Cabot Learning Federation

Health and Safety Policy 2026/2027

Academy Name:

Implementation Date:

Version: 2

History of significant Policy Changes

Date	Page	Change	Reason for Change
October 2016	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
July 2017	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
August 2018	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
March 2019	Whole Document	To remove reference of ABM and change to Operations Manager.	Change of Job roles
March 19	Page 9	Updated to reflect Compliance Health and Safety Officer support.	Introduction of New posts
March 19	Pages 12-14	Updated to reflect roles and responsibilities of Ops Managers/Site Managers.	Update of roles and responsibilities following re-structure.
July 2019	Policy Statement	Inclusion of Reference to CLEAPSS (specialist national guidance) for Science, DT and Art.	CLEAPSS provides specialist technical health and safety and curriculum support and advice on using high quality practical work to teach pupils science, design and technology and art.
July 2019	Policy Statement	Inclusion of management procedures for use and storage of Radio-active materials.	Compliance with Ionising radiation regulations, and recommendation from radiation protection advisor to report back to the board.
July 2019	2.3 People and wellbeing	Removed bullet point to be the forum to enable staff representatives and SLT of the academies to discuss higher level H&S issues.	In practice this is undertaken in other forums e.g., Exec Team – JCC etc.
July 2019	Corporate Services Team	Reference to undertaking Due Diligence for new business opportunities.	To undertake thorough Due Diligence checks on new proposed academies
July 2019	Pg13	Included to ensure staff undertake statutory online training completed, in Principals responsibility.	CLF Requirement for Statutory Core training
July 2019	Pg 14	As above for Operations manager role, and general training for staff.	CLF Requirement for Statutory training.
Sept 2020	Policy Statement	To include Covid 19.	In response to management of global pandemic in line with Government guidance
Sept 2020	2.3 People and wellbeing	Additional Health and Safety Committee COVID.	In response to the implementation and review of government guidance to ensure COVID secure workplaces.
June 2021	Policy Statement	Additional bullet points to reflect robust procedures centred around the introduction of hybrid working.	Change to working practice
June 2022	Policy Statement	Further comment to demonstrate the same level of training, information and	As part of EIA (Equality Impact Assessment)

		supervision is provided to individuals with language or disability needs.	
June 2022	Policy Statement	Specific Covid 19 guidance has been replaced with general guidance around the management of infectious diseases.	In response to government guidance
June 2022	Role and responsibilities	Standing down of the Covid 19 sub-committee.	In response to the easing of Covid restrictions
June 2023	Policy Statement	Removal of reference to any future European Union legislation.	The Retained EU Law (Revocation and Reform) Bill had its second reading in the Commons on 25 October 2022 and will catch the full range of health and safety regulations, which will automatically be repealed on 31 December 2023 unless ministers make specific decisions to save them.
June 2023	Policy statement	Addition of the word foreseeable.	In the context of managing risk
June 2023	Policy Statement	Removed reference to spotty booklet (withdrawn) and replaced with UKHSA document.	
June 2023	Policy Statement	Changed details of our Registered Radiation Protection Advisor.	
June 2023	Organisational structure	Changed to reflect recent changes.	
June 2023	Employee Duties	Inclusion of Near miss reporting.	Raise profile
June 2023	Contracts	Change of M&E contractor.	
June 2023	4.8	Added clarification around training other than mandatory training.	Raise profile
June 2024	Policy Statement	Further comment on specific training for staff working in secondary DT department.	
June 2024	Policy Statement	Additional point to demonstrate the level of first aid and mental first cover is being managed.	Minor changes to the First Aid at Work Regulations which emphasise employers' responsibilities to take account of employees' mental health in their first-aid needs assessment.
June 2024	Role and responsibilities	Additional point to demonstrate the implementation of the CLF Fire Guidance document in all settings.	Raise Profile.
June 25	Policy Statement	A list has been added of specific UK Health and Safety Legislation	Recommendation from Internal audit
June 25	Policy Statement	Some wording has been removed to make the statement to be more concise	
June 2026	**Roles and Responsibilities**	Operations Committee replacing the People and Wellbeing group with set H&S responsibilities	
June 2026	**Policy Statement**	Revised wording to improve conciseness, with additional points addressing the management of medical conditions (including allergies) and the profile of Critical Incident and Business Continuity management to protect health and safety and maintain continuity of education.	

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1 Health & Safety Policy Statement

It is the policy of this academy to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others while working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national health and safety legislation including

- Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- The Ionising Radiations Regulations 2017

This policy supplements and operates in conjunction with the Cabot Learning Federation (CLF) Health and Safety Policy.

We will achieve our commitment by:

- Promoting a positive and proactive health and safety culture.
- Identifying and managing foreseeable risks through suitable and regularly reviewed risk assessments.
- Maintaining safe working environments, systems of work, and appropriate access and egress.
- Providing suitable workstations for DSE users, including hybrid workers.
- Managing infectious diseases by following national guidance (including UKHAS).
- Ensuring all offsite activities meet required safety standards.
- Providing up-to-date training, information and supervision for all staff.
- Ensuring safe use, storage and transport of equipment, articles and substances.
- Providing and maintaining suitable work equipment and necessary PPE.
- Ensuring adequate welfare facilities are available.
- Assessing risks for all academy operations and implementing all reasonably practicable controls.
- Ensuring secondary academies follow CLEAPSS guidance for specialist curriculum areas.

- Ensuring Design & Technology staff have appropriate training (e.g., DATA certification).
- Maintaining robust arrangements for the safe use and storage of radioactive materials in line with Ionising Radiations Regulations 2017, including trained RPOs and access to an independent RPA.
- Consulting with staff and union safety representatives in line with statutory requirements.
- Monitoring compliance, addressing concerns and taking corrective action where needed.
- Ensuring all contracted services meet legal requirements and are regularly monitored.
- Maintaining an up-to-date risk register.
- Ensuring sufficient numbers of trained first aiders and mental health first aiders are available, alongside appropriate first aid resources including AEDs.
- Ensuring relevant health care plans are in place, communicated and adhered to for staff and pupils with both short- and long-term medical conditions, including allergies.
- Maintaining and regularly reviewing critical incident management arrangements and the Business Continuity Plan to protect health and safety and ensure continuity of education and academy operations.

While day to day health and safety management is delegated to academies, overall responsibility lies with the CLF Board.

