



Elliot Foundation Academies Trust Locally Owned Academy Health & Safety

HIGHLEES PRIMARY SCHOOL

Document Control

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Health and Safety Policy Statement

The Academy recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other persons affected by its operations and activities, including the pupils of The Academy. It is therefore the policy of The Academy to adhere to the requirements of the overarching Elliot Foundation Academies Trust (TEFAT) Health and Safety Policy.

In addition, The Academy will take all reasonably practicable steps to ensure the provision and maintenance of its premises and equipment, providing all necessary and appropriate information for staff, pupils and visitors to be able to work and be safe whilst on site.

The welfare and wellbeing of all staff and pupils is paramount and The Academy will seek to identify and assess the hazards associated with all of its activities, with the aim of eliminating, minimising or controlling the risks.

All arrangements and processes (including Statutory Compliance checks) will be monitored and reviewed to ensure that satisfactory standards are being achieved, both in The Academy premises, land and on other sites utilised by The Academy. Specific responsibilities for achieving these health and safety objectives are detailed in the following pages.

The effectiveness of this policy will be monitored and reviewed as and when necessary but no later than once every 2 years.

All people who work in or with The Academy and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

Signed

Date

Executive Principal

Signed

Date

Chair of Local Governing Body

Specific Responsibilities

Main Duties of the Principal

- To ensure they are familiar with their responsibilities and meet the declared aims of TEFAT's and Academy's locally owned Health and Safety Policy
- To ensure staff are familiar with their responsibilities in relation to Health and Safety through induction and programme of FLICK CPD and annual Health and Safety updates.
- To develop safe systems and procedures for staff and pupil activities in line with the guidance provided within TEFAT's Health and Safety Handbook
- To meet statutory requirements particularly with regards to the Management of Health and Safety at Work Regulations 1999
- To monitor and appraise the effectiveness of health and safety performance and improve on areas of low performance
- Ensure that budgetary provisions are made for health and safety matters;
- To advise the management team on new regulations, or proposed changes in existing regulations;
- To seek necessary advice and guidance as appropriate from TEFAT's Estates Director
- Ensure effective fire precautions are implemented throughout The Academy and the Responsible Person duties under the Fire Safety Order 2005 are fulfilled
- To monitor accident / violence at work / near miss reports and take appropriate action to understand and mitigate risk and respond to trends
- To liaise with and provide information to TEFAT both via the Scholarpack reporting system and by direct discussion

Main duties of Academy Health and Safety Appointed Person

- To ensure they are familiar with their responsibilities under The Academy's Health and Safety Policy and ensure the policy is effectively carried out in their area(s) of delegated responsibility;
- To comply with all current legal requirements concerning the health, safety and welfare of employees within their area(s) of delegated responsibility;
- To ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable;
- To ensure risk assessments are completed on the work activities / tasks within their area(s) of delegated responsibility;
- To ensure effective First Aid arrangements are established in relation to their work activities and anyone who may be affected by that activity;
- To ensure appropriate fire evacuation processes and procedures are in place.
- To determine what financial resources are required to provide safe plant, work equipment, personal protective equipment, health and safety training, etc.
- To establish a system which ensures that safe plant, substances, equipment and protective clothing are provided from the resources available.
- To ensure procedures are in place so that all accidents, major incidents or near misses are reported, via Scholarpack.
- To ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers, other law enforcement officers and the Trust.
- To seek the advice and guidance as appropriate from the Trust.
- To ensure all employees receive adequate and appropriate information, instruction and health and safety training, taking into account their capabilities.
- To implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and rectified, so far as is reasonably practicable.
- To take appropriate action with regards to any employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training and instruction, or endanger any of their colleagues through their acts or omissions.
- To ensure so far as is reasonably practicable that their service's work activities, and that carried out by appointed contractors, do not endanger any persons including pupils.

Main Duties of Employees

- To take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions.
- Co-operate with their employer to comply with statutory duties for health and safety.
- Remain competent and attend Health and Safety training as required.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventative measures defined within the risk assessments for the use of those substances.
- Familiarise themselves with procedures for emergencies at all locations where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified or equipped.
- Report all accidents, incidents and dangerous occurrences.
- Complete programme of CPD using FLICK as directed.

Main Duties of the Local Governing Body

Governors have a direct influence on the culture, management arrangements and health and safety performance of The Academy. TEFAT therefore expects:

- the local governing body to adopt and comply with the TEFAT Health and Safety Policy and the locally owned Academy Health and Safety Policy.
- governors to support The Academy's organisation, arrangements, procedures and resources for implementing the policy within The Academy.
- governors to be aware of specific health and safety responsibilities in relation to purchasing, maintenance, day to day activities undertaken on the premises and when employing contractors.

