



# **Lakeside Primary Academy**

## **HEALTH AND SAFETY POLICY LOCAL ARRANGEMENTS**

**2018 / 2019**

## Statement of Local Health and Safety Intent

Good Health and Safety management will be an integral part of the operation of Mercia Primary Academy Trust, Members of the Trust, Board of Directors, CEO, Local Advisory Group, Heads of Schools, employees, partners and all other people with whom we do business.

The Board of Directors will strive to achieve the highest standards of Health, Safety and Welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties. We will:

- ✚ Plan for Health and Safety within our academy improvement planning activity.
- ✚ Ensure relevant safety actions are included during the staff appraisal process.
- ✚ Develop and maintain local arrangements and procedures that interpret Health and Safety legislation and guidance that apply to this academy.
- ✚ Review with the Local Academy Group all progress against our plans and take appropriate action.
- ✚ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ✚ Assess and control risks to all academy staff.
- ✚ Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- ✚ The Academy will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Name of Academy

**Mercia Academy Primary Trust Lakeside Primary School**

.....

Signed (Headteacher)

.....

Date:.....

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Educational Visits](#)
- Appendix 6 - [First Aid and Medication](#)
- Appendix 7 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 8 - [Fire Prevention, Testing of Equipment](#)
- Appendix 9 - [Flammable and Hazardous Substances](#)
- Appendix 10 - [Health and Safety Information and Training](#)
- Appendix 11 - [Health and Safety Monitoring and Inspections](#)
- Appendix 12 - [Legionella](#)
- Appendix 13 - [Lone Working](#)
- Appendix 14 - [Mobile Phones/Communication Technology](#)
- Appendix 15 - [Moving and Handling](#)
- Appendix 16 - [Premises Work Equipment](#)
- Appendix 17 - [Risk Assessments](#)
- Appendix 18 - [Security](#)
- Appendix 19 - [Stress](#)
- Appendix 20 - [Sun Protection](#)
- Appendix 21 - [Vehicles](#)
- Appendix 22 - [Violence](#)
- Appendix 23 - [Volunteers](#)
- Appendix 24 - [Work at Heights](#)
- Appendix 25 - [Work Experience](#)

### Accident Reporting Procedures

In accordance with Mercia Primary Academy Trust procedure employees must report accidents, violent incidents, and dangerous occurrences.

- Local accident report forms for children will be located within the medical room and all lunch time staff have a copy to carry with them, the staff accident book is located within the school office and used to record all minor incidents.
- A separate accident form for serious incidents to employees, visitors and contractors injured whilst at work will be located in school office and also, for the time being the Academy buys into an online service provided by Staffordshire County Council where these incidents are reported. This also includes pupil incidents and accidents.
- Academy accident reports will be recorded on the appropriate forms and monitored for trends.
- Any pupil who receives a bump to the head or physical mark, a text message is sent or phone call to parents to the child's Parents and a green form will be sent home with the child.
- Parents will be informed of injuries to the face, prior to the parents collecting their child.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The Academy will still be required to keep a record of all-over three-day injuries – this will be recorded on the accident/incident form.
- The Headteacher/LA due to the SLA will be responsible for notifying any RIDDOR reportable injuries.
- Fatalities to be reported immediately by telephone to Mercia Primary Academy Trust

**Mercia Primary Academy Trust to be informed of all major injuries (a copy of the RIDDOR report if applicable) to be sent along with any accident investigation reports.**

### **Asbestos**

The asbestos Register is held in the unit by the photo copier in the main corridor and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Academy's Asbestos monitoring person/s will be Staffordshire County Council and the Health and Safety Officer/Caretaker. The Academy will be responsible for ensuring Asbestos Awareness Training has been undertaken by the Health and Safety Officer/Caretaker and Refresher training is required 2 yearly.

The Academy shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log (hazard exchange forms) and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos management plan.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact Mercia Primary Academy Trust .

### **Release of Asbestos Containing Materials**

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Headteacher must be contacted immediately who will contact Mercia Primary Academy Trust who will then contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Headteacher.

[Back to Appendix](#)

## **Contractors**

All contractors used by the Academy shall ensure compliance with relevant Health and Safety legislation, guidance and good practice.

