Maintaining a safe working environment and safe practices
 - Identifying levels of risk of violence faced by members of staff
 - Assessing who is exposed to the risk of violence

- Reviewing risk assessments at regular intervals or when there is any change to the risk of violence
- Providing adequate training for all staff
- Ensuring a structured, supportive response from management in the event of an assault
- Implementing a standard reporting and monitoring system
- Considering exclusion or the application of appropriate disciplinary procedures and sanctions in the case of pupil assailants
- Reference, if appropriate, to the police
- The use of statutory powers
- Relief from duty, if appropriate, following assault
- Providing medical advice, legal advice and counselling
- Cooperating with the trade unions of assaulted members

36.6 Where a member of staff suffers an assault away from her/his workplace, and if the assault arises in the course of or via the performance of her/his professional duties, support under these procedures will be provided.

36.7 The Principal and Business Director will be responsible for undertaking Violence in the Workplace risk assessments and will:-

- Include the whole of the site, including areas adjacent to the site
- Include staff who visit students at home as part of the risk assessment process.
- Identify and assess the risks: activities and workplaces should be looked at and considered for what could reasonably be expected to cause harm
- Consider everybody at the workplace and everyone using the site
- Determine appropriate actions to manage those risks: existing precautions should be examined to establish whether they are adequate and whether more should be done

36.8 Any identified actions will be implemented and may include measures such as:

- training programmes
- alterations to Academy entrances
- implementing procedures for visitors to the Academy site
- communications systems
- emergency procedures
- the provision of alarms or back-up for staff

36.9 Where necessary, the Academy will utilize the employer's statutory powers to seek to prevent any person entering the Academy premises who causes or permits nuisance or disturbance to those people lawfully using the premises. Where the name of the intruder is known, warning letters will be sent by the

Chairperson of the Governing Body or the Head Teacher, as deemed most appropriate, making it clear that, if the intruder trespasses again and causes a nuisance or disturbance, they risk prosecution and the matter will be reported to the police. In more serious cases the Governing Body will consider taking out a prosecution and/or injunction against the offenders. This decision will be under the guidance of the Head Teacher and the police. The Academy will establish and maintain close liaison with the local police. It will draw up a procedure enabling the police to be called and to respond promptly when incidents occur and will work with the local police to confirm the circumstances in which they will pursue a prosecution against an assailant. The Academy will seek to agree with the police that they will obtain evidence and initiate a prosecution when a member of staff at the Academy is assaulted, even if the assault is minor.

36.10 Dealing with offensive weapons:

If a member of staff becomes aware either that a student is in possession of an offensive weapon or that there has been an incident involving a weapon, the following actions should be taken:

- Immediately inform the Principal, Business Director or member of the Senior Leadership Team - staff should not try to deal with the situation alone
- The senior member of staff on site must decide whether it is necessary to contact the police
- The Academy should consider whether to deal with the matter as a disciplinary issue

If the person refuses to co-operate, the police should be called. No further action should be taken until the police arrive. However, in some exceptional circumstances, action may have to be taken immediately. If this is the case, the person should be isolated from other people if possible. A colleague or adult witness should be present.

36.11 Assaults by Adults

In the case of an assault by a visitor or intruder, the Principal or member of the Senior Leadership Team will immediately:

- Inform the police, requesting their immediate attendance
- Take steps to ensure that all staff and pupils are safe and secure
- Take appropriate steps to isolate the assailant

Subsequently the Academy will liaise with the police if the assailant is known, send her/him a letter stating that her/his behaviour is unacceptable and that s/he is not permitted to come onto the Academy premises in future without an appointment. If s/he does so, and causes a nuisance or disturbance, s/he will

be regarded as a trespasser and will be liable to prosecution for causing a nuisance or disturbance as a trespasser on educational premises.

Where appropriate, take action to prosecute her/him either directly or via the police.

Where such episodes are a recurrent problem, the Academy will consider putting a formal notice on the entrance or entrances to the Academy informing intruders that they may face prosecution.

36.12 Assaults by Students:

In the event of an assault on a member of staff by a student, the assailant should normally be removed from Academy immediately. In cases where it is impractical to remove her/him from the premises (e.g. where attempts to contact parents have been unsuccessful), the student concerned should be isolated from other students. Exclusion from the beginning of the next day should be considered.

The removal of the student, as a fixed-term exclusion, will allow for an investigation of the circumstances of the assault. Permanent exclusion procedures may then follow. If/when the student returns to Academy, the Principal, Governing Body, will consult the assaulted member of staff about appropriate arrangements. In the event of a serious assault, s/he will not be required or expected to teach, supervise or support the student concerned.

