



ROWLATTS MEAD

PRIMARY ACADEMY

THE MEAD EDUCATIONAL TRUST

ROWLATTS MEAD PRIMARY ACADEMY

HEALTH AND SAFETY POLICY

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Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout The Mead Educational Trust. The Board will review the policy bi-annually, unless there are significant changes in the interim period.

Signed _____

On behalf of The Mead Educational Trust

Date 19 March 2019

Next Review due: March 2021

Version	Date	Author	Reason for Change
V0.1	08.04.2016	DFO	New H&S policy; detailing RMET mission statement.
V0.2	September 2018	DFO / MWR	Updated references from RMET to TMET; updated references to academy councils; updated responsibilities of academy councils and added responsibilities of Trust Board and Executive Team in line with revised Scheme of Delegation.
V0.3	March 2019	MWR	Added clause re. incidents off site (see Appendix A)

HEALTH AND SAFETY POLICY

Health and safety is integral to the service we provide and is the responsibility of employees at all levels. As a multi-academy trust we strive to provide high quality education for all our students and pupils through a committed and motivated workforce. We recognize that effective health and safety management is essential to make this happen.

The Mead Educational Trust is committed to the following principles:

- Developing a culture that is not risk averse but understands that risks must be effectively managed;
- Ensuring that students, pupils, employees, parents/guardians and members of the public are properly protected;
- Empowering staff to sensibly manage health and safety in their working environment;
- Ensuring that those who create risks manage them responsibly and the failure to manage risk responsibly is likely to lead to robust action;
- Educating individuals to understand that although they have a right to protection they also have to exercise personal responsibility.

We aspire to achieve in each of the academies, as part of the trust, an environment where everyone can fulfill their potential free from work-related ill health or injury. This includes our employees, pupils, parents/guardians and visitors and any others who may be affected by our work activities.

We are also committed to taking all reasonable steps to prevent injury and ill health by:

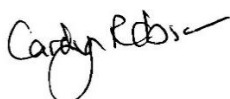
- Providing safe and healthy working conditions, equipment and procedures;
- Ensuring that there is an effective management structure in place to adequately control the risks to health and safety arising from our activities;
- Ensuring that our employees are competent to do their work by providing them with adequate information, instruction, training and supervision;
- Consulting with employee safety representatives on matters affecting our employees' health, safety and welfare.

The Chief Executive Officer and the Board of Trustees collectively and individually accept their role in proactively leading and managing on health, safety and welfare.

We wish to take a proactive approach, aiming for continuous improvement in the management of health, safety and welfare.

The operation of this policy will be subject to continuous monitoring and improvement and this statement reviewed every two years.

Signature:



Carolyn Robson CBE (Chief Executive Officer)

Date: 19 March 2019

Signature:



Cathy Brown (Head of Governance)

Date: 19 March 2019

Rowlatts Mead Primary Academy

General Statement on Health and Safety Policy

- 1.1. The aim of **Rowlatts Mead Primary Academy** is to provide a safe and healthy working and learning environment for staff, students and visitors. The Academy believes that the prevention of accidents, injury or loss is essential to the effective operation of the Academy and is part of the education of its students.
- 1.2. The Academy acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Academy accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Academy cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on Academy premises, or while taking part in Academy sponsored activities.
- 1.4. The Trust will review this policy statement every two years and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and students.

2. The Employer as The Mead Educational Trust

- 2.1. The 'Employer' is **The Mead Educational Trust (TMET)**
- 2.2. The Health & Safety at Work etc. Act 1974 places duties on **employers** to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as students and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health and Academy Teachers Pay and Conditions (work life balance).
- 2.3. **The Key Manager of Rowllatts Mead Primary Academy** will implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on the site that they manage. (See 9 re: Hirers, contractors and others)
- 2.4. **For the purposes of health & safety management, Principals are deemed to be Key Managers.**

3. Responsibilities/Duties of the TMET Trust Board

- 3.1. The Trust Board will adopt and maintain an effective Trust-wide template Health and Safety policy and ensure adequacy of health and safety practice throughout TMET.

4. Responsibilities/Duties of the Academy Council of Rowllatts Mead Primary Academy

- 4.1. The **AC** is responsible for monitoring compliance with statutory requirements, with the Health and Safety policy, and the impact of operational arrangements at the academy.

Health and safety will feature as a regular agenda item at **AC** meetings where the effectiveness of the health and safety policy and procedures will be monitored. The AC will also appoint an Academy Councillor to participate in a Health and Safety visit to the academy each year, and report back to the AC.