Health & Safety Roles Within The Academy

Health & Safety Lead: Emma Ward (Executive Principal)

Person ultimately responsible for health, safety and welfare provisions at The Academy.

Health & Safety TEFAT Officer: Trish Martin (Estates Director)

Person delegated as certified H & S officer for the Trust

Health & Safety Appointed Person: Matt Sanderson (Site Manager)

Person delegated to oversee the implementation of health, safety and welfare provisions at The Academy.

Health & Safety Governor: Mike Edwards

Person from governing body responsible for reviewing the appropriate implementation of health, safety and welfare provisions at The Academy.

Appointed Risk Assessor: Rebecca Yates (Class Teacher)_EVC
Matt Sanderson (Site manager) Premises

Suitably trained person appointed to assist all other staff with completing risk assessments for Academy roles and activities.

Emergency Coordinator: Matt Sanderson (site manager)

Person delegated to review emergency procedures, check provisions (extinguishers, first aid kits, etc) and monitor drills.

Risk Assessment

Risk assessment is one of The Academy's key tools for managing health and safety. Risk assessments will be carried in line with the relevant section of TEFAT's Health and Safety Handbook and will cover:

- Roles carried out by staff or volunteers
- Staff and curriculum activities
- The Academy premises and equipment
- Articles and substances
- Trips and visits

All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

Incident Reporting Procedure: Scholarpack

This procedure is to be used for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences, even where no injury occurs, and is in line with the guidance found within the associated section of TEFAT's Health and Safety Handbook.

The procedure for reporting can be accessed by anyone and is available from The Academy office and shall be followed in the event of;

- An incident involving an academy employee, or person working for or on behalf of The Academy, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of The Academy (e.g. a pupil) where the injury **is caused by** activities or premises/sites under The Academy's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse, near miss.

First Aid and Medication Control

First Aid

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the relevant section of TEFAT's Health and Safety Handbook.

All details of any first aid administered must be recorded in the first aid treatment book, a copy of which is kept by The Academy office. Staff must inform the parent / carer of any first aid administered. An incident report form should also be completed as per the incident reporting procedure detailed in the relevant section of TEFAT's Health and Safety Handbook.

If there is any concern about the first aid that should be administered then the qualified first aiders must be consulted.

The location of first aid boxes will be marked by a green cross, the contents of which will be regularly checked by a qualified First Aider.

The qualified first aiders are:

- Speak to school office so an appropriate First Aider can be contacted

NAME	LEVEL	QUALIFICATIONS	TRAINING EXPIRES
Tracy Jarvis	Lead First Aider	Paediatric and Work Place	11.03.22
Judita Kairiene	Teaching Assistant	Paediatric and Work Place	03.04.20
Janet Moss	Teaching Assistant	Paediatric and Work Place	15.05.20
Lisa Leedell	Teaching Assistant	Paediatric and Work Place	08.10.21
Janette Jarvis	Teaching Assistant	Paediatric and Work Place	11.03.22
Sally Allen	Teaching Assistant	Paediatric and Work Place	11.03.22
Paula Metherem	Teaching Assistant	Paediatric and Work Place	08.10.21
Jasvinder Kaur Singh	Teaching Assistant	Basic First Aid Trained	21.04.20
Mumtaz Alibhi	Teaching Assistant	Basic First Aid Trained	21.04.20
Sharon Edwards	Teaching Assistant	Basic First Aid Trained	21.04.20
Zoe Baker	Teaching Assistant	Basic First Aid Trained	21.04.20
Kerstie Papworth	Teaching Assistant	Basic First Aid Trained	21.04.20
Suzette Weston	Teaching Assistant	Basic First Aid Trained	21.04.20
Michelle McLoughlin	Teaching Assistant	Basic First Aid Trained	21.04.20
Carolyn Coenon	Teaching Assistant	Basic First Aid Trained	21.04.20
Rose House	Teaching Assistant	Basic First Aid Trained	03.01.22
Tammy Goodhead	Midday Supervisors	Basic First Aid Trained	03.01.22
Sarah Temple	Midday Supervisors	Basic First Aid Trained	03.01.22
Helen Hill	Midday Supervisors	Basic First Aid Trained	03.01.22
Marion Carroll	Midday Supervisors	Basic First Aid Trained	03.01.22
Lisa Davis	Midday Supervisors	Basic First Aid Trained	03.01.22
Edyta Stobienia	Midday Supervisors	Basic First Aid Trained	03.01.22
Sam Parker	Midday Supervisors	Basic First Aid Trained	03.01.22
Claire Dowds	Midday Supervisors	Basic First Aid Trained	03.01.22
Samantha McDougal	Midday Supervisors	Basic First Aid Trained	03.01.22
Lorna Cole	Midday Supervisors	Basic First Aid Trained	03.01.22

Administration of Medicines

From time to time, parents request that The Academy should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children but should there be a requirement for staff to intervene then it shall be in accordance with the guidance set out in the relevant section of The Trust Health and Safety Handbook and in line with the Academy's locally owned policy and procedure detailing the specific arrangements for storage, administering and cross checking medication.

