

Health, safety and security policy



Our vision is:

To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community.

Our Christian Values are:

Forgiveness Thankfulness Friendship
Compassion Trust Truthfulness

Date approved:

Review date:

HEALTH, SAFETY and SECURITY POLICY

36 Causton Street
London SW1P 4AU

DATE APPROVED BY LDBS ACADEMIES TRUST	12 December 2017		
REVIEW DATE Biennial	Autumn 2019		
SIGNED (EXECUTIVE) HEAD TEACHER		DATE	
SIGNED CHAIR OF LOCAL ACADEMY COMMITTEE		DATE	

General Statement of Health, Safety and Security Policy

- The safety, health and welfare of staff, pupils and visitors at this school is paramount.
- The LDBS Academies Trust (LAT) acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school placed upon them by the law, and has overall responsibility for policy formulation, implementation and development.
- The Local Academy Committee is committed to achieving and maintaining the highest standards of health and safety by pursuing proactive improvements in health and safety performance.
- The Local Academy Committee will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- The Local Academy Committee has adopted the LDBS Academies Trust's Health and Safety Policy and has adopted a comprehensive local health and safety management
- The Local Academy Committee comments on health and safety and security systems in the Annual Report to Parents and highlights any improvements
- The (Executive) Head Teacher has been delegated day-to-day responsibility for health, safety and welfare at the school and will meet this by ensuring that the Academy's risk assessment is kept up to date and implemented upon.
- The (Executive) Head Teacher's and other staff members' specific responsibilities for health and safety are laid out in documents attached. Staff will be made aware of these duties on induction and annually at staff meetings.
- Specific instructions for emergency or routine activities are also laid down on the attached documents.
- Adequate resources, including the provision of training and instruction to ensure the competence of all employees, will support this policy.
- All employees, pupils and visitors have a duty to act responsibly and to co-operate fully with management and to be proactive to prevent injury or occupational ill health, either to themselves or others. All employees, pupils and visitors are encouraged to contribute to the implementation of these policies.

	DOCUMENT	Master copy kept in	Date last reviewed	Proforma attached here
1	Responsibilities for the LAT Local Academy Committee			
2	Responsibilities for the Headteacher			
3	Responsibilities for the Teachers			
4	Responsibilities for Premises Manager			
5	Responsibilities for all staff			
6	Task allocations			

The LAT agreed this Policy in Dec 2017 . It will be reviewed biennially.

This policy should be read and implemented in conjunction with the individual school's Accessibility Plan and Premises Management , as well as the Trust policies on Safer Recruitment, First Aid, Medicines at School, Behaviour and Anti-Bullying, guidance on Educational Visits, and Business Continuity and Disaster Plan (including bad weather and lockdown procedures).

The Local Academy Committee is responsible for:

- Complying with the Health and Safety policy and arrangements of the LAT;
- Active and reactive monitoring of health and safety matters within the Academy including annually reviewing health and safety arrangements and policy and implementing new arrangements where necessary;
- Ensuring that appropriate funding is allocated to maintain the site and premises in a safe condition;
- Ensuring that risk assessments are made and recorded of all the Academy's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LAT is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to LAT any hazards which the establishment is unable to rectify from its own budget
- Ensuring the annual safety audit report is forwarded to the LAT as soon as possible after its completion and, where applicable, an action plan arising from the audit is forwarded to the LAT as well.

Responsibilities of the (Executive) Head Teacher

The (Executive) Head Teacher is responsible for:

- The day-to-day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice, seeking specialist advice on health and safety matters where appropriate;
- Ensuring that risk assessments are made and recorded of all the academy's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Identifying and providing for staff health and safety training, including induction, and arranging for training records to be kept;
- Participating in health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring the purchase and maintenance of equipment and materials and ensuring that it complies with current health and safety standards and monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the academy site;

- Ensuring the maintenance and repair of equipment is carried out by a competent person;
- Ensuring that procedures are in place in case of fire or other emergencies, that fire fighting equipment is available and properly maintained, and that emergency drills and are carried out regularly and monitored for effectiveness;
- Ensuring that First Aid equipment is available with trained first aiders;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated and action taken;
- Liaising with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the academy to prevent the spread of infection. Where parental/guardian's assistance is required when keeping children away from the academy when sick, all communication will be followed up in writing;
- Ensuring that records on children in the academy's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk;
- Ensuring that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required;
- Ensuring that Health, Safety and Security Handbooks, notices and Asbestos management plan are kept up to date;
- Ensuring appropriate procedures for risk assessment and authorisation of academy visits is followed.