All Academy Councils, Principals and staff must familiarise themselves with this policy, relevant procedures and the CLF Health & Safety Manual. Staff have a legal duty to act safely, follow procedures and report concerns promptly.

The academy believes that a positive health and safety culture is essential to the wellbeing and performance of the whole community. Sufficient resources will be provided to implement this policy effectively.

This policy will be reviewed annually, or sooner if legislation or organisational requirements change.

Principal

Name: Ben Tucker

Chair of Academy Council

Name: Ruth Pickersgill

2 Equalities Impact Assessment

An equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full equalities Impact assessment can be obtained from James Lewington

3 Organisation Structure

Principal: Ben Tucker

Senior Operations Manager: Lucy Ware

Facilities Manager: Donna Stark

Our academy recognises the need to identify organisational methods for implementing and managing the health and safety of all persons who work within this academy, any off-site activities, each associated or subsidiary company, and anyone who visits these premises.

CLF understands the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the CLF Board of Trustees. The following is an outline of duties and responsibilities that have been assigned to CLF Board of Trustees, Audit Committee, Executive Team, Operations Committee, Estates and Facilities Team, Academy Councils, Academy Councillors', Principals, Operations Manager, Premises Manager and academy staff.

4 Roles and Responsibilities

4.1 CLF Board of Trustees

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 CLF. The board 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 strategic development, adopting an annual plan and budget, monitoring the CLF safety management systems, managing the corporate risk register and making strategic decisions about the direction of the CLF. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. CLF Sub-committees, the Executive Team, Principals and Senior leadership teams, Academy Councils and any relevant Project Steering Group will keep the Board informed of all developments relating to health and safety matters and will include such matters in a health and safety report.

The CLF Board of Trustees responsibilities are:

- To ensure that each Board Member accepts their individual role in providing health and safety leadership for the CLF.
- To ensure the Board formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the CLF.
- To ensure the Board's decisions reflect its health and safety intentions as articulated in the CLF health and safety Policy statement.

- Ensuring an overall CLF health and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Executive Team.

- To receive regular and thorough updates in relation to the strategic development plan and associated actions.

- To warrant that all external and third-party contracts that are awarded across the CLF have a consistency of approach, the required levels of competence and ensure legal compliance. Any successful contracts awarded by the CLF must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate.

- To ensure every academy has an Academy Council established in accordance with the CLF Articles of Association. To ensure the Academy Council is chaired by a member nominated by the Board and includes a designated Health & Safety Councillor.

- To ensure that each academy has an operational Health and Safety committee.

- To provide and ensure an informed, proportionate and prioritised risk management system for the CLF is implemented and monitored, in order to assess the risks to pupils, staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks, this will include any reasonable adjustments to be considered to allow staff and pupils to work safely.

- To ensure annual health and safety targets and initiatives are recorded and published across the CLF.

- To ensure effective accident and near miss reporting and investigation procedures are in place across the CLF.

- To ensure monitoring of compliance contracts throughout the CLF is undertaken and suitable reports are provided to the Executive Groups e.g., mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring. This includes those academies under the BSF scheme.

- To ensure there is an effective business continuity plan in place for each CLF premises.

- To ensure there is an emergency plan along with emergency procedures in place for the safe evacuation of all CLF premises.

- To confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments across the CLF and associated or subsidiary companies.

- To review the CLF health & safety annual report.

4.2 Audit Committee

The Audit Committee must:

- Review the CLF risk management practices and procedures and ensure appropriate action plans are in place.

- Ensure progress of internal and external audits.

4.3 Operations Committee

The Operations Committee are responsible for Health and Safety, and they must:

- Receive a progress report on individual academy findings, issues, and progress to date from CLF Head of Health and Safety
- Implement spot checks on a specific target area for consistency of approach and compliance.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the CLF.
- Ensure the CLF health and safety strategic development plan is implemented.
- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across the CLF.
- Ensure suitable and sufficient monitoring, reviews and recommendations of all health and safety management systems across the CLF is warranted and implemented.
- Ensure contingency emergency arrangements and business continuity plans are in place to enable CLF strategic and education operations to continue in line with statutory requirements.

4.4 Executive Team

The Executive Team must support the implementation of health and safety across the CLF by:

- Implementing and reviewing policies.
- Considering the impact of health and safety in all strategic and operational decision making.
- Implementing ways in reducing the likelihood of people being harmed by CLF activities.
- Appraising findings and appropriate actions from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports.
- Ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Working alongside Principals to manage and monitor an informed, proportionate and prioritised risk management system for the CLF, ensuring that all risk assessments are completed and reviewed in accordance with CLF Risk Assessment processes.
- Ensuring there is an emergency plan with procedures for the safe evacuation of a CLF premises.
- Be the point of contact for feedback and progression for the academies and academy health and safety Committees should any issues arise.

- Provide two-way feedback in monitoring and review of operational health and safety issues, and feedback from and to the academy health and safety committee.

- Monitoring the structure, attendance, schedule and agenda of the academy health and safety committee.

4.5 The Director of Facilities and Estates

The Health, Safety and Estates teams, working with the Director of Facilities and Estates must:

- Manage the Risk Management process across the CLF.

- Update and recommend for approval the CLF Health and Safety Policy and produce an academy level Policy for adoption by academies.

- Produce an annual health and safety strategic development plan.

- Provide expert advice and guidance to CLF staff regarding health and safety issues.

- The H&S officers to undertake regular Health and Safety audits and other monitoring/support visits in each academy.

- The H&S officers to support the production of audit action plans in collaboration with Operations Manager.

- Work with the Operations Manager to action the points raised within the audits, and record rectifications to close/ manage the issue identified.

- Review the status of health and safety across the CLF ensuring appropriate action is taken where areas of weakness or concern are identified.

- Undertake and feed into the Due Diligence process for new business opportunities.

- Lead the development and delivery of effective and robust health and safety processes and services across the CLF including Risk Assessment processes.

- Support action as required following any health and safety incident.

- Implement an effective accident reporting and investigation procedure across the CLF.

- Ensure all relevant internal and external stakeholders are involved/participate in key health and safety activities and processes to ensure the development of robust and appropriate systems.

- Maintain the central health and safety records and use them to inform the audit programme.

- Arrange statutory training in health and safety matters.

- Create and publish health and safety related communications through news items to support the knowledge and skills of staff with health and safety responsibilities across the organisation.

- Engage specialist advisors when required and work with them on specialist activities such as asbestos, fire risk assessments etc.

