

January 2023

# HEALTH & SAFETY POLICY

DATE APPROVED BY THE GOVERNING BODY	Jan 2023
SIGNATURE OF CHAIR OF GOVERNING BODY	Mrs C Owen
SIGNATURE OF ACADEMY PRINCIPAL	Mr McMillan
NEXT REVIEW DATE	Jan 2024



**PADGATE  
ACADEMY**



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## SECTION ONE: POLICY

### 1.1 THE CHALLENGE ACADEMY TRUST - STATEMENT OF INTENT

This document sets out the Health and Safety Statement of Intent for The Challenge Academy Trust (TCAT). The purpose of which is to encourage the ownership, commitment, and compliance at all levels of the trust and to provide a framework to establish and review Health and Safety policies, objectives and guidance across the academy schools. TCAT is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety, and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust's Board at TCAT fully recognises the importance of Health and Safety and is committed to both its legal and moral Health and Safety obligations. The Board will support this by demonstrating top level commitment to Health and Safety Policy, individual responsibilities and staff training whilst ensuring that Health and Safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the academies as an essential part of TCAT's continued success.

TCAT Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to ensure that the commitments below can be met. All Trustees, Local Governing Bodies, Senior Leadership Teams, staff, and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

1. Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies, and processes to meet these responsibilities.
2. Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
3. Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable.
4. Make provision adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
5. To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
7. Ensure that this policy statement is communicated and maintained across all levels of the organisation.



8. Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with Health and Safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
9. Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every TCAT employee to:

- a) Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition, or occurrence at the earliest opportunity.
- b) Co-operate with each academy Principal, as far as may be necessary, to enable TCAT to carry out its legal duties in respect of Health, Safety and Welfare matters.
- c) Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of Health, Safety or Welfare.

Signed:

**Andy Moorcroft**  
(Chief Executive Officer)

Signed:

**Howard Platt**  
(Chair of Trust Board)

## 1.2 ACADEMY – STATEMENT OF INTENT

This section details the academy's arrangements for the effective management of health and safety.

A copy of TCAT's current general statement of Intent can be found in Part 1.1.

Academy is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Central Executive Team/Trustees.



The Governing Body's monitoring of health and safety standards will include the scrutiny of accident statistics and reports, including reports on 'near misses', so as to ensure year on year improvement especially where avoidable accidents are concerned.

Academy recognises its duties under the Health & Safety at Work etc. Act 1974 and the subordinate regulations made under that Act. The Academy will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in the system's operation.

Signed:

**Mr A. McMillan**  
(Principal)

Signed:

**Carole Owen**  
(Chair of Governing Body)



## SECTION 2: ORGANISATION

### 2.1 TRUST STRUCTURE

Overall and final responsibility for Health and Safety is that of:

#### **The Trust Board**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

#### **The Central Executive Team and Academy Principal**

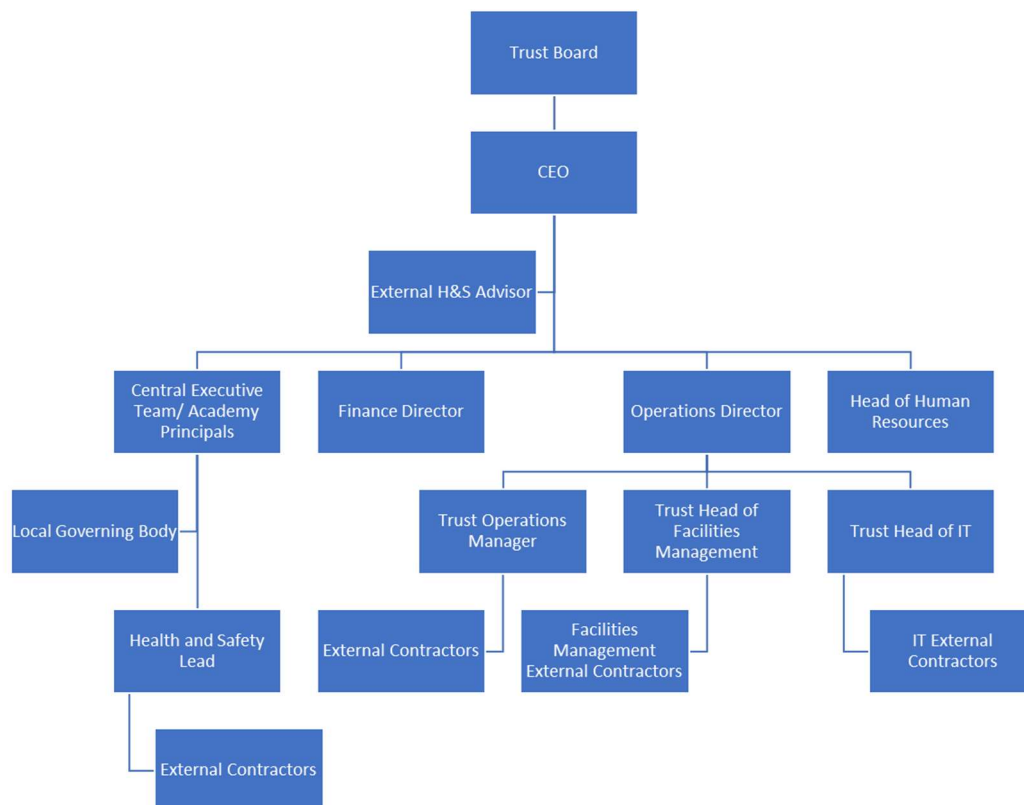
To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
The Trust Board	Strategic Planning
JCNC	Strategic Planning & Monitoring
Operations Director H&S Lead	Strategic & Operational Implementation and monitoring
Director of Finance	Strategic Monitoring
Head of HR	Strategic & Operational Implementation and monitoring
Trust Operations Manager	Strategic & Operational Implementation and monitoring
Trust Head of Facilities Management	Strategic & Operational Implementation and monitoring
Trust Head of IT	Strategic & Operational Implementation and monitoring
The Governing Body	Strategic implementation and monitoring
Principal / Head Teacher	Strategic implementation and monitoring
Academy H&S Lead	Operational Implementation



The simple organisational chart below shows the Trusts' arrangements for managing health and safety.

This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.



## 2.2 ORGANISATIONAL RESPONSIBILITIES

The overall responsibility for Health and Safety in The Challenge Academy Trust is that of the Trust Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Central Executive Team and to the Principal of each academy.

Each Academy has its own Health and Safety Policy which ensures that the principles in this document are implemented within each school. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

To comply with the Governing Body Statement of Intent, health and safety responsibilities are assigned as follows:





## **The Trust Board**

The Trust Board maintain strategic oversight across the trust and set the trust's vision and policies. They are accountable for the performance of all academies within the trust and have a responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls
- Health and safety performance of the Trust is monitored
- The Health and Safety Policy and performance is reviewed annually.

## **The CEO**

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit The Haven's Health, Safety and Welfare Policy and procedures.
- Adequate resources are available for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor.

## **The Central Executive Team**

The Central Executive Team is responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within the Trust. They shall ensure that:



- The Trust policy is distributed and accessible to all employees and are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy
- A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
- All employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow
- Health and safety is a standing item on management meetings to monitor compliance / address issues arising
- The effectiveness of the Policy and action plans to remedy any areas for improvement / non-compliance are monitored
- Adequate resources are available for the effective implementation of the policy.

## **Financial Director**

In addition to the CET's responsibilities, the Finance Director also has specific duties within their role. In particular: -

- The Finance Director has specific responsibility to support the provision of the most cost-effective solutions for meeting appropriate Health and Safety provisions.
- The Finance Director will ensure statutory insurance and appropriate additional insurance cover is in place to meet the organisation's needs.
- Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy

## **Operations Director**

In addition to the CET's responsibilities, the Operations Director also has specific duties within their role. The primary task of the Operations Director is to advise the CET on health and safety matters and to assist Academy Principals in coordinating, facilitating, and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Operations Director but delegated to local Facilities Managers and external contractors.