Note: in the absence of the (Executive) Head Teacher these responsibilities fall to his/her immediate deputy.

Premises Manager

The Premises Manager has an important role in Health, Safety and Security. It is important that he/she is trained in all aspects of personal safety. In addition to the responsibilities imposed on all staff members, the Premises Manager will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use;
- Make arrangements for the safe working of contractors on site, ensuring, as far as is reasonable, that their work is segregated from academy users and ensuring they consult the asbestos management plan;
- Keep play areas free of rubbish and safe and ensure that snow and ice is cleared, or prevent access to hazardous areas;
- Ensure that all security doors (e.g., to motor rooms, boiler rooms) are identified and secured against unauthorised entry;
- Ensuring that all statutory inspections are completed and records kept and including portable electrical equipment;

- Ensure all fire appliances are properly maintained, checked and kept in the designated locations.
- Ensure that fire procedure notices are properly maintained and correctly displayed;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Participating in any Health, Safety and Security Audits.

Responsibilities of teachers

- All teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present;
- Check fire exits in the classroom area are working, unobstructed and are unlocked during the academy day;
- Not to issue medication to any child but report any signs of illness, in themselves, or of in any child to the (Executive) Head Teacher immediately;
- For parents to sign the medications permission form;
- Implement policies and procedures within their classroom; be aware of location of nearest first aider, fire exits and evacuation procedures;
- Under no circumstances to leave a child on its own, and ensure that there is sufficient adult to child ratio in classroom/areas at all times;
- Report any accidents involving children in the classroom or areas for which they are responsible, make sure all incidents are recorded in the accident book and where appropriate the (Executive) Head Teacher is informed;
- Check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm;
- Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue then the (Executive) Head Teacher should be advised.

Responsibilities of all staff

All staff employed at the Academy have a responsibility to:

- Take reasonable care for the health, safety and security of themselves and others when undertaking their work and familiarise themselves with H&S aspects of their work;
- Check classrooms/work areas are safe;
- Ensure safe working procedures are followed; check equipment is safe before use and report defects;
- Co-operating with Academy LAC governors and the (Executive) Head Teacher on all matters relating to health, safety, and security by complying with the Health, Safety, and Security policy;
- Use protective clothing etc made available and not intentionally or recklessly misuse any equipment provided in the interests of health, safety and welfare;
- Report immediately to the (Executive) Head Teacher any serious or immediate danger accidents or near misses, and any shortcomings in the arrangements for health and safety;

- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Take an active interest in promoting health, safety and security, and suggest ways to reduce risk.

General and Specific Issues

Accidents, Dangerous Occurrence, Violent Incident and Near-Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near-miss, or to whom one is reported, will make an entry in the Accident Reporting Procedures book as soon as possible after the event. Serious incidents should be brought to the attention of the (Executive) Head Teacher who will report to the LAT as necessary. A list of the reportable injuries/incidents is available.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book (First Aid cupboard)	Person in Charge of Accident Book Welfare co-ordinator
The accident book shall be monitored termly and outcomes reported to the LAC governors	(Executive) Head Teacher
Serious accident reports will be sent to the LAT by:	(Executive) Head Teacher
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	(Executive) Head Teacher or Premises Manager

Asbestos Management Plan

The (Executive) Head Teacher and (Executive) School Business Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date

All contractors shall be referred to the asbestos management plan before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the asbestos management plan before commencing work.