- 4.2. Reports on health and safety will be received from the Principal and any of the following as appropriate:

- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
- The Business and Operations Manager / Grant Penton
- The Estates and Compliance Manager
- The Mead Educational Trust (TMET) Head of Governance
- The Academy staff health and safety forum.
- Union safety representatives.
- The Academy nurse or doctor.

- 4.3. The AC will ensure the following health and safety reports:

- Information to parents via the minutes of normal meetings and/or regular newsletters (to inform them of relevant issues or changes)
- On other occasions, as appropriate, and in response to specific concerns

5. Responsibilities/Duties of the TMET Executive Team

- 5.1. The **Executive Team** will, so far as is reasonably practicable, ensure:

- Each academy employs one or more competent members of staff to assist the **AC** and the Principal in the undertaking of measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions as detailed at Regulation 7 in the Management of Health and Safety at Work Regulations 1999 and the Trust's Scheme of Delegation 2016

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, students, contractors, hirers and visitors to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff and students can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, students and others, the **Principal** will ensure that such training is provided. Students will receive such training as is considered appropriate to Academy-related activities that they carry out. Records will be kept of all training. Staff and student training will be regularly updated.
- Ensure that the management structure detailed in the diagram (see 9) is documented, implemented and effective

5.2. The **Executive Team**, so far as is reasonably practicable and in consultation with the Principal, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the Academy, in particular the Management of Health and Safety at Work Regulations 1999.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others.
- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Establishing and participating in the Academy staff health and safety forum (including **AC** representation).
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - Academy sponsored on and off-site activities.
 - Students and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.
 - Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.

- Purchasing and maintaining equipment.
 - Testing of plant and equipment to ensure it is safe.
 - Carrying out minor repairs to doors, fences, windows etc.
 - Organising security and fire protection arrangements.
 - Implementing risk control measures.
- 5.3. So far as is reasonably practicable, the **Executive Team**, through the Principal, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:
- All other relevant health and safety matters.
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 5.4. Where the **Executive Team** delegates responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.
- 5.5. The **Executive Team** are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
- 5.6. Where the **Executive Team** award contracts such as cleaning, catering services and building works, etc. they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

Responsibilities/Duties of the Principal

- 5.7. As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 5.8. The health and safety of pupils, staff and others through the effective implementation of appropriate policies and procedures both on and of the Academy site.
- 5.9. The Principal will be responsible for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the academy. He/she will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.
- 5.10. In particular, the Principal will, so far as is reasonably practicable:
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the academy.
 - Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
 - Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.

- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Leicester City Council Health and Safety Team, the Trust Executive Team, the AC, the Academy staff health and safety forum and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required.
- Ensure that all substances provided within the Academy are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations to the AC on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the Academy, including all Academy based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.

- Carrying out periodic audit and review of the safety management systems that are in place.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the AC on health and safety matters.

6. Responsibilities/Duties of Other Managers

(e.g. heads of faculty, curriculum leaders, lead teacher, facilities management etc.)

6.1. As well as having the general responsibilities/duties of all members of staff (see 6), managers will be directly responsible to the Principal, or the member of staff nominated by them for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

6.2. The Business and Operations Manager/Estates and Compliance Manager/Grant Penton will implement fully integrated Health and Safety policies and practice in consultation with the academy, Executive Team, AC, Local Authority and relevant statutory bodies to ensure that the service complies and conforms to statutory legalisation, industry practice etc. as detailed in the service specification.

6.3. All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the academy and also their area of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, students and others to comply with its requirements.

6.4. As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
- Staff, students and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, students and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the faculty/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are

readily available.

- Toxic, hazardous and highly flammable substances in the faculty area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
- They monitor the standard of health and safety throughout the faculty/area in which they work, encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to the Principal, Line Manager or safety representative.