All contractors must report to the Academy school office where they will be asked to sign in and issued with a visitor's badge.

Contractors will be issued with leaflet and verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Health and Safety Officer/Caretaker will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **Academy Managed Projects**

Where the Academy undertakes projects direct, the Board of Directors would be considered the 'client' and therefore have additional statutory obligations.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. The Academy will ensure all contractors complete the contractor job registration form prior to work commencing.

To ensure contractor competency, the Academy will use recommended contractors.

For major/notifiable works, the Board of Directors will appoint an architect/project manager to oversee the works carried out.

[Back to Appendix](#)

**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall complete a DSE self-assessment and return it to their line manager.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use only every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Academy will be responsible for covering the cost of the eye test.

[Back to Appendix](#)

## **Educational Visits**

### **Introduction**

Educational visits are activities arranged by or on behalf of the Academy, and which take place outside the Academy grounds. The Board of Directors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the Academy by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the Academy day.

### **Aims**

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.  
Provide a wider range of experiences for our pupils than could be provided on the Academy site alone.
- Promote the independence of our pupils as learners to enable them to grow and develop in new learning environments.
- Include all Years in short excursions and longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

### **Residential Activities**

Pupils in the Academy will have the opportunity to take part in a residential visit.

### **How visits may be authorised**

The Headteacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the Academy.

The Trusts educational visits co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed and signed by Headteacher
- Support the Headteacher and Board of Directors in their decisions on approval
- Organise related staff training.
- Verify that all accompanying adults have had satisfactory security checks, and use recommended coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by O.E.A.P. Outdoor Education Advisors Panel National Guidance <http://oeapng.info/>

All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the Academy.

A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher will seek the approval of the Board of Directors.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

The Academy MUST inform Board of Directors of any High Risk and Residential visits.

All visits must be recorded on the EVOLVE system.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Headteacher will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the Academy and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to between 10 and 15 pupils in Years 4 to 6;

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary. A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?
- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Headteacher, the Board of Directors and the educational visits co-ordinator, and all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the academy has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal checks.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year.

Visits which are outside the local community (including residential) parents will be required to provide specific consent for these activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the Academy prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the Academy number, but where an activity extends beyond the normal Academy day the home telephone number of a designated emergency contact should be provided.

Before a party leaves, the Academy office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the Academy, the party leader should discuss with the Headteacher the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from Mercia primary academy trust

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: <http://oeapng.info/>

They should consult National Guidance documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment
- Venue risk assessment and preliminary visit
- Report on preliminary visit
- Applications for approval of visit
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable), full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures

- General communications information
- Guidance for the emergency contact and Headteacher
- Medical questionnaire returns, first-aid boxes

[Back to Appendix](#)  
**APPENDIX 6**

## **First Aid & Medication**

First aid boxes are located:

Medical Room

First aid kits in all classrooms

Early Years Room

Kitchen

A nominated person will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### **First Aiders:**

The Academy has sufficient numbers of first aiders (includes First Aid at Work and Paediatric First Aid)

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

A list of First Aiders will be displayed in prominent place around the site. A list of Paediatric First Aiders will be displayed in Early Years.

The Deputy Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave.

### **Transport to Hospital:**

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf)

At our Academy we believe that it is in the child's best interests to be in school for as much time as possible and that the need to take medication (including asthma medication), should not be a barrier to accessing education in school. We have therefore updated our policies in line with current national and local guidelines.

There is no legal obligation for teaching staff in the Academy to administer medications. You will however find that designated staff are more than happy to administer prescribed medication if it is detrimental to the child's health if not given, provided that parents have completed a medical form.

### **Pupils with Complex Health/Long Term Needs**

The Academy will formulate a written healthcare plan in consultation with parents and other agencies where required. It is anticipated the Academy and parents will work in partnership to promote the management of the child's condition.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

The Academy will assess the suitability of all off-site provision for these children.

### **Asthma and Allergy Medication**

Immediate access to reliever medicines and adrenalin pens is essential; this medication will be kept in the pupil's classrooms. The inhalers will also be taken to the site of lessons held away from the classroom. The Academy would ask that parents keep us informed of any changes to asthma medication.