The person responsible for making arrangements for dealing with asbestos in compliance with the LAT and DFR's policy, and ensuring that the premises asbestos management plan is consulted by visiting contractors and other relevant persons is:	(Executive) Head Teacher and Premises Manager
The premises asbestos management plan is kept in:	School office
The person responsible for ensuring that the log is updated as appropriate following work on the fabric of the building is:	School Business Manager and Premises Manager

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the Academy's individual Health and Safety arrangement to the LAT is:	(Executive) Head Teacher
The person(s) responsible for carrying out an annual review of the	(Executive) Head Teacher

Statement and its implementation in the school is/are:		
The person responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan is:	(Executive) Head Teacher, (Executive) School Business Manager and Premises Manager	
Employee absence statistics for the purposes of performance measurement are kept by:	(Executive) Head Teacher	
Bullying/Harassment		
The LAT and individual Academy's policy on behaviour (including bullying) is on the Academy's website		
Records of bullying incidents and action taken are kept & reported to the LAC governors.		
Cash Handling		
<p>Staff should keep to a minimum the amount of cash entering and being handled on the premises. Maximum limits have been set for the size of each individual cash transaction. Cash is kept in a safe and monies are banked at least weekly. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as CCTV cameras covering entrances and exits and controlled access to the premises. Staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would-be assailant.</p> <p>The LAT is moving towards a largely cashless operation overall in the schools, with the use of electronic systems being implemented.</p>		
Catering		
The person responsible for registering the food premises with the local Environmental Health Officer of the Council is:	ABM	
The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	ABM	
Person responsible for Catering Equipment (Dough mixers, Slicing machines, Potato peelers) safe use and risk assessment is:	ABM	
Person(s) authorised to operate and use is/are:	ABM Staff	

Cleaning

The procedure for recording and monitoring the Academy's cleaning contractor must be followed. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets.

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A cleaning site record book is kept to monitor cleaning in the Academy by:	Premises Manager
The contractor will be notified of problems by:	Premises Manager
Spillages, leaks or wet floors should be reported to :	Premises Manager

Contractors

Note: The Academy will normally use contractors as recommended by LDBS/Consultants.

All contractors who work on the premises are required to abide by the school's Health, Safety and Security procedures and the LDBS Code of Conduct, and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety law and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the (Executive) Head Teacher will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	(Executive) School Business Manager (Executive) Head Teacher Premises Manager
The person in control of contractors is:	(Executive) Head Teacher
Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the Property Handbook is allocated as follows:	(Executive) School Business Manager (Executive) Head Teacher
All contractors shall be referred to the asbestos log book before commencing work by:	(Executive) School Business Manager

Display Screen Equipment

Employees who are classified as users of display screen equipment will have an assessment of their workstations. They will be entitled to a regular eye test.

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Welfare co-ordinator
The person responsible for implementing the requirements of the risk assessment is:	(Executive) Head Teacher

Electrical Equipment

The (Executive) Head Teacher and Premises Manager will ensure that testing, inspection and maintenance of equipment as outlined in the property log book is undertaken as required. Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the (Executive) Head Teacher or Premises Manager who will arrange for repair or replacement.

The (Executive) Head Teacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing

Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of ladders and stepladders is:	Premises Manager
Person(s) authorised to use ladders and stepladders up to a specified height is/are:	Premises Manager

Equipment used for the manual handling of loads and equipment used for the manual handling of people

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is:	Premises Manager
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Caretaking and Cleaning Equipment, including moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Premises Manager
Person(s) authorised to operate and use is/are:	Premises Manager

Fire and other Emergencies

The LAC governors and (Executive) Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the academy.

Academy plans will indicate the actions to be taken in the event of a major incident:

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

Plans are agreed by the Local Academy Committee and are rehearsed regularly, once a term, by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Local Academy Committee and the LAT.

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<i>System</i>	<i>Location of Test Records</i>	<i>Person Responsible</i>
Fire Alarm	Finance Office – Above premises desk	Premises manager
Emergency Lighting System	Finance Office – Above premises desk	Premises manager
Smoke Detection System	Finance Office – Above premises desk	Premises manager
The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Premises manager
The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:		TBA

Emergency procedures

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the (Executive) Head Teacher, Deputy or in their absence, a member of the senior management team is informed immediately and that, where appropriate, the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate):	<i>Person</i>	<i>Deputy</i>
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<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety. 	(Executive) Head Teacher	Class Teachers
<ul style="list-style-type: none"> summoning of the emergency services 	(Executive) School Business Manager	Head Teacher
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	(Executive) Head Teacher	Class Teachers
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is: <i>(e.g., (Executive)Head Teacher, Deputy Head Teacher or other member of the senior management team)</i> 	Premises Manager	Head Teacher

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	(Executive) Head Teacher
LAT will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	(Executive) Head Teacher
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: <i>(e.g. in the school office)</i>	Finance Office – Above premises desk
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	SSO

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	On back of all Office, Classroom & Staffroom doors
Bomb Alert	On back of all Office, Classroom & Staffroom doors
Person threatening violence	Physical Restraint policy (children)

Health and Hygiene

Boys and girls with long hair (shoulder length or longer) must wear their hair tied back at all times.