Health and Safety responsibilities for the Operations Director include:

- Responsible for the review and strategic implementation of the TCAT Health and Safety Policy.
- Working with the Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters on behalf of the Trust.
- Working with the Principal, Local Governing Body and Health and Safety External Advisor as appropriate to quality assure and monitor the Health and Safety systems in each academy



- The Operations Director oversees the development of procurement standards for goods, equipment and services that prevent the introduction of health and safety hazards.
- Leading the Trust-wide Estates Management and Health and Safety Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation ensuring they are updated periodically or when activities change.
- Delivery of Construction Design and Management (CDM) Services.
- Develop assessment and performance of the health and safety arrangements of partners, key suppliers, contractors, and delivery sub-contractors.
- Acting as the main point of contact for all facilities management Health and Safety issues across all academies and provide suitable resources where appropriate.
- Ensuring that the Trust and academies work with facilities management suppliers as appropriate to proactively monitor the condition of the Trust estate including full condition surveys on a 5 yearly cycle supported through annual site reviews with academy facilities teams
- Reporting to the Trustees / CET on the Health and Safety performance of the academies as a whole
- Working with the Head of Human Resources:
  - Establish effective ways of meeting health and safety responsibilities
  - Ensure the employees fulfil their health and safety responsibilities at each academy
  - Establish administrative procedures that encourage employees to report unsafe conditions and unsafe practices to their supervisors without fear of being disciplined
  - Coordinate first aid training and the provision of first aid to employees.
  - Facilitate health and safety induction for new members of staff



## **Trust Head of Facilities Management**

The Trust Head of Facilities Management works with the Operations Director, Trust Head of IT, Academy Principals and Academy Health and Safety Representatives in coordinating, facilitating, and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Trust Head of Facilities Management but delegated to local Facilities Managers and external contractors.

Health and Safety responsibilities for the Trust Head of Facilities Management include

- Working with the Operations Director, Trust Operations Manager Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters in relation to Facilities Management on behalf of the Trust.
- Supporting the Trust Operations Manager in leading the Trust-wide Estates Management and Health and Safety Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation in relation to Facilities Management ensuring they are updated periodically or when activities change.
- Supporting the development of assessment and performance of the health and safety arrangements of Facilities Management partners, key suppliers, contractors, and delivery sub-contractors.
- Responsible for identifying assets and monitoring the maintenance contracts via the Trust's asset management system in conjunction with the academy H&S lead
- Working with the Trust Operations Manager to act as a point of contact for all Facilities Management Health and Safety issues across all academies and provide suitable resources where appropriate.



## **Trust Head of IT**

The Trust Head of IT works with the Operations Director, Trust Head of Facilities Management, Academy Principals and Academy Health and Safety Representatives in coordinating, facilitating, and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Trust Head of IT but delegated to local IT Managers and external contractors.

Health and Safety responsibilities for the Trust Head of IT include

- Working with the Operations Director, Trust Operations Manager Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters in relation to IT on behalf of the Trust.
- Leading the Trust-wide IT Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation in relation to IT ensuring they are updated periodically or when activities change.
- Supporting the development of assessment and performance of the health and safety arrangements of IT partners, key suppliers, contractors, and delivery sub-contractors.
- Working with the Trust Operations Manager to act as a point of contact for all IT Health and Safety issues across all academies and provide suitable resources where appropriate.

## **Head of Human Resources**

Human Resources policies play an important role in ensuring employee health and safety standards are maintained. Responsibilities for the Head of Human Resources include:

- Understand the health and safety responsibilities of academy staff at all levels of employment.
- Implementation of personnel management policies to ensure everyone employed in the academy trust is aware of his/her responsibility.
- Integrating workplace health and safety in human resources management which include:
  - Preventing work related injuries and illnesses;
  - Developing appropriate hiring, training and performance appraisal practices;
  - Recruiting and retaining the best employees who care about their own well-being and the well-being of co-workers.
  - Ensuring that the health and safety policies and procedures conform with the applicable occupational health and safety legislation and accepted best practices in similar organizations.



- Ensuring that the organisation has processes in place to monitor sickness absence and provide support employees particularly in relation to workplace stress through the provision of occupational health and wellbeing services
- Establishing procedures for enforcing company safety rules.
- Helping reduce costs associated with losses due to absenteeism injuries, Workers' Compensation, disability, and health care.
- Maintaining records of injuries, illnesses, and workers' compensation.
- Providing advice to employees and the employer in matters of occupational health and safety.
- Facilitating health and safety induction for new members of staff.
- Guiding the Trust through various disciplines i.e., Discipline, Grievance, Capability/Performance to Absence Management and advising Headteachers/ Principals on first steps of performance management process linked to above points
- Monitoring sickness absence of staff and highlight to Operations Director/Heads of school concerns linking to work-related illness and advising Headteachers/ Principals on first steps of performance management process linked to above points
- Keeping the H&S Consultant and Operations Manager aware of absence that may be reportable to the HSE under RIDDOR
- Ensuring suitable processes are in place to eliminate discrimination and promote equality when dealing with academy staff.

## **Central MAT Staff**

Under the Health and Safety at Work Act etc. 1974 all central MAT staff (including consultants, volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions. All MAT staff have responsibility to:

- Always comply with the Trust's Health and Safety Policy and procedures and the academy's policy and procedures when on an academy site
- Report all accidents and incidents in line with the Trust's reporting procedure TCAT Health and Safety Statement
- Co-operate with and support management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Take part in health and safety training and development and health surveillance programmes, as required



## **Academy Health and Safety Representatives**

- The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union, Health and Safety Representatives will be allowed to support the investigation of accidents and potential hazards, support employees in pursuing complaints and support school inspections within directed time, but wherever practicable and as far as possible, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g., about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Trust, Principal or Local Governing Body.

## **External Health and Safety Consultant**

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the health and safety consultant is to promote a positive health and safety culture in the academy trust. The primary responsibility is for ensuring that risks in the trust are controlled and that each academy is successfully meeting safety standards. The health and safety consultant will advise and support each academy on matters of safety, health and hygiene at local level. TCAT trustees have appointed an external Health and Safety Consultant who will be involved with:

- Assisting each academy to organise their risk register and maintain suitable risk assessments for activities being carried out.
- Undertaking annual inspections of each academy to ensure that policies and procedures are being suitably implemented.
- Providing reports to trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the academy schools.
- Reviewing maintenance records to show that statutory compliance is suitably managed at each academy and feeding back findings to the Trustees on termly basis.
- Monitoring accident data and assisting the Operations Director with investigation of accidents in conjunction with academy staff

## **Local Governing Body**

The Local Governing Body has responsibility to monitor the health and safety performance for the Academy at a local level and to support the Principal by ensuring:

- Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken into account through liaison with the Principal and the Trust's nominated External Health and Safety Consultant.



- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Academy.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge, and training to perform the tasks required of them.
- Health and safety performance of the Academy is monitored.
- The Health and Safety Policy and performance is reviewed annually.

## **Principal**

The Principal, with support from the Academy Health and Safety Lead, is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Board of Trustees within all areas of the academy's undertakings. The Principal shall be responsible for:

- Showing commitment to the Trust's and Local Governing Body's Statement of Intent.
- Promoting and implementing the Health and Safety Policy.
- Ensuring that the Policy is communicated to all relevant persons.
- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- Reporting on Health and Safety matters to the Local Governing Body and Central Executive Team.

## **IT & Facilities Manager**

The IT & Facilities Manager (Health & Safety Lead) is responsible for supporting the Principal in the implementation of the Policy and shall be responsible for:

- Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
- Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- Ensuring safe systems of work are in place to protect staff, students and others affected by their actions.
- Ensuring that emergency procedures are in place and are tested on a regular basis.
- Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensuring records are kept of all relevant health and safety activities, for example, assessments, inspections, accidents, etc.





- Ensuring arrangements are in place to monitor Health and Safety performance.
- Ensuring that accidents are investigated, and that remedial action is completed.
- Reporting to the Principal on the health and safety performance of the Academy.
- Ensuring that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
- Ensuring the adequate provision of appropriately trained staff to support emergency evacuation.

## **Contractors**

Contractors are responsible for:

- Adhering to Academy's policies and procedures
- Always Following Academy's site safety rules.
- Ensuring that any equipment used on Academy premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Liaising with the IT & Facilities Manager before work is commenced.
- Arranging site specific or Academy-required inductions prior to works commencing
- Reporting defects or health and safety issues to the IT & Facilities Manager immediately.
- Reporting accidents on Academy premises to the IT & Facilities Manager.

## **OPERATIONAL RESPONSIBILITIES**

### **Assistant/Vice Principals, Department Heads/Deputy Head SLT/KS Leaders**

The Principal may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the Academy.

These staff have responsibility for:

- Applying the Academy's Health and Safety Policy or relevant national Health and Safety Code of Practice to their own department or area of work and be directly responsible to the principal for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Health and Safety Lead any problems to which they cannot achieve a satisfactory solution within the resources available to them



- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Contribute to the investigation of any accidents that occur within their area of responsibility.
- Ensure that any member of staff who is in control of a group of students, adheres to the following:
  - Students are advised of the risks to their health and safety and if necessary, liaise with the relevant manager whenever employees, students or others are subjected to unacceptable risks.
  - Effective supervision is maintained when in control of students and others.
  - Ensure all lesson plans include any health and safety considerations and any risk associated with the lesson.