[Back to Appendix](#)

## Fire Evacuation & other Emergency Procedures

The Board of Directors are responsible for ensuring a fire risk assessment is carried out on a regular basis and reviewed annually by the Headteacher or Competent Person. The fire risk assessment is located in the in the Fire Manual by the photocopier in the main lobby and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the Academy's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the main office in the evacuation box.

### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book.

### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Outside boiler room by the main entrance to kitchen
- **Water:** Under the sink in the main kitchen
- **Electricity:** In the staffroom

Details of chemicals and flammable substances on site are kept by the in the main lobby by the photo copier Health and Safety Officer/Caretaker as appropriate, for consultation.

### EMERGENCY PROCEDURES FIRE EVACUATION

#### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated, should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

#### FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

#### ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.

- A nominated person will check the fire panel and determine which zone area the alarm has been activated from.
- If the alarm is activated the monitoring service contractor calls the mobile in the grab box to confirm there is an emergency situation and then they will contact the emergency services.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.

**Assembly Point – Main field by the main entrance**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.
- Staff must check areas they are passing (i.e. toilets, empty classrooms) while making their way to the assembly areas.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

**A calm orderly exit is essential**

**Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area, pupils must stand in their year groups while staff check their registers (registers brought out by office staff)
- Registers, visitors' book etc. will be taken out to the assembly point by the office Staff. The result of this check must be reported to the Headteacher/senior member of staff as soon as it is completed.
- The Headteacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the Academy Emergency Plan procedures will be implemented.

**In the event of a bomb threat follow the evacuation procedures for fire.**

**GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

A Personal Emergency Evacuation Plan will be implemented as and when required for staff and pupils within the Academy.

**Visual Disability**

People with a visual disability will usually require the assistance of one person.

**Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

[Back to Appendix](#)

## **Inspection/Maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Health and Safety Officer/Caretaker and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

### **Testing of the Fire Alarm System**

A fire alarm maintenance contract is in place and the system will be tested at least annually.

### **Inspection of Fire-Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment.

Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Health and Safety Officer/Caretaker and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Health and Safety Officer/Caretaker

### **Emergency Red Pull Cords**

There are no red pull cords on site at the moment but if they are installed in the future they will be tested regularly by the Health and Safety Officer/Caretaker

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

[Back to Appendix](#)

## **Flammable & Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The nominated person responsible for substances hazardous to health will be the Health and Safety Officer/Caretaker

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

[Back to Appendix](#)

## **Health & Safety Information & Training**

### **Consultation**

The Health and Safety Committee will meet half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors.

Health and Safety is a standing agenda item at other relevant meetings.

The Health and Safety Law poster is displayed in the main office.

Elite Safety in Education provides competent health and safety advice for our Academy.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a nominated person.

The Headteacher is responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are kept in a folder and electronically with a designated member of staff and staff will hold a copy of their own certificates in their CPD files. The designated member of staff will be responsible for co-ordinating Health and Safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in First Aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Back to Appendix](#)

**Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Academy and Elite Safety in Education.

Inspections will be conducted jointly with the Academy's Health and Safety representative(s) if possible.

A Health & Safety report to be sent to Mercia Primary Academy Trust on an annual basis (or earlier if deemed necessary) detailing the outcomes of the Health & Safety inspections and auditing of the Academy's procedures.

[Back to Appendix](#)

## **Legionella**

The Academy complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the Academy has been completed by a competent contractor.

The Health and Safety Officer/Caretaker will be responsible for ensuring all operational controls are being carried out and recorded in the legionella control log book.

- The contractor will be responsible where necessary/required for sampling
- A contractor will inspect and test the Thermostatic Mixing Valves on an annual basis.

The Health and Safety Officer/Caretaker will be responsible for carrying out and recording the following:

- Identify and carry out flushing of rarely used outlets on a regular basis, and during Academy holiday periods.
- Monthly water temperature checks.