First Aid

All staff will be aware of the Academy's procedure in dealing with first aid emergencies.

First Aid boxes will be well stocked and the contents checked regularly, access to the boxes is restricted to key staff and placed in strategic areas around the school. First aid notices are displayed within classrooms and all other waiting areas stating the names and locations of first aiders. Contact information should also

be displayed on these notices.

Training of First Aid Personnel

All first-aiders will hold a valid certificate of competence, including Paediatric first aid, approved by the Health and Safety Executive. First aid certificates are only valid for three years. Therefore, the (Executive) Head Teacher will ensure that appropriate records are kept regarding training of first-aiders.

First Aid Assessment

A first aid assessment is carried out, which identifies the minimum numbers of first aiders required within school, under employment law, and for the number and age of children in the Academy.

The following employees are first aiders have been trained to First Aid Certificate level (see Safeguarding file located in (Executive) Head Teacher's office)

Medically Trained staff

Name:	Category:	Date
Maria Small	Paediatric first aid	
Angela Williams	Paediatric first aid	
Tanith Perry	Paediatric first aid	10.2014
Emily Adams	Paediatric first aid, first aid at work, epilepsy and administration of rescue meds.	
Jackie Grace	Paediatric first aid	08.02.18
Carly Thomas	Paediatric first aid	19.03.2018
Angela Williams	Diabetes training	
Sian Williams	Type 1 Diabetes training	24.05.2017
Sian Williams	Trained to administer insulin injections	24.05.2017
Sian Williams	Trained to assess blood sugar levels	24.05.2017
Sandra Kleiner	Diabetes training	10.2016
Carly Thomas	Diabetes training	15.01.2018
Jackie Grace	Diabetes training	15.01.2018
Kim Croft	Emergency first aid for schools	02.11.2015
Lesley Entwistle	Emergency first aid for schools	02.11.2015
Sue Housden	Emergency first aid for schools	02.11.2015
Sharon Bessell	Emergency first aid for schools	02.11.2015
Sarah Wicks	Emergency first aid for schools	02.11.2015
Sandra Kleiner	Emergency first aid for schools	02.11.2015
Jackie Hannington	Emergency first aid for schools	02.11.2015
Sandra O'Neill	Emergency first aid for schools	02.11.2015
Sharon Lewis	Emergency first aid for schools	02.11.2015
Sharon Lovell	Emergency first aid for schools	02.11.2015
Erika Deakins	Emergency first aid for schools	02.11.2015

Alison Cain	Emergency first aid for schools	02.11.2015
Jo Pearson	Emergency first aid for schools	02.11.2015
Jenny Chapman	Emergency first aid for schools	02.11.2015
Teresa Jones	Emergency first aid for schools	02.11.2015
Geetika Parmar	Emergency first aid for schools	02.11.2015
Abi Wharton	First aid training for schools 2017	14.03.2017
Abi Wharton	EPI Pen	12.10.16
Carol Leighton	EPI Pen	
Elaine Horton	EPI Pen	
Sandra Kleiner	EPI Pen	
Maria Small	EPI Pen	
Emily Adams	EPI Pen	

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school

Display Point	Display Point
First Aid Room Junior building	First Aid Room Infant building

First aid boxes and first aid record books are kept at the following points in the Academy:

Location of First Aid Box(es)	First Aid Record Book(s)
First Aid Room Junior building	First Aid Room Junior building
First Aid Room Infant building	First Aid Room Infant building
	Reception Class room's
	Nursery

Travelling first aid boxes are kept at the following points in the school:

Location of Travelling First Aid Box (4 boxes)	First Aid rooms & Minibus
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A termly check on the location and contents of all first aid boxes will be made by:	Welfare co-ordinator
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	(Executive) Head Teacher Welfare co-ordinator
The person responsible for ensuring first aid qualifications are maintained is:	Welfare co-ordinator

Hazardous Materials / COSHH Risk Assessment

The Premises Manager undertakes an annual risk assessment to identify all hazardous and potentially dangerous chemicals and ensure that these are stored safely. An inventory must be completed and key staff trained and informed.