- Oversee the process for contractor selection via Pre-Qualification Questionnaire (PQQ).

- Oversee the mechanical and electrical statutory compliance contract, Catering and Cleaning contracts.

- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to the People and Wellbeing Executive Group and CLF Board.

4.6 Academy Council

The Academy Council will support and drive a positive health and safety culture by ensuring all health and safety considerations are embedded within their routine business. The Academy Council will ensure a Health and Safety Committee is established within the academy. The Principal or Operations Manager will chair the committee and influence and ensure there is key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be clearly defined and the committee must meet a minimum of three times per year. They are to receive an annual report on Health and Safety from the Committee. They will ensure via their own meetings and those of the H&S committee that:

- In co-operation with the CLF Board and Principal, the Health and Safety Policy reflects the status of the academy, and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.

- Risk Assessments are undertaken for any activity that has significant associated risks and that a written record of these assessments is kept and reviewed annually or as change occurs, in accordance with CLF Risk Assessment processes.

- Where practically possible sufficient resources are allocated and authorised within the academy budget to meet statutory procedures and standards for health and safety.

- When awarding contracts, health and safety is encompassed in specifications and contract detail.

- In accordance with best practice, health and safety inspections of the academy site are carried out and recorded.

- Testing, maintenance, servicing and auditing is carried out in accordance with best practice and in line with current legislation. This includes, but is not limited to, asbestos management, fire risk assessments, water hygiene management, radioactive sources. Mechanical and Electrical testing and maintenance.

- There are effective arrangements in place for business continuity.

- There is an emergency plan with procedures for the safe evacuation of the academy in place.

- The academy meets and adhere to the UK Statutory Instruments, as well as any future National Health and Safety Legislation. Offer advice as required.

- The academy is following the procedures for off site visits and is using the Evolve system for the management and approval of offsite activities. Also, that the Academy have a trained Educational Visit Co-ordinator managing the Evolve system and submitting all trips.

4.7 Principal

The principal is responsible and accountable for the implementation and compliance of this Health and Safety Policy within the academy.

The principal has responsibility for:

- Working together with the Senior Leadership Team and Academy Council to advise on any safety guidance or procedures that need to be introduced, to ensure the Health and Safety Policy and procedures are 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 Academy Council and other agencies where necessary including those relating to asbestos, Fire, Water hygiene, audits etc.

- Ensuring there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the Academy. The emergency plan and/or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority.

- Ensure the academy has adapted the CLF Fire Arrangments so it is specific to the setting. This document will outline the measures to manage fire risks for employees, students, visitors, volunteers, and contractors. This will be accomplished by taking precautions to prevent fires and by establishing procedures for fire prevention. This will include conducting regular fire evacuation drills (x 3 per academic year) and safety inspections, as well as ensuring all staff complete fire awareness training.

- Ensure the policy and other appropriate health and safety information is communicated to all staff including contractors.

- Ensuring the impact of health and safety is considered in all strategic and operational decision making.

- Ensuring health and safety investigations are carried out a by competent person/s.

- Ensuring all staff have had an induction, have undertaken statutory online training, are provided with adequate information, instruction and training applicable to their roles and are competent to carry out their roles.

- Working with the Operations Manager to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair will be the Principal or the Operations Manager. The H&S Committee Terms of Reference are adopted,

and key objectives of the committee are identified. The Committee must meet a minimum of three times per year. An annual report is to be presented to the Academy Council.

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the rights of trade unions in the workplace.

- Ensuring appropriate systems are in place to make certain the premises, plant and equipment are maintained in a serviceable and compliant condition.

- Reporting to the Head of Health and Safety any hazards which cannot be rectified within the establishment's budget.

- Ensuring an up-to-date Trips and Visits Policy is in place which provides clear guidance for staff. Ensure EVOLVE, the online system for the planning, approval and management of educational visits, extra-curricular activities are used without exception and all Cat C trips have been approved in good time by the CLF Health and Safety Officers To ensure risk assessments for the activity are undertaken, and suitable and sufficient action plans and procedures are implemented. Ensure information and arrangements to parents/carers of pupils is communicated effectively. Reference: National Guidance for the Management of Outdoor Learning, Off-Site Visits.

The principal may undertake or delegate certain tasks to appropriate senior staff or managers within the academy. It is to be clearly understood by everyone concerned that the delegation of certain duties will not relieve the principal from the overall day-to-day responsibilities for health and safety within the academy.

4.8 Operations Manager (OM)

The OM has responsibility for:

- Working with the Health safety officer to ensure the academy meets and adheres to the UK Statutory Instruments, as well as any future National Health and Safety Legislation as advised by CLF Head of Health and Safety.

- Developing and implementing, with the support of the Health and Safety Officer relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements.

- Ensuring all staff have had an induction, have undertaken statutory online training, and any other Health and Safety training applicable to an individual's role. The ops manager should refer to the training matrix as a guide. That staff are provided with adequate information, instruction and training and are competent to carry out their roles.

- Working with the Health and Safety Officer to implement effective arrangements for business continuity along with an emergency plan and procedures for the safe evacuation of the academy.

- Investigating and reporting all serious incidents and liaising with appropriate persons as necessary. Understanding the legal time frame for reporting RIDDOR Accidents to the Head of Health and Safety.

- Working with the Principal to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The H&S Committee Terms of Reference are adopted, and objectives of the committee are identified. The Committee must meet a minimum of three times per year. The operations manager or Principal to chair all Health and Safety committee meetings. An annual report is to be presented to the Academy Council.

- In conjunction with the Finance Manager, to monitor purchasing to ensure compliance with the CLF Financial Regulations and CLF Health and Safety Policy.

- To receive conformation from the Premise Manager to ensure there is a systematic and methodical system for the inspection and servicing of workplace equipment within the academy, of both specialist and non-specialist areas.

  To contribute to the effective management and monitoring of 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 at the academy. This work should be undertaken in collaboration with the Premises Team and under the guidance of the Estates Team.
- This will work differently within a BSF school but will require a degree of oversight and management to ensure the BSF contractor is compliant.
- Work with the Premise manager to ensure that the academy Asbestos Building Logbook which contain the asbestos register and the Asbestos Policy & Management Plan are maintained and available as required. Ensuring the correct staff attend annual asbestos awareness training.

- Ensuring that ahead of a refurbishment or building project you communicate and work with the Estates- Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Ensuring that all structural/construction/refurbishment works undertaken by the Academy are notified by the Site Manager in good time.