## **Site Manager**

The Site Manager supports the IT & Facilities Manager and is responsible for:

- Ensuring the safety, security and maintenance of the premises occupied by the Academy.
- Ensuring that fire safety equipment is adequately maintained and tested.
- Ensuring compliance with legislation for the management of asbestos containing material at all Academy premises.
- Ensuring compliance with the management of legionella controls at all Academy premises.
- Acting as the main point of contact for all estates Health and Safety issues and provide suitable resources where appropriate.
- Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Academy Policy
- Ensuring that competent contractors are appointed for work on Academy premises.
- Ensuring that health and safety of all staff, students, visitors and others is controlled in relation to contractors on the site, this will include gathering and holding information and monitoring contractor compliance whilst work is carried out
- Ensure that all employees under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.



## Teachers and Support Staff

Teachers and Support Staff have a responsibility to take care of their own health and safety, that of their colleagues, pupils and members of the public who may be affected by their actions. All staff have a responsibility to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the health and safety measures to be adopted in the own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied
- Give clear oral and written instructions and warning to pupils when necessary.
- Follow safe working procedures
- Take part in health and safety training and development and health surveillance programmes as required.
- Require the use of protective clothing and guards where necessary
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their immediate line manager or Faculty Head.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure

## Admin / Support Staff

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Ask for advice and guidance on and health and safety or welfare matters when in any doubt of difficulty



- To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards
- Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner
- Co-operate with appointed Trade Union Health and Safety Representative(s)

## **Facilities & Estates Staff / Technicians**

Facilities & Estates staff and Technicians are responsible for:

- Always Complying with the Academy's Health and Safety policy and procedures
- Co-operating with Academy Management in complying with relevant health and safety law.
- Using all work equipment and substances in accordance with instruction, training and information received.
- Reporting to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- Reporting all accidents/incidents in line with current incident reporting procedures.
- Informing their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements.
- Encouraging good standards of housekeeping and cleanliness.

## **Radiation Protection Adviser**

- The Academy has appointed a Radiation Protection Adviser (RPA) and Radiation Waste Adviser (RWA) as required by the Ionising Radiations Regulations 2017 and Environmental Permitting Regulations 2018. The RPA is competent and available to give advice on and oversee all safety matters relating to work with radioactive substances and radiation generators and in their capacity as RWA to give advice on all matters relating to radioactive waste and disposal.

## **First Aiders**

The IT & Facilities Manager is responsible for co-ordinating with Faculty Heads to ensure that an appropriate number of First Aiders are appointed at each location within the Academy to deal with minor accidents and emergencies within the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. The name(s) of the nominated First Aider(s) will be displayed at each location.

First Aiders responsibilities include:

- Providing first aid as necessary and recording treatment / advice given on the appropriate forms.



- Ensuring that First Aid boxes are regularly inspected, the inspections recorded, and the stock maintained.
- Ensuring that First Aid stock does not become out of date.
- The First Aiders are required to assist in the treatment of individuals anywhere in the Academy where it is required; they are not limited to delivering treatment within their department, unit, or building.

## **Fire Wardens**

The IT & Facilities Manager, co-ordinating with Faculty Heads, will ensure that an appropriate number of Fire Wardens are appointed at each location within the campus to assist with an evacuation. These personnel will be given adequate instruction and training to ensure effectiveness. The name(s) of the nominated Fire Warden(s) will be displayed at each location.

Fire Warden Responsibilities include:

- Checking that fire extinguishers are in place; the checked date is within the last year and that correct signage is displayed.
- Keeping alert to any potential fire hazards e.g., build-up of waste, obstruction of escape routes etc. and taking any necessary action to remove the hazard.
- Complete the Fire Wardens monthly inspection.
- Ensuring, in the event of emergency evacuation, that their designated area is vacated and that evacuation from that area takes place in a safe manner.
- Ensuring that adequate information is available to staff on the extinguishing of fires and safe access and egress.



## Academy Health and Safety Representatives

Workplace Health and Safety Representatives have functions rather than duties. Academy will support Health and Safety representatives in carrying out their functions.

Their functions include:

- Investigating accidents and potential hazards
- Pursuing employee complaints
- Carrying out Academy inspections within directed time but, wherever practicable, outside teaching time.
- Consultation with management on health and safety matters affecting all staff.

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977. The functions of the Committee are:

- To discuss safety related matters.
- To study accident and other safety related statistics and trends, in order that corrective action may be recommended.
- The examination of safety audits on a similar basis.
- Consideration of reports and information provided by inspectors appointed under the Health and Safety at Work Act 1974.
- Consideration of reports that safety representatives may wish to submit.
- To assist in the development of safe systems of work.
- To monitor the effectiveness of the content of safety training.
- To consider the adequacy of safety and health and communication and publicity in the workplace.
- The provision of a link with the enforcing authority.

The health and safety committee meet on a termly basis and discuss the above matters, together with any other business.

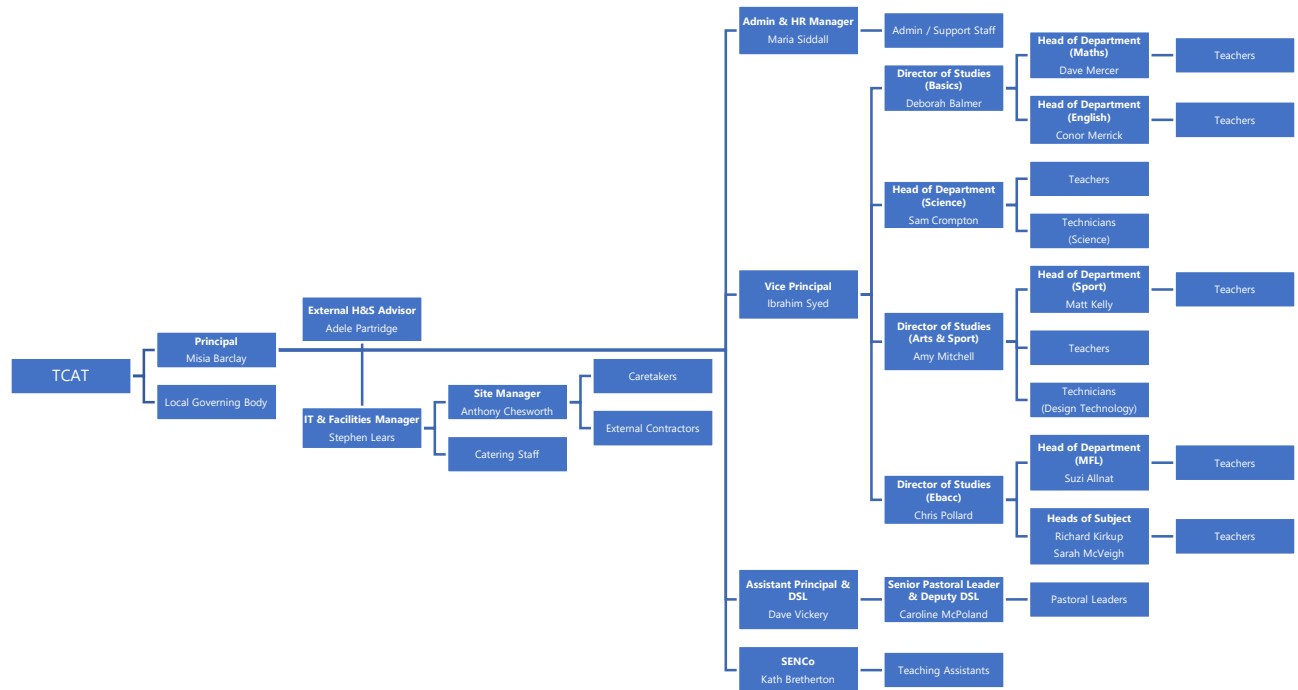
All minutes of health and safety committee meetings are located on the Health & Safety Portal, available to all staff.

The health and safety committee are made up of at least seven members.

- |                             |           |
|-----------------------------|-----------|
| - Facilities Team           | 2 members |
| - Heads of Department / SLT | 3 members |
| - Technicians               | 1 member  |
| - Support Staff             | 1 member  |



## ORGANISATIONAL HEALTH & SAFETY STRUCTURE



## SECTION 3: CONSULTATION, MONITORING AND REVIEW

### 3.1 CONSULTATION WITH EMPLOYEES

#### 3.1.1 The Trust

The Trust recognises that a positive approach to Health and Safety consultation can add value to the organisation.

The Trust does offer an open-door policy in relation to Health and Safety management and actively encourages employee and student contributions through meetings, talks, use of notice boards and one-to-one consultation.