[Back to Appendix](#)

## Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own First Aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

[Back to Appendix](#)

## **Mobile Phones & Communication Technology**

### **Aim**

The aim of the mobile phone policy is to promote safe and appropriate practices through establishing clear and robust acceptable mobile phone user guidelines. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distraction and disruption to the working day, and which are most susceptible to misuse.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, pupils, parents, carers, visitors and contractors.

Our aim is therefore that all attending the school site:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves in compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

### **Personal Mobiles – Staff**

- Staff are not permitted to make/receive calls/texts during contact time with pupils. Emergency contact should be made via the school office.
- They should be on silent or switched off and out of sight.
- They should not be used in areas that pupils occupy.
- Use should be limited to non-contact time with pupils.
- The user should protect the access function of their phone.
- In exceptional circumstances, the user should seek approval of a senior member of staff for access to mobile phones outside these procedures.
- Staff are not permitted to take or share images with pupils. Legitimate recordings and photos must be captured using school equipment.
- Staff should report any incidents relating to mobile phones that cause them concern to the Head teacher.

### **Personal Mobiles – Pupils**

- Pupils are not permitted to be in possession of a mobile phone during normal school hours or on education visits.
- Pupil's mobile phones must be turned off and handed into the main office before the start of school and collected at the end of the school day.

### **Personal mobiles – Volunteers, Visitors, Governors and Contractors**

All of the above are expected to follow our mobile phone policy as it relates to staff while on the premises. On arrival, visitors will be informed of the schools procedure for mobile phone use. Volunteers will not be permitted to use their mobile phones during teaching and learning including educational visits. Some of the approved contractors use mobile devices that have the capability to take photos as part of their routine works. Strict guidelines of their usage will be outlined in the tendering process.

### **Personal Mobiles – Parent/ Carers**

Parents and carer usage of mobile phones on site should be courteous and appropriate to the school environment.

Parents and carers can take photographs and record video at school events such as shows or sports days using their mobile phones – but we insist that parents do not publish images (e.g. social network sites) that include any children other than their own.

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents and carers via the school office and web site.

[Back to Appendix](#)

## **Moving & Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Headteacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving, and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

[Back to Appendix](#)

## **Premises & Work Equipment**

### **Statutory inspections**

Regular inspection and testing of Academy equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Academy reception office staff.

All staff are required to report any problems found with plant/equipment in the blue forms in the staffroom and the Caretaker logs all requests in the maintenance work log book in Health and Safety Officer/Caretakers office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Gas Safety**

All gas run appliances will be inspected and tested on an annual basis by a registered contractor.

### **Play Equipment**

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Janitor; a termly inspection will be carried out by an Operational Inspector of Play (Elite Safety in Education) and an annual inspection by an Annual Inspector of Play (RPII).

### **Smoking**

The site is kept as a non-smoking site. This also includes the use of all form's electronic cigarettes.

### **Air Conditioning Units (if applicable)**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the Academy without prior authorisation and will be subjected to the same tests as Academy equipment.

RCD's to be tested on a quarterly basis and recorded in the site inspection folder.

Major fixed wiring circuits will be checked at least once every five years.

[Back to Appendix](#)

### **General Risk Assessments**

The Academy risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education and the Academy staff.

The risk assessments are held centrally on the shared drive area, and a hard copy will be kept in the Deputy Heads office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by a nominated person.

It is the responsibility of staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Pregnant and Nursing Mothers Assessments**

Any risk assessment undertaken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

[Back to Appendix](#)

**Security**

Safety of our pupils, staff and visitors to the Academy is of paramount concern to our whole Academy community. The Board of Directors has endeavoured to make the Academy as safe as possible.

**Entry to Academy for Visitors/Staff**

The Reception area is clearly marked and directs the visitors to the front entrance of the Academy. Visitors are able to wait in the foyer but prevented from going further into the Academy by a door entry system. This door must not be propped open.

Visitors who are admitted into the Academy are asked to sign in and given a badge to wear.

Children are reminded in assembly to tell their teacher if they see an unknown person wandering around the Academy premises.

**Supervision of Children**

Children should not arrive unaccompanied before 8.40. Children not collected at home time wait in the office reception area.