- Ensuring appropriate local procedures are in place for the management of contractors on site and that the contractor's logbook is implemented and followed.

- Ensuring appropriate action to identify and manage any hazards arising out of contractors work or activities undertaken. Provide any appropriate health and safety information to contractors' e.g., asbestos register and logbook, underground services, floor loading, safe working loads, academy activities.

- Ensuring all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.

4.9 The Premises Manager

The Premises Manager at each academy should work in conjunction with the Operations Manager for all matters relating to health, safety and welfare within the scope of their duties.

The Premises Manager's responsibilities are to:

- Rectify defects and hazards that they identify or have been brought to their attention. Communicate with the Operations managers on any significant areas.

- Ensure local practices are followed and be responsible for contractors when they enter the academy to undertake contractual work, maintenance, servicing. This should include all health and safety matters, a mini-induction to site, proportionate to the size and scale of the works, and where required to issue any required permit to work.

- Ensure the implementation of the contractor's logbook is in place and followed.

- Notify the Projects and Contracts Manager of any planned Hot Works so the CLF Insurers can be notified.

- Review written risk assessments and method statements (RAMS) for all intended works before the work commences.

- Familiarise themselves with all relevant information, surveys, inspections, statutory and compliance findings, and where relevant ensure the operation's manager is updated for actions to be considered, authorised and implemented.

- Ensure the day-to-day management of asbestos containing materials in accordance with CLF procedures and guidance is adhered to.

- Ensure that ahead of a refurbishment or building project commencing the academy seek advice/guidance from the Estates Team - Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Good communications with the Operations manager must be maintained.

- *To work alongside the Central Estates and Facilities Team in ensuring that all site staff, including cleaning and catering staff, are informed of the Academy Health and Safety Policy and understand the policy arrangements that apply to their work activities, such as storage, equipment use, materials handling, and hazardous substances*

- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the Academy, for non-specialist areas e.g., Gym equipment, Playground equipment, DT equipment, bleacher seating etc.

- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres. To ensure that the building logbook, containing the asbestos register is referenced and understood, updated and permit to work issued. To obtain a signature from contractors evidencing site of the asbestos register/survey

- Attend CLF annual asbestos and site team training.

- Ensure competency of all contractors appointed by the academy to undertake work or activities on the site. All contractors must have completed the PQQ process ahead of works commencing. They must support the CLF's commitment to safeguarding children and have appropriate DBS certificated staff, or where the DBS status of contractors is not known ensure that they are supervised by authorised member of academy staff whilst on site.

- Undertake and co-ordinate the emergency procedures relevant to them and their team, as detailed in the emergency plan.

- Undertake required checks of safety systems, e.g., Fire alarm, fire doors, firefighting equipment, smoke detectors, water temperatures, flushing of little used outlets etc. as legally required and defined within the CLF PPM& Statutory compliance Guide.

- Undertake inspections and rectifications of site security, secure fencing. To ensure the intruder alarm is operational and tested.

- Ensure that all academy vehicles are maintained and inspected by VOSA, and that section 19 permits are in place and the procedure monitored.

4.10 Vice Principal/Head of Year and Departments /Line Managers

This group are responsible for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- Develop strong, positive health and safety attitudes among those staff reporting directly to them.

- Ensure a positive health, safety and welfare awareness culture is developed and actively encouraged with all students.

- Apply the Academies Health and Safety Policy to their own department or area of work. Be directly responsible to the Operations Manager for the application of the health and safety procedures and arrangements to all staff and students.

- Ensure regular health and safety risk assessments are undertaken in High-Risk departments and for those activities for which they are responsible and that control measures are implemented and shared with all staff.

- Maintain, or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc and ensure all staff are aware of and make use of such guidance.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Resolve any health, safety and welfare problems members of staff refer to them. Inform Principal/Operations Manager of any problems if they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular, or termly inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as 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 Operations Manager. Ensure a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Establish acceptable housekeeping and safe storage standards in all areas of their responsibility.

- Develop 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. Making known to the Operations Manager any identified training needs.

- Ensure all accidents (including near misses) occurring within their department are promptly and correctly reported and investigated.

- Implement emergency procedures that are relevant to their department or activities, within the academy.

- Be familiar with the academy Asbestos Building Logbook and Asbestos Register and do not undertake any works which may disturb asbestos containing materials. Report any concerns to the Site Manager/Operations Manager immediately.

4.11 Teaching Staff, Supply Staff and Cover Supervisors (See also 4.12 Other employees' duties)

This group are responsible for the health and safety of themselves, other staff and pupils, 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 so they can be easily understood.

- Carry out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to.

- Ensuring that all students 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.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, Lockdown, first aid, 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. Ensure any other identified safety measures in the risk assessment are implemented.

- Ensuring that all electrical equipment is visually checked before use, and not left on and un-attended.

- Reporting to their Line Manager any defects in equipment or identified inadequacies in procedures.

- Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.

- 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 or head of department.

- Establish good housekeeping and safe storage standards in all areas of their responsibility.

- Ensure they are familiar with the emergency procedures and arrangements within their work area e.g. First aid accidents, fire, lockdown etc.

4.12 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.

- Comply with the CLF and Academy's Health and Safety Policy and procedures at all times.

- Report all accidents incidents and near miss incidents in line with the academies reporting procedure.

- Report all defects in relation to the condition of premises or equipment and any health and safety concerns immediately to their line manager. Using the defect reporting system PARAGO.

- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety.

- Co-operate with the academy's 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 the academy's Senior Leadership Team 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, pregnancy.

- 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.

- Ensure they are familiar with the emergency procedures and arrangements, within their work area e.g. First aid accidents, fire, lockdown etc.

4.13 Student Services

Student Services have a responsibility to:

- Complete accident reports in respect of all incidents affecting staff, students and other persons on site.

- Immediately inform the Operations Manager of all serious accidents or incidents.

- Notify the Operations Manager of all RIDDOR reportable incidents immediately of the incident occurring.

4.14 First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as required.

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

- They will ensure appropriate forms are completed e.g., accident forms (online system).

- If an ambulance is called the Operations Manager will be notified as this is to be reported to CLF Health & Safety Team as a possible RIDDOR incident.

- Staff must familiarise themselves with and follow the CLF First Aid Policy.

4.15 Trade Union Representatives

Trade union representative will be encouraged by the academy to:

- Fulfil their duties.