The JCNC is a primary way of consulting with Union Representatives and the Trust holds this Committee in high regard. The Trust recognises that effective resolution of Health and Safety



issues can be reached at these meetings. The committee meet on a termly basis and minutes are taken.

The JCNC meeting minutes are made available to all employees on the TCAT Website.

To allow the Trust to carry out this duty, consultation with staff will be the responsibility of **the CEO**.

### **3.1.2 The Academy**

The Health and Safety Committee is a primary way of consulting with employees and the Academy holds this Committee in high regard. The Governing Body recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow the school to carry out this duty consultation with staff will be the responsibility of the Principal.

## **3.2 MONITORING**

### **3.2.1 The Trust**

This section outlines the measuring and reviewing process TCAT will adopt to monitor Health and Safety performance cross the group, ensuring that improvement can be judged, and resources allocated to where they can provide the optimum impact.

#### **Measuring Performance**

Measuring performance has become a standard mechanism across all the Trust's disciplines as part of how we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring at Trust level lies with the Operations Director in conjunction with the Academy's teams.

The Operations Director will lead the Health and Safety Hub in the monitoring of performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the group.





Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

TCAT will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by the Operations Director / HR Manager in order to identify and control contributory factors so far as is reasonably practicable.

### **3.2.2 The Academy**

#### **Measuring Performance**

Measuring performance has become a standard mechanism across all the Academy's disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with the SLT members, faculty heads and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.

The IT & Facilities Manager will report routinely to the Health and Safety Committee regarding performance, by way of records on accident and near miss reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees
- Identification on noncompliance via audits and inspections
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures



Reactive monitoring consists of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

### **3.3 AUDITING**

#### **3.3.1 The Trust**

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- Summary of significant matters raised at the JCNC together with the action taken to address these matters. Statement regarding policy implications and any suggested changes to the Health and Safety Policy. Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year. Summary report covering accidents, incidents and matters reported to the relevant authorities. Statement regarding Health and Safety inspections, audit reports and other monitoring activities. Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received. Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

The Annual report will be submitted to the Trustees in September of each year. Trustees will be provided with regular updates on a termly basis.

#### **3.3.2 The Academy**

The academy adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated



with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out health and safety performance reviews.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

- Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.
- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the academy accident and incident statistical trends over time.

## **3.4 REVIEW**

### **3.4.1 The Trust**

There will be an annual report provided to the Trust Board which includes a summary of each Academy's Health and Safety Management Systems performance and the action plan for each Academy.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed by the Health and Safety Hub as improvements are made and achievements reached to maintain a consistent approach for effective planning.



### **3.4.2 The Academy**

Each Academy systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Principal / Head Teacher and the Governing Body. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed, or new ones introduced.

## **3.5 POLICIES AND PROCEDURES**

### **3.5.1 The Trust**

In recognition of the wide range of Health, Safety and Welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Policies will be subject to consultation both with Trust Management and with employee representatives via the JCNC.

### **3.5.2 The Academy**

Each Academy will introduce safe working procedures consistent with this overarching Trust Policy and may be produced by any recognised function within the Academy, subject to guidance provided as required by the IT & Facilities Manager and Health and Safety Advisor.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.



## SECTION 4: ACADEMY SAFETY ARRANGEMENTS

Each Academy must put in place and publish within their local Health and Safety policy/guidance documents specific arrangements to cover areas applicable to them such as

- Accidents and First Aid
- Alcohol and Drugs
- Asbestos
- Contractors
- Control of Substances Hazardous to Health (COSHH)
  - Infection Control
- Covid 19
- Display Screen Equipment
  - DSE Eyesight tests and corrective glasses
  - Homeworking
- Electricity at Work
  - Portable Appliances
- External Venues
- Fire and other emergencies
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Occupational Health
  - Occupational Health
  - Stress
  - Well-being
- Personal Protective Equipment
- Premises Management
  - Legionella Controls
  - Health and Safety Welfare
  - Raising and Resolution of Health, Safety & Welfare Concerns
- Provision and Use of Work Equipment
  - Safe Plant and Equipment
  - Machinery Guarding
  - Stop Buttons and Guards
  - Gas
- Radiation
- Risk Assessment
  - Health and Safety in the Curriculum
- Security
- Smoking
- Training, information, instruction and supervision
- Trips and Visits



Educational Visits  
Work Experience Placements  
Staff working off site  
Traffic Management / Use of Vehicles  
Vehicles on Site  
Use of Minibuses  
Travelling between sites  
Mobile phone use  
Violence, Behaviour, bullying and harassment  
Visitors  
Working at Height

This list is not exhaustive and should be amended to suite each academy in accordance to their circumstances

## **4.1 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

The Health and Safety (First Aid) Regulations 1981 requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

It is the responsibility of line managers and all staff to ensure that the Academy's Accident Reporting policy and First Aid policy are implemented in all areas of the Academy. The provision of first aid personnel and equipment in the workplace will be based on a risk assessment considering the nature of the activities and the number of people using the premises.

The checklist below identifies key actions involved in ensuring adequate first aid provision.

1. Complete a first aid risk assessment for the premises using the Academy risk assessment form
2. Ensure an adequate number of first aid personnel for premises.
3. Ensure adequate first aid cover for annual leave and other foreseeable absences
4. Supply and stock first aid kits.
5. Supply additional first aid equipment and/or training needed to cover specific injuries, emergencies or known medical conditions.
6. Ensure arrangements are in place to keep first aid kits checked and stocked
7. Up to date first aid notices posted in the premises

First Aid assistance is obtained via the Academy's reception areas.

The Academy operates a First Aid rota system as described in the First Aid Policy, available on the Academy HSE Portal.



First Aid boxes are located at various places around the Academy including receptions, Sports Hall, science rooms and performing arts rooms.

All accidents and cases of work-related ill health are to be recorded on the health and safety reporting portal, to which all first aid staff have access to log accidents/incidents. The SLT member with H&S responsibility has access to review and trend this information.

Recording of accidents / incidents which are more serious and are required to be reported to the Trust. These accidents / incidents are also reported to the Trust via iAMCompliant. The sort of accidents/incidents that should be reported to the Trust include:

- Any accident causing a head injury (e.g., swelling, cut, causing unconsciousness)
- Any accident where the injured person is advised to seek medical advice including advising their parent/carer to take them to a GP/ hospital or walk-in centre
- Any accident where an ambulance or paramedic is called
- Any accident which is RIDDOR reportable
- Any accident/incident or near miss which had the potential to have caused injury in the categories above
- All accidents where a member of staff, visitor or contractor is the injured party irrespective of the type of injury involved
- Incidents of violence whether involving students/ pupils or adults or both

As required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Responsible Person for Health and Safety (SLT Member with H&S responsibility) will notify the TCAT Operations Manager of serious accidents, ill health, or dangerous occurrences, who will report the incident to the Health and Safety Executive (via a F2508 form. There will also be compliance with funding agency reporting requirements.

All serious accidents/incidents will be investigated in accordance with guidance (Accident and Incident Reporting Code of Practice) set out by the Academy, to prevent a recurrence of the accident/incident.

Serious accidents as defined under RIDDOR will be reported to both the Academy Health and Safety Committee and Trustees.

An annual report on Health & Safety will be presented to the Finance & General Purposes Committee of the Governing Body.

For further guidance see the Academy First Aid Reporting and Investigation Procedure.

## **4.2 ALCOHOL AND DRUGS**



Padgate Academy is committed to providing a safe and healthy working environment. This can be put at risk by the consumption of alcohol and non-prescribed drugs to such an extent that it may affect health performance, conduct and relationships in the workplace.

The academy accepts that employees with an addiction to alcohol and/or drugs need support and will help them to and recognise when they have become or are becoming dependant and to seek appropriate help.

The academy does not condone illegal acts and therefore anyone found processing, trafficking, taking or selling drugs in the workplace may be subject to disciplinary action and the police will be informed.

The academy will:

- I. Alert all employees to the risks associated with alcohol and drug misuse and to promote a positive attitude towards the responsible use of alcohol and prescribed drugs
- II. Encourage employees in seeking help at an early stage in order to improve the chances of a successful change in behaviour
- III. Provide a consistent and non-judgemental range of options to assist employees with alcohol or drug related problems.

## **4.3 ASBESTOS**

Due to the age of some of the Academy's buildings, asbestos is known to be onsite. The Academy will ensure that an asbestos survey is in place on all buildings (with 'No asbestos present' indicated for the more recent development). The asbestos survey in place is a 'management of premises' survey (previously 'Type 2' survey). If construction works, or refurbishment works are to take place a full refurbishment/demolition survey (previously 'Type 3' survey) will be carried out. The Academy has in place an Asbestos Action Plan which is reviewed annually.