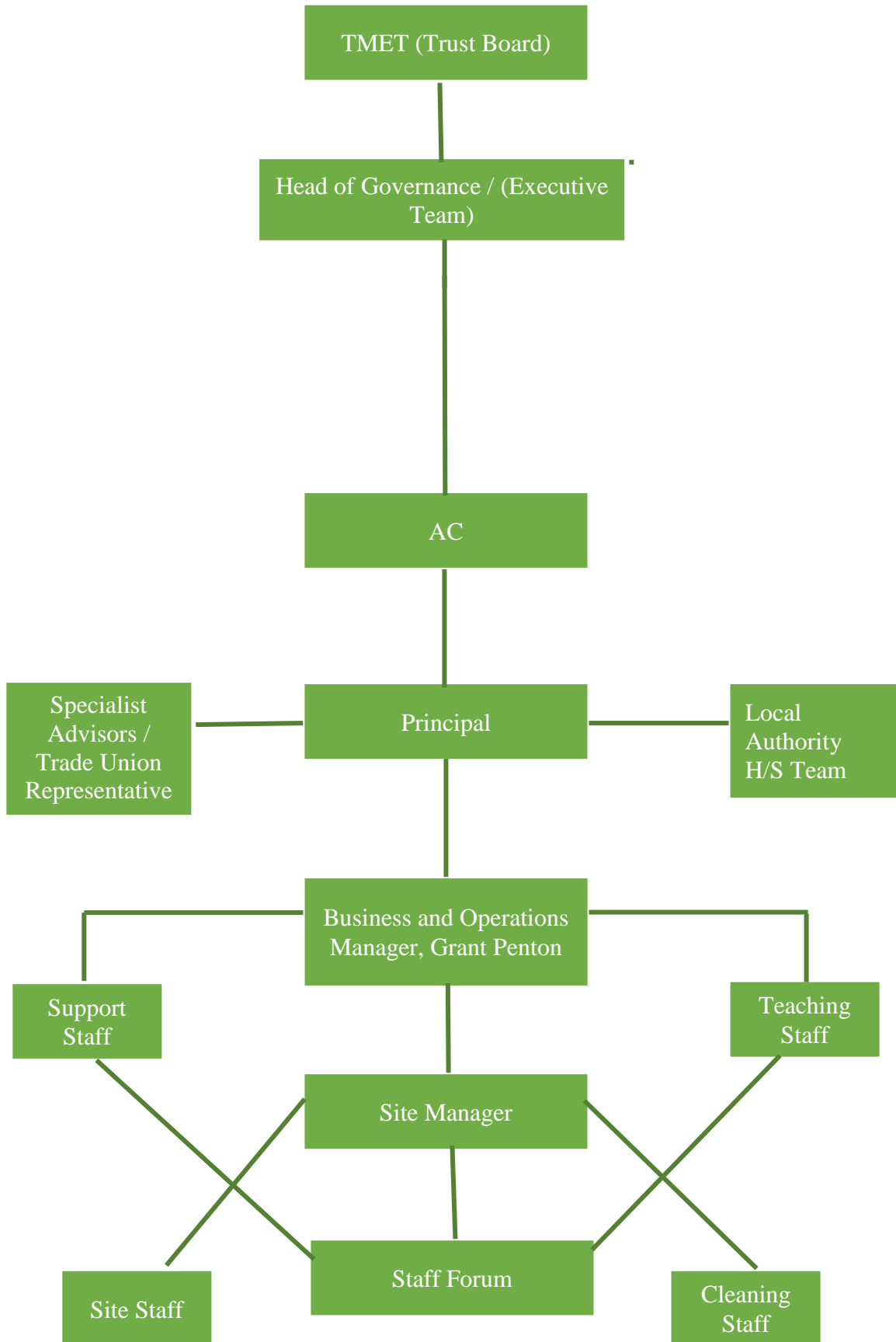
Responsibilities/Duties of All Staff

6.5. All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Academy and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the AC.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake tasks for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.

- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

7. Health and Safety Reporting/Communication Arrangements



Staff Consultative Arrangements

- 7.1. Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing an Academy staff health and safety forum.
- 7.2. The main function of a staff health and safety forum is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.
- 7.3. Employees have a legal right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health & Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.
- 7.4. Representation on this forum will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the forum and shall decide amongst themselves which individuals should sit on the committee.
- 7.5. The staff health and safety forum will report to the Principal, via the Business and Operations, Estates and Compliance Manager or the Site Manager, Matt Hassall, as appropriate.

7.6. Functions of Safety Representatives

- To attend staff health and safety forum meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health & safety information from the Principal / TMET/ AC or Local Authority Health and Safety Team

7.7. Information and facilities for Safety Representatives

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health & safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ students/visitors.

Except where:

- *The information is specific to an individual and without their consent.*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking.*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.*

- 7.8. Safety representatives are entitled to *reasonable* time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

8. Hirers, Contractors and Others

- 8.1. When the premises are used for purposes not under the direction of the Principal then, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Principal (See 4).

The **TMET Executive Team** notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

- 8.2. The Principal or their designated representative will seek to ensure that hirers, contractors and others who use the Academy premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.3. 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.
- 8.4. When the premises are hired to persons outside the 'employ' of the TMET Executive Team, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Trust and that they **do not**, without the prior consent of the Executive Team:
- Introduce equipment for use on the Academy premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all Academy policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
 - **Not exceed** the capacity figures detailed on any lettings documentation
- 8.5. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.
- 8.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

- 8.7. The Principal will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

9. Risk Assessment

- 9.1. As Key Manager, the Principal, with the Trust Executive Team, will ensure that regular written risk assessments are undertaken of premises, methods of work and all academy sponsored activities. These must be reviewed following changes in circumstances, personnel or in accordance with agreed timetables. The **academy** requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments for the areas should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify significant defects and deficiencies together with the necessary remedial action or risk control measures.