Inventories of hazardous substances used in the school are maintained by the following employees at the

Locations specified:	
Copies of all the hazardous substances inventories are held centrally in:	School Office
The person responsible for undertaking and updating the COSHH risk assessment is:	(Executive) School Business Manager Premises manager
The person responsible for ensuring follow up action on the report is completed is:	(Executive) School Business Manager Premises manager
<p>Health and Safety Inspections and Information</p> <p>Where possible, Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Local Academy Committee will participate in safety inspections where practicable.</p>	
The person responsible for distributing all health and safety information received from CSF and elsewhere and for the maintenance of a health and safety information reference system is:	(Executive) Head Teacher with School Business Manager
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	(Executive) School Business Manager (personnel files)
New employees will be informed of all relevant health and safety information as part of the induction process by:	(Executive) School Business Manager
Health and Safety Documentation will be kept in the Health and Safety handbook which is kept:	
The person responsible for maintaining it is:	(Executive) Head Teacher
<p>Risk Management</p>	
Risk Management documentation will be kept in the Risk Management Handbook which is kept:	(Executive) School Business Manager
The person responsible for maintaining it is:	(Executive) Head Teacher and School Business Manager
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	(Executive) Head Teacher
The Health and Safety Law Poster is sited:	staffroom
<p>Health and Safety Training</p>	

The person responsible for drawing to the attention of all employees to the following health and safety matters as part of their induction training is:	(Executive) Head Teacher
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Health, Safety and Security Policies:

- EVC Toolkit
- Codes of Safe Practice and Guidance
- Premises Asbestos Management Plan
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g., Work Experience Placements)

The person responsible for provision of the health and safety training needs of staff is:	Head Teacher
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Insurance

Insurance Company	Details

Lettings

The Local Academy Committee notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that renting the buildings complies with the terms of this LAT Policy.

The (Executive) Head Teacher and Local Academy Committee will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal academy hours for an activity, then, for the purposes of this Policy, the organiser of that activity (even if an employee) will be treated as a hirer and comply with the requirements of this section.

The person responsible for co-ordinating lettings of the premises In accordance with the lettings procedure is:	(Executive) School Business Manager
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	(Executive) Head Teacher
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Premises Manager

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	Tower
Electricity	Bolier Room (Junior Building near door)
Gas	Bolier Room (Junior Building at the back)

Lone Working

All staff should be aware of the following procedure for lone working in the Academy.

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for non-hazardous work activities which have not been subject to a formal risk assessment

- assessing if the work is a “one person” job
- remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egress (e.g., are fire exits open out of hours?)

Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work, risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be considered for staff who may be pregnant.

The person(s) responsible for identifying and monitoring hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Premises Manager
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Medicines and Supporting pupils at school with medical conditions

The policy on medicine should be made clear to all staff and parents.

Prime responsibility for a pupil’s health rests with the parents/guardians who should write to the (Executive)Head Teacher giving adequate information on their child’s medical condition, and requesting that medication be administered to him or her. Teachers should then be consulted by the (Executive)

Head Teacher and asked to volunteer - individual decisions on involvement must be respected.

This policy includes written procedures for managing and administering medication to pupils.