The Site Manager will ensure that surveys are up to date and that contractors sign in and out of the asbestos logbook. In the event of work in areas with asbestos present, special procedures for the management of such work will be agreed and operated on an ad hoc basis.

Fibre release is most likely to occur if asbestos containing materials are disturbed and/or damaged. The level of fibre release is dependent upon the type and extent of the damage and the type and composition of the asbestos containing materials. Persons most likely to be exposed to asbestos fibres are workers engaged in maintenance, decoration and repair work.





The Academy is committed to;

1. Completing an asbestos risk assessment and an Asbestos Register
2. Completing any remedial actions to deal with any issues identified in the Asbestos Register as high or medium risk.
3. Completing an Asbestos Management Plan to control the risks recorded in the Asbestos Register and keep records of local inspection of asbestos containing materials by site staff
4. Completing an annual inspection of asbestos containing materials
5. Ensuring systems in place to inform contractors of the location of asbestos containing materials in premises and their actions controlled to ensure fibre release does not occur
6. Ensuring systems are in place to report any deterioration in the condition of asbestos containing materials
7. Completing an asbestos document file for the premises and ensure all paperwork in it is kept up to date.
8. Ensuring systems in place prior to all maintenance work, additions and modifications to the premises, a refurbishment and demolition survey is undertaken
9. Ensuring there are systems in place to ensure appropriate action is taken following receipt of updated Asbestos Registers.
10. Providing employees with information on the actions they should take in the event of damage or release of asbestos.

The Duty Holder responsible for the control of asbestos in the Academy is:

THE BOARD OF TRUSTEES

The Deputy Duty Holder responsible for the control of asbestos in the Academy is:

PRINCIPAL

The person responsible for the upkeep of the asbestos Management Plan in the Academy is:

SITE MANAGER

For further guidance see the Padgate Academy Asbestos Procedure.

## 4.4 CONTRACTORS

The academy has a statutory duty to ensure so far as is reasonably practicable, that people other than employees (including contractor and sub-contractors, visitors, members of public and trespassers) are not exposed the health and safety risks.



The Academy will therefore ensure that all contractors are given an induction on site, to alert them to the potential hazards in their work area and the rules and regulations in place to ensure their safety whilst on site. All contractors are required to attend a pre-start meeting with the Site Manager and any other relevant personnel, in order for health and safety rules/information to be communicated.

Prior to any contractor carrying out any work at our academy premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
  - Copies of any accreditations applicable to the job they may have.
  - A method statement for the task they are to carry out.
  - Copies of all risk assessments relevant to the job.
  - Any other information that may affect the health and safety of anybody involved.
  - DBS Certificate (NB only required if working unaccompanied on the premises during school hours)
- 
- All contractors are required to sign in on arrival and wear a visitor's badge.
  - Contractors must not leave their equipment unattended.

Activities carried out by a contractor must not present a hazard to others in the vicinity of the work. Contractors must develop suitable controls to lower risks so far as is reasonably practicable.

- Under no circumstances will contractors be allowed to use equipment belonging to the Academy.

For major campus development projects, the Academy often engages the services of project management consultants. In these circumstances, the project management consultant will act on the Academy's behalf to ensure that contractors comply with health and safety (including safeguarding) obligations. These will include the Academy's own local rules and requirements as well as standard/legislative duties. The project management consultant will identify one of its employees who will be responsible for (amongst other things) health and safety matters and s/he will report primarily to the Vice Principal (Resources). This arrangement will not preclude the Academy from making direct requests, instructions etc. of/to contractors, but most issues will be routinely channelled through the project management consultant.

## **4.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations 2002 as amended require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.



Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. DT, Sciences, Arts & Crafts, Drama, Food Technology, Building maintenance, Catering and Cleaning. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

FACILITIES MANAGER / SITE MANAGER / DEPARTMENT HEADS / CLEANING SUPERVISOR  
/ CATERING MANAGER

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other staff as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment

The checklist below identifies key actions involved in controlling the health and safety risks arising from the use of substances hazardous to health.

1. Identify all hazardous substances
2. Prevent exposure to hazardous substances
3. If 2 is not possible, complete a risk assessment
4. Identify and implement controls within the risk assessment
5. Inform individuals who use, or are exposed to, hazardous substances with adequate information, instruction and training
6. Monitor or complete health surveillance if required.



7. Ensure all substances stored correctly and undertake disposal of those that are no longer used
8. Regularly review the risk assessments

For further guidance, see the Academy COSHH Procedure.

## 4.5.1 Control of Infection

To control the risks associated with biological hazards such as viruses from blood, faeces, and urine there must be infection control policies put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

SLT Member – H&S, First Aid Co-ordinator
--

The Infection Control Policy must address such issues as:

- Education and training of staff in infection control issues especially hand washing and personal hygiene.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.

For further guidance, see the Academy Infection Control Procedure.

## 4.6 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

We recognise that DSE users require training and will provide it as necessary. DSE assessments will be required for a variety of departments including Administration offices, library, and Teaching departments.

Risk assessments are needed to identify activities which pose a risk to safety, and control measures should be based on the assessments.



It is the intention of the Academy to ensure that risks are reduced to a minimum. Where it is identified that a member of staff is a prescribed user, as identified within the Display Screen Equipment Regulations, a suitable assessment of their workstation will be carried out by a competent person. The responsible person (SLT Member with H&S responsibility) will.

1. Nominate people to carry out workstation assessments and set timescales for completion
2. Ensure time and resources are available to assessors
3. Evaluate whether typical risk controls are in place for common hazards using the Likelihood (L) x Consequence (C) model to establish an initial and revised risk rating (RR)
4. Implement improvements identified in priority order
5. Ensure all those at risk are made aware of the assessments and outcomes
6. Ensure records of assessments are kept
7. Review annually

## **4.6.1 Eyesight Tests and Corrective Glasses**

Padgate Academy accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Padgate Academy will not pay for any other type of eyewear, such as bi focal or varifocal if an employee requires these then they must pay the cost difference.

## **4.6.2 Home Working**

Where home working is permitted the academy will not be responsible for carrying out the assessment within a person's home. If specialist equipment is required for home working purposes, an agreement will be decided on a one-to-one basis.

For further guidance, see the Academy DSE Procedure.

## **4.7 ELECTRICITY AT WORK**

All reasonable steps will be taken to secure the health and safety of employees, who use, operate, maintain or install electrical equipment. Padgate Academy acknowledges that work on electrical equipment can be hazardous and it is therefore the Academy's intention to reduce the risks as far as reasonably practicable.



Padgate Academy will ensure that:

1. electrical installations and equipment are installed in accordance with the Electricity at Work Regulations and other relevant standards
2. fixed installations are maintained in a safe condition
3. before work is carried out on electrical systems a competent person must firstly carry out a suitable and sufficient risk assessment
4. safety information is exchanged with contractors and sub-contractors
5. No live work is carried out unless necessary.

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

Site Manager, using the services of BMP Electrical
--

#### **4.7.1 Portable Appliance Testing**

The Academy will ensure that effective arrangements have been made for the testing of portable electrical appliances. The Academy will:

1. Ensure an inventory of all portable electrical equipment is made
2. Incorporate training on performing user checks into local staff induction briefings
3. Identify persons to carry out portable appliance inspections and checks
4. Ensure adequate training is given to enable staff to perform such checks
5. Ensure a system is created to deal with new and personal equipment
6. Ensure faulty equipment is removed from use until repaired or replaced

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for inspection of electrical equipment is:

Site Manager, using the services of CSE Electrical
--

No unauthorised electrical equipment is to be used on Academy premises. Appropriate residual current devices should be used with all electrical equipment.



## 4.8 EXTERNAL GROUPS / ACTIVITIES ON ACADEMY PREMISES

All community groups using Academy premises must abide by Academy health and safety rules, and, in particular, by the conditions (including health and safety considerations) in the individual user agreement documentation.

All external groups must carry out risk assessments for their activities in accordance with the Academy's risk assessment procedures. External groups must provide their risk assessments to Site Manager prior to using the Academy premises.

## 4.9 FIRE AND OTHER EMERGENCIES

Under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 employers are required to undertake a specific risk assessment of the risks posed by fire within their academy's undertaking.

A specific fire risk assessment will be undertaken in all buildings on the campus and the findings implemented. The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

The Academy will ensure that suitable resources are provided to ensure that Fire Safety is a priority within all Academy buildings.

Fire detection systems are tested on a regular basis and records are maintained by:

ROC
-----

The Academy is committed to providing suitable and sufficient information, instruction and training to all staff, visitors and students relating to Fire Safety. Formal induction training will be given and this will include Fire Safety as a key component.