36.13 Action When an Assault Occurs:

If a member of staff is assaulted, the following action should be taken.

- S/he should be allowed access to a private area for as long as necessary where s/he can sit with a friend, representative or colleague.
- S/he should be allowed to leave the Academy and go home if s/he wishes and the employer will make appropriate arrangements which may include arranging transport for her/him.
- S/he may have to attend a hospital, accompanied by a friend, representative or colleague.
- Similarly, s/he may have to attend her/his GP's surgery and may wish to be accompanied.
- In addition, staff who have been assaulted will be provided with other appropriate support, including legal advice.
- A medical assessment of any injury should be made as soon as practicable, for example at hospital or by her/his GP. The Principal and Governing Body will pay any reasonable charges (e.g. from a doctor, dentist or optician) which may be incurred in obtaining the assessment. This will not in any form agree negligence or guilt, of either party.

- In cases of visible injuries, it is helpful to obtain photographs. The Principal and Governing Body, on behalf of the Academy will pay all reasonable costs of obtaining them. This will not in any form agree negligence or guilt, of either party.
- If the assault has occurred away from the premises, the Academy should be formally notified.
- A written record covering the circumstances leading up to the assault, the assault itself and any injury should be made as soon as possible.
- As soon as practicable after the assault, the member of staff should prepare a written statement on the incident and should be given the opportunity to consult her/his trade union before submitting it.
- Written statements should be obtained as soon as practicable from all witnesses. Wherever possible, they should be prepared on the day of the incident or as soon as possible thereafter.
- The member of staff who has been assaulted should be provided with a copy of all written statements.
- The incident must be reported to the police. The Principal and Governing Body, acting on behalf of and with the consent of the member of staff, will normally inform the police of any assault on Academy premises. If the member of staff concerned does not wish the police to be informed, those views will be taken into consideration. In all cases, the member of staff has the right to report the incident personally to the police.
- The incident must be reported to the Principal and Governing Body.
- The member of staff should be advised to contact their trade union representative. In any discussions about the incident, the staff member may be accompanied by a representative of her/his trade union who will be accorded facilities time to support and advise the member of staff.
- The Principal and Governing Body will undertake an investigation and prepare a formal written report as soon as practicable. This report will be agreed with the employee concerned. The report will be given to the police by the Principal and Governing Body or her/his representative and to those with overall responsibility for health and safety.

36.14 Further support for the victim of assault:

The Academy will permit the assaulted member of staff to take reasonable paid time off to consult her/his trade union, the police or legal advisors and to attend court if a prosecution is initiated, or for the purposes of any other form of litigation.

The Academy, on request, will provide legal advice to assist and prepare the assaulted member of staff for any appearance in court if the matter leads to a criminal prosecution. If the assailant is prosecuted, the employee and other employees who are witnesses may be required to give evidence in court. Paid

leave of absence will be granted for this purpose and appropriate cover will be provided.

37. First Aid Procedure

- 37.1 The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the Academy premises, together with clear instructions for summoning outside medical facilities, on the Academy's first aid emergency procedure notice.
- 37.2 First aid boxes will be established in the Academy, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. The person responsible for the first aid boxes contents will ensure, where reasonably practicable, that it is fully equipped at all times. There are portable first aid kits available for the playground and to take out on trips.
- 37.3 The Academy accident record book will be maintained and this record book is to be made available to any other authorised person or body whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.
- 37.4 Only qualified/suitably trained persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the Academy's needs and satisfy as far as is reasonably practicable the legal requirements of the Health and Safety (First Aid) Regulations 1981. All serious cases of injury should receive appropriate qualified medical attention.
- 37.5 Where possible, all Teaching Assistants will be school first aid trained to ensure there are always staff in school who have current training in case of emergencies before/after school. A qualified first aider will go on any educational visit.
- 37.6 Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and provided to class teachers. Students with serious, life threatening conditions such as diabetes and serious allergies where an epi-pen may be required will be brought to the attention of all staff (if deemed appropriate and agreed with parents) during staff briefing so all staff are aware of the symptoms and emergency treatment. Children requiring medication during the day will be required to hand in their medication to the office. The school office will be responsible for administering this medication.
- 37.7 The Academy incident record book will be maintained and this record book is to be made available to any other authorised person or body whenever requested. It should be secured when not in use in order to comply with the Data Protection Act. The record will be referred to for termly analysis and reporting to SLT and Governors. In the event of a head injury which is causing concern, parents will be contacted immediately to either inform them or ask them to come in to check/collect their child. Err on the side of caution.

37.8 In the event of a serious injury or if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff. Please see the First Aid policy and Administration of Medicines Policy for detailed arrangements.