- Attend any appropriate training.

- Consult regularly with the Health and Safety representatives on Health and Safety matters.

- Inspect the establishment in accordance with the agreed trade union procedures.

4.16 Education Visit Co-ordinator (EVC)

- Be a champion for all aspects of visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning via the Evolve Management System, so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning.
- Ensure that planning complies with the CLF's requirements and that the arrangements are ready for approval within agreed timescales.
- Support your principal in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that each activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and employer's requirements.
- Keep your Senior Leadership Team and Councillors informed about the visits/outdoor learning taking place and its contribution to school/establishment effectiveness.

4.17 Students

- All students must adhere to the procedures and policies at the academy e.g., Pupil Behaviour Policy, E-Safety Policy.

HEALTH AND SAFETY POLICY ARRANGEMENTS FOR

City Academy Bristol

Accident Reporting, Recording and Investigation

- All accidents must be recorded using the online accident reporting system. This is available from the academy home navigator page and by clicking the accident reporting tile.
- 'Near misses' must be recorded and these will be reported to the operations manager via the online system. A near miss being anything that had the potential to cause injury but did not on this occasion. Any near misses that occur that are serious and dangerous or had the potential to cause serious harm must be reported to your H&S officer.
- All major and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents must be reported to the Operations manager who will inform SLT.
- Any accidents which are reportable under RIDDOR will be actioned by Lucy Ware who will alert their H&S officer.
- Student/staff and visitor accidents are recorded either by staff dealing with the accident or a first aider. Every employee has a duty to ensure all accidents are recorded.
- Fatal injuries/major injuries/ dangerous occurrences must be reported immediately to the Head of Health and Safety.
- Parents/carers or other named contact will be notified of the student's accident.
- The academy reviews the accident reporting dashboard on a regular basis to identify any trends. If required, measures to prevent reoccurrence will be implemented. This information will be discussed as part of the academy health and safety committee.
- If necessary, an accident/ incident investigation will be carried out by the principal and/or operations manager. This is to find the cause of the accident/ incident and reduce the risk of it happening again. In some cases, this will be followed up by a member of the Health and Safety team.

Asbestos

City Academy was built in 2003 so this is not applicable.

Compliance

- The academies compliance arrangements are managed by the Facilities manager in conjunction with the Premises manager.
- There are internal compliance checks e.g., fire call points/ emergency lighting/ water temperature and flushing are undertaken by the premises team.
- A compliance contract has been awarded to BAM.
- External compliance checks e.g. boiler servicing and maintenance/ 3-hour power down of emergency lighting/ Lightning conductor tests are undertaken by the CLF compliance contractor and records maintained.

- Our independent contractors for playground equipment, gym equipment checks and inspections are organised by BAM.

Contractors and Visitors

- All visitors and contractors must report to the main office where they will sign in and be given an identity / visitors' badge, firstly determining what DBS status they have and a health and safety information leaflet. On leaving the site they will be required to sign out.
- If contractors have undertaken any work this will be discussed with premises team/ operations manager and further actions outlined.
- If contractors are selected by the academy to carry out works, they must ensure that they are selected from the CLF PQQ (Pre-Qualification Questionnaire) approved contractors list. It can be found on CLiF.
- If the chosen contractors are not on the PQQ list, the academy will ensure that contractors go through the PQQ process, in order to be evaluated and added to the list, before works commence on site.
- In the unlikely event of any works being undertaken (usually urgent works) by a company who has not gone through the PQQ process, the academy will seek the advice of the Facilities Team or Health and Safety team who will ensure the contractor is competent by way of questioning.
- Essential safety matters must be agreed in writing by way of risk assessments and method statements, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the academy will ensure the following:

- That 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 duration and timing of the works.
- Contractors will sign the (CAW) Contractor Authorisation to Work form and a copy will be provided to the contractor.
- Any changes to the work activities will be discussed with the principal, premises staff and or operations manager. 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 academies Health and Safety Policy.

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

Contractors undertaking Hot Works

Specifically hazardous works e.g., 'hot work' is governed and monitored via a 'Hot Work Permit' between the academy and contractor. The Facilities team need to be notified and the appropriate hot works forms completed and sent to the Estates Contracts Manager so our insurers are notified 48 hours prior the commencement of work so they can provide the additional insurance arrangements.

COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly, with a copy being held within the first aid room and emergency grab bag?
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the Academy are managed by the Facilities Manager or Senior Operations Manager.
- Deliveries of hazardous substances are planned for outside the academy academic hours and are temporarily stored in reception or immediately moved to the appropriate location.
- Any new products that are brought into the academy 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 risk assessment to be undertaken.
- Findings from risk assessments must be shared with relevant staff e.g., PPE (Personal Protective Equipment) required/ safe storage. A COSHH risk assessment template is available within the Health and Safety manual on CLiF.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the academy's arrangements.
- An inventory is kept on the academies database of all hazardous substances on site by department and operations manager.
- Any decanted substances will clearly display the product name, information, dilution rates and safety information.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling, and production of hazardous substances. Reference is made to Science, D&T or Art Health and Safety Policies.

Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained, or untested equipment is brought to the attention of the Facilities Manager or Deputy Facilities Manager so that remedial action can be taken.
- Defect reporting is through the Premises Helpdesk tile on the academy navigator page.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use' and reported via the systems outlined above.

Display Screen Equipment (DSE)

- The academy has a duty to undertake risk assessments of the DSE workstations of staff who habitually use a computer or laptop. A definition of a 'A user' is defined under the DSE regulations. There are many criteria however a member of staff who uses display screen equipment, for at least an hour or more and regularly (daily) would be determined as a user e.g., Admin staff, operations manager.
- For 'users' a DSE assessment (self-assessment) will be carried out and discussed with their line manager and further actions discussed and recorded.
- DSE assessments will be reviewed every two years; or where equipment changes, or office layouts change or when there are staff changes.

- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician. If corrective lenses are advised by the optician, please speak with your operations manager for further advice.
- For further information, and a copy of the user risk assessment, with managers sign off form please refer to the CLF DSE user guidance available on CLiF.

E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the academy. The principal will ensure safe practices are embedded into the culture of the academy. The principal ensures that the E-safety Policy is implemented and compliance with the policy is monitored.