- 9.2. The results of all risk assessments will be reported to the **AC and Executive Team. The Executive Team** will prioritise issues and assign resources to undertake remedial/control measures where required.

10. Emergency Plans

- 10.1. As Key Manager, the Principal, with the Trust Executive Team, will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the Academy at risk.

In undertaking this work Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

- 10.2. The academy plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

- 10.3. The academy emergency plan will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians.
- Dealing with the media.

- 10.4. The plans will be agreed by the Executive Team and any necessary actions will be rehearsed regularly by staff and students. The results of all such rehearsals will form part of the regular risk assessment review and the outcome reported to the AC and Executive Team.

First Aid

- 10.5. **Rowlatts Mead Primary Academy** adopts Leicester City Council's First Aid at Work Management Standard as recommended by the Leicester City Council Health and Safety Team
- 10.6. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

- 10.7. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment.
- 10.8. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- 10.9. Each first-aider will have access to a first aid kit and be responsible for liaising with the Team Leader: Inclusion/First Aider to ensure it is kept fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.
- 10.10. The Principal is responsible for ensuring that a sufficient back-up stock is held on site.
- 10.11. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.
- 10.12. First-aid kits must also be held at various locations throughout the academy as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.).
- 10.13. A written record will be kept of all first aid administered either on the academy premises or as part of an academy related activity.
- 10.14. Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the academy for which it is responsible, and also all out of academy activities.
- 10.15. There is no mandatory list of items that should be included in a first aid container. The contents will be the HSE suggested minimum, plus items identified during the risk assessment of first-aid needs.

APPENDIX 1 – Health and Safety Procedures

1. Administration of Medicines

The administration of medicines by staff remains a voluntary activity. Employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified by TMET against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of the current guidance and any specified training that has been provided.

2. Accident and Incident Reporting

All accidents must be reported immediately to the school office and recorded in the Accident Book. Accidents and dangerous occurrences on site must be thoroughly investigated by the Business Manager and Principal to establish the cause and any actions required to eliminate or minimise the risk of reoccurrence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), reportable accidents and dangerous occurrences must be reported electronically to the Local Authority Health and Safety Team as soon as possible.

3. External Trips & Visits

The Academy follows the Leicester City Council Health and Safety Team advice on Academy trips and visits, as given in Health and Safety Bulletin No. 33.

4. Lone Working

Lone working issues will be considered as part of an overall risk assessment of a job role or activity. However, where lone working has not been considered as part of other risk assessments, a specific risk assessment must be carried out. The findings of the risk assessment should be recorded and shared with employees affected.

5. Evacuation of People with Disabilities

The safe and effective evacuation of staff, students and visitors with disabilities is paramount. Staff and students with disabilities (including temporary ones) are required to be individually risk assessed in order that an appropriate Personal Emergency Evacuation Plan can be in place, detailing arrangements for evacuation and designated refuge places.

General arrangements are in place for visitors with disabilities. These include ensuring that the venue for the meeting is appropriate and that exit routes are easily accessible.

6. Working Time

The Working Time Regulations 1998 state that employees do not have to work more than 48 hours a week on average over a 17-week period. The limit specified shall not apply in relation to an employee who has agreed with his employer in writing that it should not apply in his case, provided that the employer complies with the requirements of the working time regulations. Where appropriate, normal working hours are set out in the employment contract and written statement of employment particulars.

All support staff are encouraged to take their annual leave within the academic year. Senior and teaching staff are encouraged to take sufficient breaks during academy holidays and limit their hours during term time.

7. Use of Display Screen Equipment and Laptops

All employees that use display screen equipment who are classified as 'users' must be identified and, where necessary, given suitable and sufficient instruction or training about how to use the workstation safely.

All laptop users are issued with an employee information sheet, giving guidance on set-up, posture, activity breaks etc.

8. Manual Handling

All manual handling tasks must be identified, logged, risk assessed and reviewed on a regular basis. Staff involved with manual handling tasks as part of their duties will be provided with appropriate training.

9. Control of Substances Hazardous to Health (COSHH)

We are required to monitor hazardous substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Any person responsible for purchasing substances must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on the precautions to be taken. These must be filed with other safety information for immediate access near to their place of use.