A clear evacuation procedure is in place and is tested on a regular basis. Suitably qualified Fire Marshals are appointed to take charge in event of an emergency fire evacuation.

Fire Marshals will support the evacuation of the building in an emergency. Support will also be given to individuals with additional needs and formal Personal Emergency Evacuation Plans (PEEPs) will be developed.

A fire logbook will be maintained for all Academy buildings and this will include records of inspection of fire exits, fire alarms, emergency lighting and fire extinguishers. The Fire Logbook will include a plan of the building and will identify call points, exits and extinguishers. Records will also be maintained in relation to evacuation of buildings and any near misses, potential fires, and actual fires.



A separate Fire Policy, Fire Risk Assessment and Fire procedure support the implementation of this policy. Further information relating to fire evacuation procedures can be located via the links below. The first one relates to evacuations during the day, and the second one covers evacuations when the Academy is open for evening classes:

On occasions when the school premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures will be identified on an individual basis. The person in charge of the event will co-ordinate with the Estate Team so that suitable evacuation procedures can be implemented.

## **4.10 LONE WORKING**

The academy is committed to ensuring that its employees are able to carry out their work at all locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from learners, clients or members of the public.

The aim of the academy is to provide a policy which will:

1. Help minimise the possibility of employees having to face physical, mental, or verbal abuse.
2. Advise on how to cope with any situations that, despite precautions, may arise, and;
3. Indicate the support available in such cases.

All employees have a part to play in ensuring that this policy is effective. Guidance is produced for all employees to allow them to work in a manner that should reduce the risk to themselves and to others.

Lone working is avoided wherever possible. Where lone working cannot be avoided, line managers are responsible for ensuring that a lone working risk assessment is completed in accordance with Padgate Academy's risk assessment policy (as identified in section 4.18 of this policy).

## **4.11 MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

The Governing Body recognises that manual handling by Academy staff and students may pose a significant risk of injury.





Manual Handling activities will be risk assessed in accordance the Academy's risk assessment procedure. Manual Handling activities will be avoided wherever possible and suitable training will be provided where such activities cannot be avoided.

Manual Handling activities will take into account the task, the individual, the load and the environment.

The persons responsible for carrying out the manual handling assessments are:

Department Heads, Deputy heads, Technicians, Site Manager
---

A formal manual handling procedure will be implemented to reduce the risk of injury from manual handling activities. Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated persons above, supported by any other staff as required.

The department manager/technician will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

## **4.12 NEW AND EXPECTANT MOTHERS**

The Management of Health and Safety at Work (Amendment) Regulations 1999, specifically address the risks to:

1. women of childbearing age.
2. Her unborn or newly born child.

The regulations require the academy to take into account risk factors when carrying out general risk assessments that affect the work done by women of childbearing age. This allows us to inform employees of any work activities deemed to be unsuitable for such persons to undertake and also the need for them to inform the employer via a medical certificate of their pregnancy. Padgate Academy acknowledges that women and their newly born or unborn child are at increased risk from various physical, chemical and biological hazards in the workplace.

The Admin & HR Manager will carry out a risk assessment of the work that a woman undertakes once she alerts her line manager to being pregnant or to having a newly born child. This assessment will then be updated regularly.



For further guidance see the Padgate Academy New and Expectant Mothers procedure.

## **4.13 OCCUPATIONAL HEALTH, MEDICAL MATTERS, STRESS AND WELL-BEING**

### **4.13.1 Occupational Health**

Occupational Health aims to ensure that people can be as effective as possible in their work and that their health is protected. Therefore, the academy's aim in developing a healthy workforce is to improve the health of the employees and to ensure that people are protected from the harm to their health that certain jobs can cause.

Padgate Academy Collect aims to:

- a) Promote and maintain the physical, mental and social well-being of all employees
- b) Improve the health of employees by appropriate and effective occupational health interventions.
- c) Protect employees from physical and environmental health hazards arising from their work, or conditions of work and to provide advice on the working environment.
- d) Provide health surveillance as required and when appropriate.

The academy has arranged through contract the facility of occupational health support. Where it is found an employee would benefit from this facility, they must contact the Admin & HR Manager or HR Director (MAT) so a referral appointment can be made. The academy will support any employee in the use of this facility in the strictest confidence.

The Academy / HR Director (MAT) may at any time request for an employee to attend for referral to Occupational Health.

### **4.13.2 Stress (including violence at work and working alone)**

The Academy recognises that stress can have detrimental effects, both for the Academy and for individuals. Violence at work and working alone (see 24.0 below) are recognised as potential causes of stress.

The Academy is committed to:

- 1. Carrying out an assessment of potential risk areas for stress or violence
- 2. Implementing appropriate control strategies to reduce the risk of incidents
- 3. Ensuring all such incidents are reported and investigated
- 4. Ensuring staff who are victims of violence receive appropriate support

If a line manager feels it is necessary to refer a member of staff for Occupational Health review, he/she should contact the Personnel Section.



Stress counselling will be provided if and when necessary by:

Admin & HR Manager
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A number of Padgate Academy staff are trained in mental health awareness first aid, as detailed within the Academy First Aid Policy.

#### **4.13.3 Well-being**

School Management will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate. Employees are encouraged to raise any concerns with the Admin & HR Manager or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the Academy's absence policy.

Well-being initiatives will be promoted to staff and students throughout the academic year. Employees will be encouraged to participate with well-being activities which will be monitored by the Academy to measure the success of each initiative.

For further guidance see the Academy Occupational Health working policy.

#### **4.14 PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) must be provided for staff and students where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the DT departments, Food Technology, Science Department, Arts and Crafts, Kitchen areas and the Site team.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a legal requirement under the Health and Safety at Work etc. Act 1974 section 7.

The person responsible for the assessment and provision of PPE is:

Site Manager, Catering Manager, Cleaning Supervisor, Department Heads
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The Academy, assisted by the specialist staff employed, will;



- Identify from risk assessments or relevant Codes of Practice, the levels of PPE required
- Ensure PPE is appropriate to control the risk
- Ensure PPE is available and issued to those who require its use
- Keep a record of all PPE issued
- Ensure adequate accommodation is available for the PPE
- Ensure staff and students are aware of the reason for the issue of the PPE
- If training is required ensure it is given
- Ensure PPE is being used in accordance with training and instructions

## **4.15 PREMISES MANAGEMENT**

### **4.15.1 Legionella Control and Water Hygiene Management**

The Academy is committed to ensuring safety within all Academy premises and recognizes that Legionella can be a significant hazard within the premises. The Academy has designated the IT & Facilities Manager as responsible for water hygiene in Academy premises. Using the services of competent external contractors as necessary, the IT & Facilities Manager will:

- a) Ensure that a Legionella risk assessment has been carried out by a competent person.
- b) Ensure any remedial actions identified by the risk assessment have been completed.
- c) Ensure the Legionella site logbook has been created and records are maintained.
- d) Ensure all maintenance work, additions and modifications to pipework are carried out with due consideration given to the risk of Legionella
- e) Ensure a system is in place for monitoring water systems
- f) Ensure the named manager carries out the correct actions following poor results from checks or notification of a suspected case(s) of Legionella

The IT & Facilities Manager will also ensure that his own knowledge of water management systems is kept up to date to enable him to ensure (a) to (f) above.

### **4.15.2 Health, Safety and Welfare Arrangements**

The Academy is committed to a safe place of work for staff, students and visitors and will ensure that suitable facilities are in place at all times. Welfare facilities provided by the Academy include:

- Suitable sanitary provision including bathrooms of a high quality
- A Staff Rest room with tables, chairs, kitchen and eating facilities
- Fresh drinking water
- Hot and cold running water

### **4.15.3 Raising and Resolution of Health, Safety and Welfare Concerns**



Any employee who has a Health, Safety and Welfare concern must always first raise the issue with their line manager who must investigate as appropriate and determine the course of action to be taken. The employee also has the right to bring the matter to the attention of their Trade Union Safety Representative or Representative of Employee Safety for guidance and support.

If issues cannot be readily resolved at local level, or if additional guidance is needed, the line manager may call upon the Health and Safety Advisor for advice and support. Unresolved matters must be referred to senior line management who will determine the appropriate course of action to suit the circumstances.

Padgate Academy is committed to continuous improvement in Health, Safety and Welfare performance across the Academy although it should be recognised that on occasion issues may take some time to reach a resolution.

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All staff have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

## **4.16 PROVISION AND USE OF WORK EQUIPMENT**

The academy accepts its responsibility under the Provision and Use of Work Equipment Regulations 1998.

Heads of Department and other academy Managers are required to ensure that equipment is suitable for the purpose for which it is to be used, or provided and maintained in efficient state, efficient working order, and good repair.