The person responsible for dealing with the administration of medicines and inhalers including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Welfare Co-ordinator
	Welfare Co-ordinator
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	(Executive) Head Teacher /SENCO

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made	(Executive) Head Teacher
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PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	(Executive) School Business Manager
Person(s) responsible for regular (daily) visual inspection is/are:	(Executive) School Business Manager / Premises Manager
Contractor responsible for annual full inspection and report is:	

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

Play Equipment

The outdoor play equipment is provided only for children who are members of the Academy under appropriate supervision:

The person responsible for the selection, siting, inspection, maintenance, training, supervision, safe use and risk assessment of	(Executive) School Business Manager
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outdoor play equipment is:	Head Teacher
The person responsible for following up the annual play equipment inspection report is:	(Executive) Head Teacher
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Premises Manager
The person responsible for ensuring that the equipment is adequately supervised when in use is:	(Executive) Head Teacher
Person(s) responsible for regular (daily) visual	Premises Manager
Contractor responsible for annual full inspection and report is:	Various

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, is:	Premises Manager (Executive) Head Teacher
	(Executive) School Business Manager

Repairs and Maintenance

The name and telephone number of the school's attached maintenance surveyor is:	
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Risk Assessment

The (Executive) Head Teacher will ensure that annual updates are undertaken on the school premises and methods of work, and new assessments are done for changes in practices or working environments and all out of school activities.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Local Academy Committee who will prioritise issues and assign resources to undertake remedial control measures where required.

Daily, weekly and half-termly checks are also made by the Premises Manager (See detailed list in Appendix)

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	(Executive) Head Teacher
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Rubbish

The person who should be contacted about by rubbish is:	Premises Manager
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All staff are responsible for ensuring the good housekeeping of their own areas.
Waste will be carefully stored, and only in the designated area.

Clinical waste is potentially very harmful and should be dealt with in a responsible manner.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

School Security

The Local Academy Committee and (Executive) Head Teacher will consult with staff to agree security procedures for dealing with incidents that occur during and out of school hours, as well as implementing the Abusive Parents and Visitors Policy. They will ensure all staff are trained and know what to do should one of the incidents occur :

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the building is locked up and nominating emergencies key holders
- Contacting the Schools Liaison Police Officer
- Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical).

It may be necessary to ban individuals from the premises if they continue to be verbally or physically abusive to members of staff, (other) parents or children.

Letters confirming the Academy's policy on aggressive behaviours should be sent to them within 24 hours to prevent further breaches.

Smoking

There is a No Smoking Policy throughout the Academy premises.
There is a sign to this effect on display at the main entrance.

Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	(Executive) Head Teacher
Person(s) authorised to operate and use is /are:	Premises Manager

Stress

The persons responsible for monitoring absence owing to stress-related illness is:

(Executive) Head Teacher

Supplies (Purchasing/Procurement and Deliveries)

The Local Academy Committee will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

The (Executive) Head Teacher

The (Executive) School Business Manager

Deliveries of goods will be reported to: **Business Manager** who will arrange for them to be taken to the appropriate location: **Premises Manager/Office staff**

Premises Manager and Senior Business Manager

Swimming

Children are taken to have a fully implemented Risk Assessment. The children are taught by a fully qualified instructor and a qualified lifeguard. The children are accompanied at all times by two appropriate adults.

Training

Safety Induction is given to all new employees on the first day of employment. These instructions should take the form of EXPLANATION OF THE RED CARD SYSTEM.

Training is given to all Key staff and staff with special responsibilities such as the Premises Manager and First Aid staff. The following is a list of training that staff can attend.

- First Aid
- Portable Appliance Testing
- Manual Handling
- Ladder Training
- Primary School Swimming
- Disabilities Awareness Course for Teachers & Helpers
- Display Screen Equipment
- COSHH

The School keeps a record of all staff who have been trained and the expiry dates of any certificates. The record is kept in the school office by the Senior Business Manager

Tree Safety

All trees in school playgrounds or overhanging are checked for dangers, and arrangements made by:	Premises Manager
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Trips

All Group Leaders or staff taking pupils on school trips must follow the LAT policy on Educational Visits.

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits is:	(Executive) Head Teacher
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The (Executive) Head Teacher is responsible, in conjunction with the driver, for ensuring that any vehicles kept or hired by the academy are operated in accordance with the law. Academy-owned, -hired or -leased minibuses or coaches are only to be used for journeys approved under their local procedures.

Visitors

On arrival all visitors should report to the reception area, where they will be issued with a visitor's sticker, and will electronically sign in.	Office Staff
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An employee seeing an unidentified person should inform the school office.