38. Right to Refuse Unsafe Work

38.1 The Occupational Health and Safety Act give a worker the 'Right to Refuse Work' that they believe to be unsafe. The Academy supports that any worker has a Right to refuse work if one or more of the following is true:

- Any machine, equipment or tool that the worker is using or is told to use is likely to endanger himself or herself or another worker
- The physical condition of the workplace or workstation is likely to endanger the worker

38.2 If the worker finds one or both of these conditions to be true they are responsible to immediately notify their line manager/a member of the Senior Leadership Team that the work is being refused and explain why. The supervisor or employer then must investigate the situation immediately, in the presence of the worker and one of the following:

- Business Director
- Another worker, who, because of knowledge, experience and training, has been chosen by the workers (or by the union) to represent them

38.3 If the situation is deemed to be safe, the worker will return to work. If the worker is not satisfied with the decision, an external Health and Safety Officer may be requested to investigate the matter. The Officer is then responsible to:

- Determine if the act or series of acts is safe or unsafe
- If they find the act to be safe; the employer and worker are to be advised in writing the findings of the investigation. The worker will also be advised in writing that they are no longer able to pursue the act or series of acts
- If the officer finds the act or series of acts to be unsafe, they must inform the employer in writing of what corrective actions need to be taken

38.4 During the period of investigation, no other employee may be assigned the act or series of acts, unless they have been advised in writing of:

- The refusal and the reason for the refusal
- The reason or reasons the employer feels that the employee can carry of the act or series of acts in a safe manner
- The right of the worker to refuse to do that act or series of acts.

LONG FIELD ACADEMY

Notes of Guidance for Contractors Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and students.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The Academy has a legal responsibility to contribute to the safety of the Contractors staff in so far as ensuring safe premises and to ensure that academy activities do not present a hazard which contractor staff have not been made aware of.

For contracts of a larger nature, lasting a few days or more, the Estates and Facilities Manager holds overall responsibility for “on site” liaison with other relevant stakeholders.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Business Director before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the Academy rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the Contractor is working.
- ii) Not work on the premises until the rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the Academy electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:
Lifting Equipment Regulations 1998 (LOLER)
Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Estates and Facilities Manager will:

- i) Ensure that the Contractor is informed of our emergency procedures, e.g. injury, fire, dangerous occurrences and has access to the Academy safety and emergency policies when requested.
- ii) Receive copies of the contractors documented risk assessments/methods of work for the proposed works before work starts.
- iii) Ensure that the Contractor is aware of our general safety requirements, e.g. site traffic, warnings etc.

- iv) Ensure that the Contractor is aware of any special safety precautions that relate to the Academy's premises or activities
- v) Ensure that the Contractor is working safely and is not putting staff, students or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility to ensure that a safe system of working is implemented at all times.

Please note that children will be moving around the Academy at all times and it is your responsibility to ensure their safety at all times.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the Estates and Facilities Manager know. It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the Academy grounds, observe the speed limit of 10 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the security badge, prominently.

No smoking at all is allowed on Academy premises.

If the fire alarm is activated, leave the premises immediately and report to estates staff at the muster area as agreed during the induction process

In case of queries contact the main office.

Please read, then sign and return the slip below.

I have read and understood the information from Long Field Academy for onsite contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Health and Safety Guidelines for Hosts of Evening Classes and Hirers
SECURITY

- ID badges are to be worn by staff at all times when on the premises.
- Class Tutor to ensure register is taken at the beginning of the lesson.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the area designated during the Induction process.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- Hirers are entirely responsible for their own First Aid arrangements.
- If an injury occurs due to a suspected fault with the premises a report must be submitted to the Administration office within 24 hours.

PARKING:

- All cars are to be parked in the area agreed during the induction process.
- Cars parked at the owner's risk.
- There is a strict 10mph speed limit on the Academy premises

SMOKING:

Long Field Academy is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information from Long Field Academy for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)

References:

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - [http://www.hse.gov.uk/pubns/indg163\(rev3\).pdf](http://www.hse.gov.uk/pubns/indg163(rev3).pdf)

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Improving school security

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/Page1/0%2011%202709168>

HSE Managing risks in education

<http://www.hse.gov.uk/services/education/index.htm>

Guidance on First Aid for Schools

<http://media.education.gov.uk/assets/files/pdf/g/guidance%20on%20first%20aid%20for%20schools.pdf>

Education (School Premises) Regulations 1999 (SI 1999 No.2)
<http://www.legislation.gov.uk/ukxi/1999/2/contents/made>

HSE's infoline is 08701 545500

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999 (L21)

The Workplace Health Safety and Welfare Regulations 1992 (L24)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996