Electrical Equipment (Fixed and Portable)

- Any electrical faults will be reported immediately to the 0perations manager, premises manager, or through the premises helpdesk reporting system. Any faulty fittings (e.g. cracked sockets etc.) must be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually. See Health and Safety Manual on CLiF for further guidance.
- Staff have been informed that they are not permitted to bring electrical items in from home unless they are new, or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the cloud. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use an extension lead this must be only as a temporary measure and extension leads must be fully unwound.
- Hirers of the school's facilities/rooms, 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.

Expectant or New Mothers

Should any of the academy's staff become a new or expectant mother the academy will take steps to ensure their continued health and safety at work. A new and expectant mothers risk assessment will be completed and recorded with 'one to one' discussion. This will be continually monitored throughout the pregnancy and after a return from maternity leave.

Fire and Emergency Procedures including Lockdown

- The academy will implement and use the CLF Fire Guidance template. This will be reviewed annually.
- The responsible person is the Principal.
- The assembly point is the 3G Football Pitch.
- The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
- A list of Fire Wardens can be found on the staff shared drive.

- Fire warden training has been provided by First Attendance and completed within the last three years, however this has recently been replaced by a Nimble module.
- All staff **must** complete the statutory Fire Awareness training on Nimble every 3 years.
- Each week the alarm will be tested by a member of the Facilities team to ensure that it is effective. Manual break glass points from different zones will be used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the fire logbook.
- Planned fire drills must be carried out at **least three times within the academic year** to enable everyone to become familiar with the evacuation procedure. The first evacuation will be carried out in September to capture new staff/ students at the academy. Details will be recorded in the fire logbook.
- The fire extinguishers and emergency lighting are formally inspected annually by First Attendance. Weekly and monthly checks are undertaken by the premises team. Details are be recorded in the fire logbook.
- The fire logbook is kept in the reception. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Operations managers are required to review the success of fire drills and must feedback any observations or required changes/improvements.
- Any person who has difficulty in evacuating the building, will have a PEEP (personal emergency evacuation plan) undertaken.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes need to be free from obstructions.
- Fire exit doors are routinely checked to ensure integrity in the event of a fire and push bars and mechanisms work to allow for easy egress of site.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or student's work along emergency exit routes is kept to a minimum.
- Decorations, display materials or student's work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits, or call points.
- All visitors spending any length of time in the academy need to be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances is known and recorded on the Fire Risk Assessment and the critical incident and business continuity plan.
- Should the emergency fire services attend the Academy in the event of a fire, the responsible person must be informed of all relevant information.
- The fire authority must be made aware if any persons that are not accounted for, location of asbestos containing materials, chemical storerooms, gas, and electricity supply.

If you discover a fire: -

- Activate the nearest fire alarm call point. On sounding the alarm, the fire brigade will be summoned.
- All staff, students and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.

- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as visually checking a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit.
- Proceed to assembly point – the 3G pitch.
- Walk quickly – Do not run.
- Keep calm.
- Do not stop to collect any personal belongings.
- Registers will be taken to the assembly points by a member of the reception team, and distributed for roll call by the Head of Years.
- If the fire brigade has been called there must be clear access to the site by emergency services.

Please refer to the Fire Guidance and Fire Procedures for further advice.

First Aid / Mental Health First Aid

- The details of the First aiders and who holds the nationally recognised qualifications are displayed in the reception. These named persons are qualified to administer first aid to casualties.
- The details of the Mental Health First Aiders who hold nationally recognised qualifications are available on the staff drive. These named persons are qualified to support and signpost individuals experiencing mental ill health or distress.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- The First Aid room is in the back of reception.
- First aid boxes are in the following points:
  The first aid room
  The sports hall
  Main reception
  All subject offices
  Kitchen
  Family Support office
  Inclusion office
- The lead first aider ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished and are in date as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carer's will also be informed. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

Glass and Glazing

All academies will refer to the model Glazing Risk Assessment available on CLiF and have had an initial glazing survey to determine that the standard of glazing is compliant in critical locations.

The condition of glazing and visual inspection will form part of regular site walks.

If there are any concerns with the condition of glazing or if it is safety glazing or requires to be, a glazing survey must be arranged, via the facilities team.

Health and Safety Committees

The health and safety committee are a stand-alone committee. The committee meets a minimum of three times per year and focuses on pulling together all the separate areas and systems for health and safety management. The health and safety committee has agreed terms of reference for its rules and responsibilities.

The Safety Committee may include: -
Health and Safety Link Councillor
Principal or a member of SLT
Operations Managers
Member of central Health and Safety Team
Premises Manager
Trade Union Staff
Head of Science, Art, PE, or D&T or their nominated technician.
SENCO/DSL

The standard template agenda can be found in the Health and Safety Manual on CLiF.

Infectious Diseases

- The academy will reference the latest UKHAS 'Guidance on infection control in schools and other childcare setting' and other guidance. There is specific guidance can be found in the following link: managing specific infectious diseases A to Z
- The academy follows the CLF model risk assessment template on infection control (including Covid) and amend/adapt accordingly. For further advice contact the SWHPT or the H&S team.
- If the academy has an increase in the number of infectious diseases cases, the Operations Manager will call the local SWHPT to seek further advice.
- When dealing with bodily fluids our academy has spill kits (Biohazard disposable packs which are held in the cleaning cupboards).
- Colour coded mop heads, dustpan and brush and PPE are available and stored in the cleaning cupboards.

Please refer to the Health & Safety manual infection control section for further information and guidance.

Kiln

- Staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures

- The kiln is inspected annually via the BAM contract.
- Personal protective equipment in the form of thermal gloves is available and located in the kiln room.
- Arrangements for firing times will be discussed with the premises staff and the Estates Contract Manager will be notified for insurance purposes beforehand.

Law Poster

The Health and Safety Information for Employees Regulations requires the Academy 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 is displayed in reception.

Lettings

- All lettings must be approved by the Leisure and Lettings Manager and where appropriate the academy principal or operations manager. **Hires can be approved by the deputies and our leisure attendants.**
- Conditions for lettings are set out on the CLF Leisure and Lettings Terms and Conditions which must be completed and signed by the hirer. Lettings at HPA, WHA, BA, HWA, JCA, TA and KOA will be booked via CLF School Hire. T's and Cs are all on here.
- Details of the academies 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.
- Hirers risk assessments may be requested.
- Adequate insurance is required from all organised clubs who hire facilities.
- The hirer must inform the academy of any damage, equipment failure or faults with the fabric of the building.
- Accident/ incidents and near misses must be reported using the online system.