The Site Manager must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. Substances must be issued in suitably marked containers clearly identifying the contents. All items falling under the COSHH regulations must be stored securely in clearly identified COSHH cabinets.

10. Security

The Premises staff will ensure that the site is secure at the end of the day – all doors and windows locked and the alarm set. CCTV cameras monitor the site 24 hours a day, 7 days a week. In addition, a private security firm will provide patrols overnight on a regular basis.

The Principal acknowledges their duty of care to all visitors and users of the Academy including those letting the premises and will make every reasonable effort to ensure that visitors are aware of the Academy's health and safety procedures.

All visitors are asked to report to Reception where they are asked to sign in. On signing in, the Academy's visitor's policy is displayed that includes health and safety instructions. On signing in, the Academy's visitor policy will be displayed that includes health and safety instructions. Visitors will then be issued with a pass for identification. Staff must also sign in and out at **all** times, including holiday periods.

11. On-site Vehicle Movements

Vehicle movements (contractors, deliveries etc.) on-site are restricted where possible to outside of academy hours. Where this is not possible, break and lunch-times are avoided in order to minimize the risk to staff and students.

There are separate, pedestrian access points for students.

12. Maintenance

The fabric of the academy is maintained on a regular basis and logs of the work carried out are kept in accordance with academy guidelines. Arrangements are in place to ensure that all statutory inspections and tests that are required explicitly by legislation are carried out at the correct intervals. These are monitored by the Site Manager and included in the Health & Safety annual audit.

13. Asbestos

There is no asbestos on Rowlatts Mead Primary Academy site. That being said, as long as asbestos is in good condition **and** is not going to be disturbed or damaged, there is no risk to health. However, if it is disturbed or damaged it can become a risk as asbestos fibres are released into the air and people can breathe them in.

The Key Manager must ensure that the Asbestos Management Survey is accessible to employees and contractors. Where practicable, all asbestos is labelled and monitored on a regular basis. Opportunities for vandalism or unauthorised tampering are thereby kept to a minimum.

14. Health Surveillance

All employees are required to complete pre-employment health questionnaires, which are forwarded to the occupational health provider. The academy is then provided with any appropriate advice regarding working conditions etc.

Management referrals can also be made where there is cause for concern about an employee's physical and/or mental health and there is a potential impact on the normal working routine. Reasonable adjustments will be made by the academy where practicable in order to accommodate employees.

Annual Health Surveillance Questionnaires are completed by staff working in areas where they may be exposed to occupational asthma/respiratory sensitisation, occupational dermatitis or excessive sound levels. These are reviewed to ascertain whether any further action is required.

15. Smoking

Smoking is not permitted anywhere on the academy premises.

16. Cleaning

A cleaning schedule is in place and monitored on a regular basis by the Site Manager. Any issues regarding cleanliness should be reported to the Premises staff in the usual manner. These will be logged and addressed appropriately.

17. Violence, Aggression and Abuse

The academy is committed to providing a safe and healthy workplace including the protection of staff from violence, aggression and abuse as far as it is able.

Staff shall report all incidents to the Principal. These matters are taken very seriously and any evidence of a serious problem will result in a review. All incidents will be recorded using the SO2 Incident Reporting Form along with measures taken by the Academy to prevent, minimise and control the risk of violence.

18. Incidents offsite

There may be occasions when staff are made aware of an incident off site before/after school in the close proximity of the school. Staff should discuss the issue and decide whether to escalate to the police or not. Staff are not expected to intervene but have a duty of care to act and make decisions on information received from children. Staff may go and observe what is happening but should be mindful of their own safety, however, if they feel young people are at risk they should notify the police immediately. Any consequences arising from inappropriate behaviour off site will be discussed at Senior Leadership level and parents may be notified.

19. Hygiene and Infection control

The academy accepts that to ensure the control of infection from our students to others, there needs to be a written statement of procedure to follow if a student should accidentally wet or soil themselves or is sick or bleeds whilst in the care of the academy. These same procedures will also apply when dealing with continence incidents.

- Appropriately trained staff will maintain the dignity of the student as much as possible whilst accompanying them to a suitable and private place to clean themselves. If this is not practicable then to isolate the student from the gaze of others whilst attending to their needs.
- Wear disposable gloves and aprons while dealing with the incident

- Ensure soiled nappies are double wrapped, or placed in a hygienic disposal unit if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Ensure that soiled clothing is double wrapped and laundered or stored temporarily until laundered/handed to carers such that contamination cannot occur
- Ensure the Hygiene Room is cleaned after use
- Ensure that hot water and liquid soap is available to wash hands as soon as the task is completed
- Ensure that a hot air drier or paper towels are available for drying hands.