Defects will be reported to the Site Manager and the equipment will be locked off, to prevent use, until adequate repairs have been carried out.

Technicians carry out daily checks on DT and science equipment and will inform the Site Manager/H&S Lead via IAM Compliant if they find any defects that deem the equipment to be unsafe. Equipment will be locked off, to prevent use, until adequate repairs have been carried out.

The Facilities Department, in liaison with Heads of Department must ensure that specialist inspection contracts are maintained, and the relevant certification is appropriately filed. This will include the implementation of a testing schedule of all portable appliances and fixed electrical systems in accordance with Electricity at Work Regulations and certificates of thorough examination for all lifting equipment.



All academy Managers must ensure:

- a) That the equipment is maintained in an efficient state, efficient working order and good repair
- b) Staff are adequately trained in the safe operation of the equipment, through training instruction and supervision
- c) That all control measures identified within the risk assessments are adopted and monitored to suggest their suitability
- d) That all guards and emergency stop switches are serviceable.

#### **4.16.1 Safe Plant and Equipment**

The Academy recognises that all plant and equipment which is provided by the Academy (and used within the Academy) must be safe and without risks to health. All equipment purchased or hired by Padgate Academy must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005. We will also ensure our equipment follows British and ISO standards and it is CE marked when purchased from the European Union.

The Academy will ensure that resources are in place to provide suitable work equipment and maintain such equipment in accordance with manufacturer's instructions.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Site Manager & Department Heads
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Records of repair, inspection, and maintenance for items of work equipment that require statutory inspection can be found on the iAMCompliant database ([www.iamcompliant.com](http://www.iamcompliant.com)), together with planned service schedules and nominated competent persons to undertake work.

Staff who are required to use plant and equipment will be provided with suitable and sufficient training to use and visually inspect prior to use.

Risk assessments will be carried out for equipment with significant risks.

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. kitchen equipment, gym equipment, woodwork machinery, metalwork machinery, Arts & Crafts machinery such as pottery ovens and sewing machines, Laboratory equipment, Theatre Lighting etc.) require such inspections.



## **4.16.2 Machinery Guarding**

Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11), require that all dangerous parts of machinery or equipment must be guarded or covered. The Faculty Heads will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its staff.

Staff are also reminded that they have a duty under the Health and Safety at Work etc. Act 1974 and The Management of Health and safety at Work Regulations 1999 to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

## **4.16.3 Stop Buttons and Guards**

Under the Provision and Use of Work Equipment (PUWER) 1998 Regulation 16, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure, and we will ensure our staff use the extract systems at all times.

A competent person will inspect the extraction system every fourteen months.

The competent person for inspecting the LEV system is:



For Science:	Safelab
For Design Technology:	P & J Dust Extract
For Kitchen:	Spoon2

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

#### 4.16.4 Gas

Under the Gas Safety (Installation and Use) (Amendment) Regulations 2018 we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

Site Manager
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The Department Heads must ensure that Gas equipment, such as ovens and laboratory equipment, are serviced and maintained as per the manufacturer or suppliers' guidance.

#### 4.17 RADIATION

Padgate Academy has an operational requirement to do work involving radioactive substances. We will therefore take the necessary actions to comply with all relevant legislation regarding radiation and in particular the Radioactive Substances Act 1993.

Padgate Academy will manage the risks associated with the equipment by the following means.

No person shall, except in accordance with any authorisation granted and provisions specified in the Act, dispose of any radioactive waste or cause or permit any radioactive waste to be disposed of; unless authorisation has been given, no person may accumulate radioactive waste with the view to later disposal nor cause or permit the accumulation of any waste which he knows or has reasonable grounds to believe is radioactive.

- All tasks involving the use of radiation emitting substances will be subject to suitable and sufficient risk assessments.
- Certificates of Registration and Authorisation will be prominently displayed.
- The maximum activities of sources which can be held on the premises and maximum activities which may be disposed of by authorised routes.
- Exposure will be always limited to the lowest possible means.





- Local Rules are provided and form a safe system of work for any activities involving the use of the equipment.
- Only trained, competent and authorised persons are permitted to operate the equipment.
- Inductions will be carried out before usage for all operators of the equipment.

In order to fulfil our legal responsibilities under the regulations Padgate Academy have appointed a Radiation Protection Advisor (RPA): to advise on all aspects of radiation protection.

The appointed Radiation Protection Advisor is:

Martin de la Mare, Public Health England
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Radiation Protection Supervisor(s) (RPS): to ensure compliance within our working environment(s) regarding the arrangements for radiation protection made by the group and in particular to supervise and monitor the arrangements set out in our Local Rules.

The appointed Radiation Protection Supervisor is:

Designated Science Teacher
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## 4.18 RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our staff whilst they are at work. We will also consider those that are not in our employment who may come into contact with our school activities or premises.

A risk assessment policy has been introduced to standardise the risk assessment process within Padgate Academy. Work/activity which poses significant risk will be formally risk assessed and documented in accordance with the risk assessment policy.

Risk assessments will be carried out by staff with responsibility for the organisation and implementation of such works and activities. Health and Safety and risk assessments will be considered at the planning stage of any work/activity to allow sufficient time and resources to implement suitable controls.

Risk assessments will be relayed to staff carrying out the works, and control measures will be highlighted. All staff carrying out the works/activity will have the opportunity to comment on a risk assessment's suitability and the effectiveness of controls.

Selection of control measures will follow the hierarchy of risk control, and the possibility of elimination of the risk in the first instance will always be the preferred option (if this is reasonably practicable to achieve).



The persons responsible for ensuring that risk assessments are undertaken are:

SLT Member (H&S), Site Manager, Department Heads, Deputy Heads, Teachers/Technicians, Facilities Manager, Admin & HR Manager

The department heads or deputy managers will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment.

An individual risk assessment will be arranged for each new or expectant mother (staff or student) by a member of the Human Resources (staff) or Senior Pastoral Leader (students).

An individual 'young person' risk assessment will be completed for each employee under the age of 18 years old. This risk assessment must be completed by the employee's line manager.

## **4.18.1 Health and Safety in the Curriculum**

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g., field trips, sports/P.E. activities, science etc. The appropriate control measures will be implemented.

Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching.

## **4.19 SECURITY**

### **Site Security and Personal Safety**

The Academy takes its responsibility for the safety of staff and students seriously. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g., stranger on or near premises without identification etc. Details of the arrangements for security are identified below:

Security is maintained by: -

- Perimeter fencing
- CCTV
- Signposting
- Security lighting



- Site security staff

Padgate Academy are committed to identify areas of the academy containing hazardous work equipment, substances and other areas where there is a risk of injury and will therefore restrict access to those areas.

Restricted access areas including:

- Roof areas, including atria.
- Canopies and other high level glazed areas.
- Plant rooms, boiler rooms and switch rooms.
- Storage areas where hazardous materials are present.
- Areas where asbestos, lead, radioactive substances, biological agents are present.
- Lift shafts and lift motor rooms.
- Workshops and any other areas where hazardous machinery is stored.

Take the following actions to ensure unauthorised persons do not enter restricted access areas:

- Provide conspicuous prohibition safety signs at the entrance to all restricted areas i.e., usually on the door stating "Access for Authorised Persons Only" or similar words.
- Keep restricted access areas locked when unoccupied, including during work breaks.
- Ensure the key control arrangements are effective and include the appointment of a competent key holder.
- Ensure Faculty Heads and the Estates Team are aware of the need to periodically check that doors to restricted access areas are kept locked.

## **4.20 SMOKING ARRANGEMENTS**

Smoking is not permitted in any Academy building or anywhere within the Academy grounds. The use of e-cigarettes anywhere on site or on Academy activities is prohibited. The same rules apply to academy vehicles.

In the event of a person smoking in the academy or within academy vehicles, disciplinary action will be taken

## **4.21 TRAINING, INFORMATION, INSTRUCTION AND SUPERVISION**

Padgate Academy recognises the duty to provide its staff with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.



To ensure this is carried out the person below has been appointed to identify any training needs:

Senior Leaders, Department Heads, IT & Facilities Manager, Admin & HR Manager
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Training needs for all staff will be assessed, and appropriate training will be arranged.

Health and safety training will be recorded, and records are kept up to date. Records will be kept either in personal files or by the SLT Member with H&S responsibility (or both).

All newly appointed staff - including supply and other staff - will receive induction training from the SLT Member with H&S responsibility covering the Academy's Health & Safety Policy and procedures and key safety matters.

Health & Safety information, circulars, memos, and other briefing sheets received in Academy will be brought to the attention of staff by Academy Management.