Visits and Recommendations of Enforcing Authorities

(e.g., HSE Officers, Health & Safety Advisers, Environmental Health Officers)

The person responsible for co-ordinating visits and recommendations, co-ordinating action and reporting matters requiring authorisation/action to the Local Academy Committee is:	(Executive) Head Teacher
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, and liaising with partners as appropriate is:	(Executive) Head Teacher
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Date Agreed by LAT:

Date Agreed by Local Academy Committee:

To be reviewed:

Centrally generated by the LAT (please find below)—

Appendix 1 Emergency Response Flowchart

Appendix 2 Detailed Roles and Responsibilities

Appendix 3 Major Emergency Response Contact List

Individual schools' responsibility—

Appendix 4 Parking of Motor Vehicles on the Premises

Appendix 5 Risk Assessment for Visits and Educational Trips

Appendix 6 Safety Audit

Appendix 7 Maintenance Report

Appendix 8 Fire Drill Procedures

Appendix 9 Bomb drill

Appendix 1
Emergency Response Flowchart

TASK	PERSONNEL	TIME SCALE
Obtain the facts of the incident as accurately as possible	Most senior member of staff first notifies of incident	Within Hours
Senior management to meet with support personnel	Where appropriate any outside officers who may be able to help with planning as well as senior management team	Within Hours
Assign roles	See Detailed Roles & Responsibilities	Within Hours
Contact families	(Executive) Head Teacher	Within hours and continue until completed
Call a staff meeting to give information	(Executive) Head Teacher	Same day if practicable
Give relevant information to pupils in small groups	(Executive) Head Teacher /Class teachers	Same day if practicable
Arrange a debriefing for staff involved in crisis event	(Executive) Head Teacher	Same day if practicable
Debriefing for pupils involved in the crisis	(Executive) Head Teacher	As soon as possible allowing for H&S
Identify high risk pupils and staff	Leadership Team	Next Few Days
Promote controlled discussion in classes	Class Teachers	Next few days and weeks
Organise special staff meetings to discuss issues eg special assemblies, attending funerals	(Executive) Head Teacher	As soon as necessary
Identify the need for group or individual treatment	Leadership Team	Incrementally over days and weeks after crisis
Organise treatment etc	(Executive) Head Teacher	As required

Appendix 2
Detailed Roles and Responsibilities

ACTIONS	RESPONSIBILITIES	NAMES
Ensure accurate lists of contact persons is readily available (both for activity staff and emergency contact points)	(Executive) School Business Manager	Chloe Barlow
Contact emergency services	Staff member	Staff member
Immediate action to safeguard students and staff evacuation and roll call in accordance with fire/bomb threat procedures	(Executive) Head Teacher	Caroline Welch
Staff telephone numbers	Premises Manager School Business Manager	Sarah Wicks Chloe Barlow
Opening of appropriate parts of the school	(Executive) Head Teacher Premises Manager	Caroline Welch Sarah Wicks
Ensure premises is secure	Premises Manager	Sarah Wicks
Informing Chair of LAC governors and Education Department/Directorate of Educational Services	(Executive) Head Teacher	Caroline Welch
Contacting parents/guardians/relatives	(Executive) Head Teacher	Caroline Welch
Liaison with media	(Executive) Head Teacher, Local Academy Committee, LAT	Caroline Welch Robert Evans (Chair of LAC)

Appendix 3
Major Emergency Response Contact List

Updated list held in office

CONTACT	NAME	PHONE NUMBER
Ambulance	Ambulance	999
Fire Brigade	Fire Brigade	999
Police	Police	999
Local Academy Committee	Robert Evans (Chair)	07785290546
LAT	Elizabeth Wolverson	02079321154
Public Relations Officer		
Health and Safety Advisor	Robert Bullet	02079321154
School Nurse	Ester King	01784883695
Educational Psychologist	Claire Brennan	
Employee Healthcare Unit	Health Assured	08000305182
Child Guidance Service		
Home/School Liaison Officer	Carol Leighton	01784258082
Education Welfare Officer	Nicky Hambleton	01372833588
Social Services	Mash	03004709100
Counselling Services		
Local Religious Group	Father Stuart	07826841017
Other Voluntary agencies		
Press and Media contacts, local contacts		
This list was last updated: Date:	January 2018	