Please refer to the Lettings Policy for further advice and guidance

Lockdown

The academy has a lockdown alarm system. Lockdown procedures are familiar to all members of the academy for both a partial and a full lockdown.

- Students are aware of the plan and are informed through assemblies.
- A lockdown scenario is undertaken **at least twice per year**.

Please refer to the lockdown procedure for further guidance

Lone/ Remote Working

The Academy has recorded a lone working risk assessment and there are recorded procedures for key lone workers to remain safe which can be found on the staff drive.

Manual Handling

- Staff need to assess any unsafe / hazardous manual handling operations. If the initial assessment highlights concern e.g., too heavy for a one-person to lift, then relevant control measures will be adopted e.g., two persons/ use of trolley etc.

- Staff must carry out a manual handling risk assessment and record all those handling activities that may pose a risk of injury and for those that regularly undertake manual handling.
- Staff need to ensure they are physically capable of safely completing a manual handling task.
- Expectant mothers must undertake manual handling activities in a safe manner and work in conjunction with their pregnant mother's risk assessment.
- Staff who have applicable medical conditions or have recently received surgical operations should discuss activities of manual handling with their line manager if they have concerns.
- When staff are required to handle stock that may be hazardous, they must must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.
- Manual handling training is available for staff identified as required to complete on Nimble **every three years.**

Medication

- It is a CLF requirement that there are adequate numbers of staff trained to administer medication.
- A list of staff that have attended the administering medications training can be found on the staff drive.

Please refer to the Supporting Pupils with medical conditions, incorporating health and care needs policy.

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charged where is it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- 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 students when required.
- Department Technicians will ensure that PPE is cleaned regularly and in good condition.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Students will be provided with information, instruction, and supervision when there is a requirement to wear PPE as a control measure.

Play/PE Equipment

PE/Gym Equipment

- All staff check the PE apparatus before use.
- Faults or defects to equipment will be reported via the Premises Helpdesk.
- Any damaged equipment will be taken out of use.
- The PE/Gym equipment is inspected annually by SE Sports and a record of the inspection is kept in the Facilities office and any remedial actions must be undertaken in the relevant time frame
- The academy has a risk assessment for the gym activities and equipment.

Outdoor gym equipment

- External gym equipment will only be used when supervised within academy hours.
- Equipment will be visually checked daily (before use), for any issues or contamination by animals or foreign objects.
- Equipment will be checked monthly and recorded by the facilities team for any apparent defects.
- The outdoor gym equipment is inspected annually and independently, by Sunshine Gym and a record of the inspection is kept in the facilities office and outcomes from the report are actioned within the specified time period.
- The academy has a risk assessment for the outdoor activities that includes the gym equipment.
- Gym equipment rules are explained to students and reinforced when appropriate.

Pond

- The pond is in an enclosed area.
- The pond is fenced, and access is restricted.
- Gates to the pond will be locked during academy hours and access gained by authorised persons only.
- Information and instruction are given to students on the rules of being around the pond.
- Student's will only be allowed access with an adult to supervise.
- Warning signs are displayed.
- Student's/ staff and volunteers who have worked in/near the pond are required to wash their hands on leaving the pond.

Radioactive Sources

We have no radioactive sources

Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in reception.
- Risk assessment model templates and a risk assessment table which advises statutory and recommended risk assessments can be found on CLiF.
- Each department must have a copy of the risk assessments relevant to them and these need to be readily available to all staff.
- Staff are involved in the adoption, implementation review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments with their line manager.
- Risk assessments will be reviewed **annually** as a minimum or after significant change or incident.
- A specific risk assessment for expectant mothers will be undertaken.
- All Academy trips or learning outside the classroom activities will have recorded risk assessments. (See Academy trips section).
- Every off-site visit taking place after Academy hours, of a medium/high risk or for residential will be specifically assessed.

- In some instances, an individual pupil risk assessment may be required. These are developed in conjunction with the academy SENCO and DSL.
- The procedure to undertake and training in risk assessments are available within the H&S manual on CLiF and within NIMBLE.

Safeguarding

- The Academy Council fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our academy to identify, assess, and support those children who are suffering harm.
- The Academy has a Safeguarding Policy that was last reviewed in September.
- The Academy DSL is Clarice Jopling, supported by Hannah Mclean, Lisa Bunker and Caroline Jewson.
- The Local Authority Designated Safeguarding Officer is Nicola Laird.
- The CLF Designated Safeguarding Officer is Steve Bane.
- All staff have received annual routine safeguarding training and information.

Security

- The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception if safe to do so
- If an intruder becomes aggressive staff need to seek assistance immediately
- The Academy will not tolerate violence, threatening behaviour or abuse towards staff or students
- Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Principal.

Smoking/ Vaping

- The academy is a non-smoking site and there is a no smoking / no vaping policy.
- No smoking/ no vaping signs are displayed throughout our site.

Staff Consultation

- The Academy Council, through the principal, will make arrangements for full and proper consultation with employees on health and safety matters.
- There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff and become the union appointed safety rep, they need to 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.

Training

- Health and safety training is managed, recorded, and assessed by the operations manager and/or head of department.

- All staff will receive a suitable induction covering academy arrangements and if applicable for the department they work in e.g. Art/ DT/ Science etc.
- All staff inductions are recorded.
- The academy recognises that while many people will already be aware of risks around their academy, effective training will always help reinforce a positive health and safety culture.
- Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff.
- Depending on what role is undertaken in your academy, individuals will require H&S training specific to their roles and this is determined using the training matrix.
- Records of training are recorded on the SCR by the operations manager and any certificates awarded are stored on the individual's personnel files.
- Recording when staff and councillors have completed relevant training, assists the operations manager to complete the training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety, this is reviewed annually.
- Most H&S training requires refresher training every three years. However, there are some modules that require refresher training every five years e.g. PASMA, DATA, Radioactive sources, Pressure vessels
- Staff are only permitted to use DT machinery when they have received the appropriate training from DATA (Design and Technology Association).
- All staff must undertake mandatory training on nimble. The frequency of training will be in line with CLF expectations. This being H&S essentials or refresher annually, Fire Awareness training every three years.