A copy of the Health and Safety Policy and other supporting documentation will be maintained and be available to staff on the Academy's intranet HSE Portal.

Health and Safety Law posters are displayed in the Academy. Health and Safety advice is available from the Academy Health and Safety Advisor and Health and Safety Representatives.

Supervision of young workers/trainees will be arranged/undertaken and monitored by a responsible person. A risk assessment will be carried out for all staff under the age of 18.

All Academy staff and students are given an initial induction when they first join the Academy. Job specific training will be provided or arranged by Line Managers. All employees are contractually obliged to attend all health and safety training.

## **4.22 TRIPS AND VISITS**

Padgate Academy is fully committed to ensuring the health, safety and welfare of all learners and employees whilst engaged in activities away from the main academy campus.

### **4.22.1 Educational Visits**

The Principal is responsible for ensuring that the Academy's Educational Visits procedures are followed.

The Academy has a team of trained Educational Visits risk assessors who work with Visit Leads to ensure best practice in risk management.



Educational visits must be authorised by the Principal.

Curriculum Managers will ensure that all appropriate information relating to a visit (e.g., for example, arrival/departure times, clothing requirements and contact numbers) is communicated, where appropriate, to the parents of the students and that parental consent is obtained.

A formal risk assessment will be carried out prior to any visit taking place.

All organisers will make themselves aware of the academy emergency numbers and what to do in the event of an accident.

All vehicles used for trips will be taxed, insured and where applicable hold a Ministry of Transport Test (MOT) or Public Service Vehicle Test (PSVT). Drivers will be suitably qualified and experienced to carry out such driving duties.

For further guidance see the Academy External Visits Policy.

#### **4.22.2 Work Experience Placements**

The Assistant Principal is the line manager responsible for ensuring safety of students attending work placement.

Work experience placements are checked prior to student attendance to ensure a workplace which is, so far as reasonably practicable, safe and without risks to health.

Assessments should be carried out by a suitably qualified person.

#### **4.22.3 Staff Working Off Site**

There are minimal numbers of staff who teach off site on a regular basis. This normally takes place in other public premises or if carried out in private industries then a formal contractual agreement is in place. The Academy ensures that all organisations whose premises are being utilised have liability insurance in place. The Academy also allocates resources for a pre inspection of the premises to be completed to ensure that it is suitable and fit for purpose. Employees who teach off site commute in their own vehicles or via public transport or other means. Any employee commuting in their own vehicle will have business cover insurance in place and this will be pre checked by the Academy.

All Academy policies and procedures (including the requirement for risk assessment) remain valid when working off site and should always be complied with.

#### **4.23 TRAFFIC MOVEMENT / USE OF VEHICLES**



## 4.23.1 Vehicles on Site

Staff, students, and visitors should park their vehicles in the car parking areas designated for their use. A strict speed limit of 5 mph is imposed on site and drivers must adhere to any warning signs in place. The Principal will ensure that a traffic management plan is implemented to support the Health and Safety Policy.

No delivery or commercial vehicle must reverse on site without the use of a banks man. Deliveries will be avoided whenever possible during peak times of pedestrian movement around the Academy.

There are clear, separate pedestrian and traffic routes located around the Academy and zebra crossing points are also marked.

## 4.23.2 Use of Minibuses

The road transport safety of our staff is important Padgate Academy. To ensure that academy vehicles and users are safe at all times, the academy will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

- Only authorised drivers who have completed the MIDAS Driver Training course will be allowed to drive school minibuses.
- All drivers will hold a Full UK driving license. Those that are required to drive the school minibus will have a minimum category B licence and, in some circumstances, a D1 Category authorisation.
- If required, the driver must undergo a through medical examination and eyesight test.
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have valid Road Fund Tax.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.
- A competent garage will service all vehicles regularly.
- Staff responsible for driving the minibus must fill in a pre-use check sheet and report any defects immediately.

The Academy vehicle insurance provider is:

Zurich
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### **4.23.3 Travelling between sites**

On occasions academy staff may be required to travel between sites, where a private means of transport is used. All staff using their own form of transport to commute between places of work during working hours will ensure that:

- All vehicles will have a current MOT certificate if required.
- Privately owned vehicles may only be used on school business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle.
- The driver is in possession of a valid driving licence
- Privately owned vehicles used for school business must have all the relevant documentation.

Employees are not permitted to carry any student in a private means of transport.

The rules and assessments will be reviewed annually or if any significant change takes place.

### **4.23.4 Mobile phones whilst driving**

It is an offence under the Road Traffic Act to use a handheld mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

Padgate Academy will not place pressure on any employee to use the phone whilst driving. Therefore, the academy cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone, the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

For further guidance, see the academy Driving for Work Policy.

## **4.24 VIOLENCE, BEHAVIOUR, BULLYING AND HARASSMENT**

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore, to reduce the risk to any of our staff a specific risk assessment will be carried out and reviewed as and when required but at least annually.

All relevant staff will be trained in how to handle violent and aggressive situations.

If staff are taking students out of the building to a point where a telephone would not be easily accessible (e.g., onto playing fields), then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.



If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, appropriate controls should be in place.

The Academy will address bullying and harassment involving staff by referring to the Academy's Anti-Bullying and anti-Harassment Policy.

## **4.25 VISITORS**

Visitors and other persons who may be affected by Academy activities include: -

- invited guests and visitors to the Academy
- volunteers and students who may assist with teaching.
- parents and customers to events such as performances.
- users of Academy property out of Academy hours such as sports teams.
- persons encountered on external visits
- contractors at the Academy (other than when they are engaged in their own work activity, which they themselves are responsible for).
- grounds maintenance staff, advisers, refuse collection operatives etc.
- deliverers of goods, meter readers etc.
- trespassers.

On entering the premises visitors must go to Reception and sign in the visitor's book.

- All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.
- On departure, visitors must sign out of the visitors' book.

The Academy recognises its legal duties under the Occupiers Liability Act 1957 and the Occupiers Liability Act 1984 and accepts that there are responsibilities relating to unauthorised visitors such as trespassers. There will be adequate arrangements for call outs in response to security and other issues. All buildings will, so far as is reasonably practicable, be secured and maintained so as not to pose unnecessary risk to unauthorised visitors.

## **4.26 WORKING AT HEIGHT**

The Academy recognizes that working at height can be a significant cause of accidents and injuries and thus requires that measures must be taken to reduce the risk of accidents.

The Academy recognizes that 'working at height' relates to any activity or any height (at ground level, above ground level or below ground level) where a person could fall and cause injury to themselves or others.





Working at height must be avoided where possible and if the work at height cannot be avoided, then it must be risk assessed and suitable equipment must be used.

At Padgate Academy the following may involve working at height:

- Facilities and Estates
- Sport activities
- Drama activities
- Art and Design activities
- General display work
- Cleaning activities
- Storage or removal activities
- Loading and unloading of vehicles

This list is not exhaustive and line managers should ensure that; wherever work at height is proposed, a risk assessment is completed in accordance with the Padgate Academy's risk assessment procedure (as identified in section 4.18 of this Policy).

Control measures identified within the risk assessment should lower the risk so far as is reasonably practicable.

Fixed edge protection or a working platform is preferable to harnesses. However, where a harness must be used, then a rescue plan should be put in place prior to works commencing.

All staff who are expected to carry out work at height will be trained to do so.

The Academy will only use portable step ladders which are British Standard Approved. Staff are not permitted to use any access equipment or steps which do not belong to the Academy. Staff are responsible for carrying out equipment checks prior to using stepladders.

The person responsible for maintenance of Ladders (fixed and portable) is:

SITE MANAGER
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Ladder inspection records are retained in the Site Manager's office.

The competent person responsible for inspection and of Tower Scaffolds is:

SITE MANAGER
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The Tower scaffold will be inspected following assembly and then every 7 days. The tower components will be inspected at the end of each term (when equipment is not in use), and



records will be kept for those inspections. Towers will only be erected by trained and competent people. Students will be supervised when accessing the Towers.

Authorised persons will be PASMA trained every five years.



## SECTION 5. RELATED DOCUMENTS

- First Aid and Accident Investigation Policy
- Asbestos Management Plan
- Management of Contractors Procedures
- Control of Substances Hazardous to Health Policy
- Display Screen Equipment Procedure
- Emergency Procedures – Fire & Lockdown
- Lone Working Policy
- New & Expectant Mothers Policy
- Occupational Health Policy
- Stress Policy
- Well-being Policy
- Legionella Management Plan
- Risk Assessment Procedures
- Organisation of Trips and Visits Policy
- Anti-bullying and Anti-harassment Policy
- Working at Height Policy



**APPENDIX 1: MANAGEMENT STRUCTURE**