**Pupil Supervision**

The Headteacher or, in their absence, a nominated senior teacher remains on the premises until the last child is collected. (Not including extra -curricular clubs)

**Alarm System**

The Academy alarm is always set each day.

**Care of ICT Equipment**

As far as reasonably practicable, the ICT equipment is secured within the classrooms.

Lockable trolleys for laptops, Ipads are used.

**Security of Data**

The Board of Directors recognises their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

**Academy Networked Computers:**

- Accessed by personal passwords
- Password gives pupils and staff different access levels
- MPAT staff only has access to management files
- Secure remote back up service in place

**Other Data Protection Issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in Academy and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Disaster recovery plan in place
- Academy anti-virus software is updated regularly
- The academy employs the services of an external contractor to look after ICT equipment.

[Back to Appendix](#)

## **Stress/Wellbeing**

The Academy are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The Academy may consider taking part in the HSE Stress Questionnaire.

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

- Regular Performance Management Reviews during school time
- Mentoring for all staff
- Well – being during school time
- Guaranteed PPA weekly
- Open door policy of Headteacher
- Occupational Health Referral if required

[Back to Appendix](#)

## **Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Mercia Primary Academy Trust has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

### **What is the Sun-Smart Campaign?**

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart Academy's initiative encourages educational establishments to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At our Academy, we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

#### **Education:**

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the Academy is doing about sun protection and how they can help at the beginning of the summer term.

#### **Timetabling:**

- Children will spend more time playing outside before 11am and after 2.30pm
- Children in Early Years, Foundation Stage and KS1 will be limited to 20 minutes at any one time playing outside on very hot sunny days

#### **Shade:**

- The early years children have a canopy in the EYFS outdoor area
- Gazebos and trees offer shade to children playing outside.

#### **Clothing:**

- Parents are informed to dress their children accordingly to the weather conditions and provide sunhats.

#### **Sunscreen:**

- Parents will be informed to apply sunscreen on their children prior to attending Academy

## APPENDIX 22

- Children may bring sunscreen in to Academy to re-apply if necessary. Sunscreen use will be encouraged on Academy trips

[Back to Appendix](#)

### **Vehicles on Site**

There is a staff and visitors car park available.

The carpark gate is always kept shut during the school day.

The gates are manned during busy periods and restrict vehicle movement during pick up and drop off times.

The access from the road shall be kept clear for emergency vehicles.

### **Deliveries**

Where possible deliveries should be made between 9am – 2pm or before children start the Academy day.

[Back to Appendix](#)

## **Violence**

We will not tolerate violent behaviour from parents, visitors or others who enter the Academy.

The Academy has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the Academy.

### **Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the Academy.
- Always have another member of staff present.
- If there is a confrontation, try to calm the situation, staff should be aware of their stance and tone of voice etc.

### **Procedure to follow:**

- Staff remain calm and non- confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens, staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave, staff remind that it is an Academy and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, and you feel the situation warrants it, ask another member of staff who is away from the situation to call the Police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

[Back to Appendix](#)

## Volunteers in School

### Introduction

At our Academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Our Academy values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All adults who volunteer for working at our Academy will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Headteacher and recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Directors and Headteacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances;

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in the academy. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the academy.

### **Academy Information and Regulations**

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to Health and Safety issues. The same legislation and responsibilities on Health and Safety applies to volunteers as paid staff within the academy.

The academy holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the academy will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Headteacher prior to expenditure.

### **Induction and Training**

Volunteers who work in the academy will be given an induction process which aims to enable them to become familiar with the academy, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training, (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Board of Directors involvement.

[Back to Appendices](#)

## **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The Academy's nominated person responsible for work at height is the Health and Safety Officer/Caretaker.

The nominated persons shall ensure:

- All work at height is properly planned and organised.
- The weather is accounted for when working at height outside
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and tested.
- Any risks from fragile surfaces are properly controlled.
- Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the Academy's work equipment.

[Back to Appendix](#)

## **Work Experience**

The Academy retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before working in the Academy regarding Academy arrangements and Health and Safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary Health and Safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of Academy hours provision) in order that a member of Academy staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

[Back to Appendix](#)