Transport

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the Academy policy and minibus guidance document

- Staff driving their own vehicle will follow the CLF driving at work policy.
- The academy will have a booking procedure for the use of the minibus, and a system where keys are signed in and out.
- Pre-use checks of the vehicle are undertaken and recorded and kept on file. Any significant findings must be reported to the Operations Manager.
- Permit 19's must be displayed and in date.
- Checks are carried out on an annual basis by the Operations Manager that all drivers, hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.
- If transporting students in own vehicles, the above licence, MOT checks will take place and the driving students in own vehicles risk assessment will be implemented and adapted accordingly.
- If hiring a coach for the offsite trip/activity, the approved list within Evolve will be used, as operator licences have been checked. If using a company not on the approved list the Health and Safety team must be contacted.

Please refer to the Minibus guidance and Driving at Work Policy for further advice and guidance

Trips/off site activities

The academy has an academy trips procedure which is based on the CLF and OEAP (Outdoor Education Advisory Panel) trips guidance within EVOLVE, that was last reviewed in September.

The named competent person nominated an as Educational Visits Coordinator (EVC) is Lucy Ware. For further information on the role of the EVC and their functions please see Educational Visits Coordinator | (oeapng.info) and search EVC (3.4j)

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made, and they will complete the necessary risk assessments before departing. Relevant training must be completed for this role, and is available from www.evolveadvice.co.uk
- The Academy uses the EVOLVE on-line system for all Academy trips. The person arranging the trip (Group Leader) will update EVOLVE with all arrangements for successful management of the trip. The EVC will be provided via Evolve and verbal discussion from the group leader, with all relevant information and risk assessments for Academy trips or off-site visits. They will review all stages and planning of the trip, from Transport to activities etc. Once happy they will submit to the principal for check and sign off.
- For Category C trips the principal will 'sign off' the trip.
- Category C trips (adventurous, residential, or overseas) are automatically sent to the Health and Safety Officers via Evolve for approval **only** once the Principal has signed off the trip.
- The Health and safety team require at least **six weeks** to sign off a category C trip**.**
- Student's will be briefed about the off-site visit, together with expected behaviour rules. Depending on the category of trip, parent meetings will take place.
- All applicable Staff will be fully briefed about the off-site visit and have received and understood ALL the risk assessments that are in place.
- Adequate staff to student ratios will be assessed.
- Individual pupil risk assessments will be undertaken where applicable.
- Parental consent for all trips will be requested as applicable
- Parents/ carer's will receive relevant information about the off-site visit and the requirements of the parents/ carers to provide suitable and sufficient clothing, refreshments, or other facilities.
- Advice from the SENCO/ DSL is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.
- CLF have a zero-tolerance policy on alcohol, recreational drugs and legal highs for staff and students whilst on academy trips.
- For all adventurous activities undertaken by an independent provider, checks will be undertaken to ensure they have an in date and applicable AALA licence and Learning Outside the Classroom Badge.

Please refer to the Offsite Trips and Adventure activites guidance for further advice and guidance

Violence to Staff

- The Operations Manager in consultation with the Principal and Councillors are responsible for assessing the risks of violence to staff.
- Everybody has a personal responsibility to report accidents of ALL types.
- Staff must report incidents of violence and aggression to the principal and record them on the accident reporting system available from CLF home navigation page
- Appropriate steps will be taken by the principal to deal with such a situation.

- The Academy may refer to their legal department for any incidents of violence and aggression to staff from parents. A letter may be sent to any violent or aggressive person informing them of the academies position and any arrangements for sanctions or exclusions.

Waste

- Suitable bins for the collection of waste will be provided in strategic positions throughout the academy. Bins will be adequate to prevent the overfilling of waste. Waste containers will be emptied regularly and removed by either cleaning staff or premises staff.
- There are segregated waste areas which are secure from vandalism. These are located by the staff car park.
- An authorised person or member of the premises team will be supplied with any personal protective equipment necessary for the safe handling of waste materials.
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for hazardous waste removal, including chemical disposal, will be made with the Waste Regulation Authority or a competent and licensed contractor.
- Waste is collected by Veolia at least three times per week.

Water Hygiene

- A copy of the Legionella risk assessment is in the facilities office.
- Atom is employed to carry out many of the requirements of water testing under L8 guidance.
- Atom and the Facilities team carries out weekly flushing and temperature recording and other required checks.
- A copy of the Legionella Management Policy

Wellbeing

- Where workplace stress arises, the principal in consultation with the HR, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy 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 an Employee Assistance Programme are available to staff and should be contacted when required.
- A CLF wellbeing website including BLOG is available to all staff via the home navigation page.

Work Equipment

- All work equipment used on the premises is fully inspected upon installation.
- All work equipment undergoes an annual recorded maintenance and service inspection by a competent person.
- Records are kept and available for annual maintenance and servicing regimes.
- Staff, technicians, and premises teams are responsible for carrying out pre-use visual recorded checks of the equipment within their department.
- Employees must not provide their own equipment.

- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately, and training provided if required by the user.
- 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.
- Personal Protective Equipment must be provided free of charge if required and maintained regularly.

Work Experience Pupils

A nominated person in conjunction with the appointed external organisation will provide guidance on student work experience placement. The member of staff organising the work placement in conjunction with the workplace provider will carry out the initial placement risk assessment for the young person. The appointed organisation will ensure all suitable and relevant checks are undertaken on the work experience provider. A Health and safety induction to work experience students is expected to be undertaken by the placement employer.

For work experience placements at the academy the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise, if necessary, with the nominated person.

Working at Height

- Activities which require work at height are identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps are taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Facilities Manager to ensure this takes place.
- The academy has access to kick stools, small steps, hop ups and ladders.
- Only ladders which meet the current standard- BS (British Standards) EN131 will be used, the use of domestic ladders is not permitted.
- Premises staff carry out regular inspections or the ladders and records these checks either on a ladder tag or register.
- Staff only use the equipment if they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Students are / are not permitted to use access equipment. Information, instruction, and supervision will be provided to specific student's that may use access equipment for Academy related activities e.g., drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the academies equipment.

Workplace Inspections (Site Walks)

- The academy will undertake regular site walks (minimum three times a year) of the workplace to identify hazards, unsafe situations and take appropriate remedial action.
- The Premises Manager in conjunction with the Operations Manager will ensure that hazards associated with premises are monitored and controlled.
- A combination of the following may accompany the site walk:
    - Principal

  - Member of SLT or Head of Department
  - Operations Manager
  - Premises team
  - DSL
  - H&S Officer
  - Students
  - Union representative
- The findings from the site walk will be shared with the Health & Safety Committee.