Where long term needs for emergency medication exist, The Academy will request specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Such information will be detailed in individual emergency care plans and risk assessments.

Detailed written instructions should be sent to The Academy and the parent/carer should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Fire - procedure displayed in every room

Set procedures have been devised in case of an emergency at The Academy, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practice these procedures are carried out at least once a term. All staff, children and visitors are made aware of these procedures, and instructed on exit routes, place(s) of assembly and roll call requirements.

The standard procedure is:

- Fire Alarm sounds
- All staff and children exit the building through the nearest fire exit
- Office staff will exit through main entrance and take paper registers
- Fire marshals to check designated areas

The lunchtime procedure is

- Fire Alarm sounds
- Lunchtime staff escort students from building
- Lunchtime staff to line students up outside
- Office staff to take paper registers to designated areas
- Teaching staff to take positions on playground

Fire and Bomb Alerts

In the event of a fire or bomb alert the person designated must:

- Immediately lead the children in a quiet and calm way out of the school building via a safe exit route to the designated Fire Assembly Points on the KS1 and KS2 playgrounds.
- The last adult to leave the classroom or room is to ensure that the door is closed, thereby preventing the spread of a possible fire and / or smoke damage.
- Reception, Year 1 and 2 are to line up at the designated assembly area on the KS1 playground.
- Years 3, 4, 5 and 6 are to line up at the designated assembly area on the KS2 Playground.
- If an evacuation should occur during SFA groups (whilst the KS2 pupils are working in the KS1 area), these pupils are to evacuate via the KS1 playground. A member of staff will make themselves known (by holding up a red sign) and will then lead these pupils to the KS2 playground ready for registration.
- A class register will be taken to account for all pupils. When it is confirmed that the class is accounted for, the teacher will relay this information by raising the register in the air to either the Head of School or Vice Principal.
- All Staff and pupils are to remain outside of the school building until they are notified that it is safe to return to the building.

Lockdown - procedure displayed in every room

Set procedures have been devised in case of a threat to the safety of staff and pupils at The Academy, such as an intruder, where evacuating the building would not be a safe course of action. Drills to practice these procedures are carried out at least once every academic year and all staff and pupils are made aware of these procedures, and instructed on specific actions, places of assembly and communication requirements.

The Lockdown procedure is

Teachers are to:

- Lock or secure entrance points e.g. doors & windows. If there are no door locks, entrances should be secured e.g. block with furniture.
- Draw curtains and blinds. Turn off the lights and put mobile phones on silent.
- Position pupils and themselves in the most non-visible positions e.g. away from sightlines from external windows / doors.
- Staff to support children in keeping calm and quiet. There must be insistence from all adults and children to remain silent.
- No one is to use a mobile phone or internet unless essential or instructed to by SLT.
- No one is to answer the door under any circumstances.
- Staff to remain in lockdown position until informed by Senior Leaders or the Emergency Services.
- After lockdown has been cleared all staff and children to return to their base classroom and conduct a full register and inform immediately of any pupils not accounted for. Visitors will be asked by the staff member they are with, to report to the office, for the office manager to account for anyone signed into the school premises.

In the event of any evacuation the 'GRAB BAG' needs to be removed from the building by the School Office Manager.

GRAB BAG is stored in the main office.

Contents of GRAB BAG

- Registers
- Plans for the emergency services (e.g. location of utilities and fuse board etc)

Smoking

The whole academy site shall be deemed as a no-smoking area, smoking is not permitted in any area of the premises by staff, parents or visitors to The Academy.

Car Parking

Car parking is identified as a potential hazard for those who use The Academy and for neighbours who live within the vicinity of The Academy. Drivers parking cars at The Academy, near it or dropping/collecting children at The Academy should at all times have consideration for the safety of pedestrians, other road users and the immediate community. The road markings and signage near The Academy should be observed at all times.

Staff parking will only be accessible outside of academy start and end times to ensure vehicles and pedestrians remain segregated. Visitors parking at The Academy will be required to leave a note of their car registration number within the visitor signing in book in case the car has to be moved etc.

There is provision for disabled parking and only appropriate badge holders should use these spaces.

Security

The designated key holders and those responsible for the security of the building are as follows:

- Matt Sanderson (Site Manager)
- Emma Ward (Executive Principal)
- Jo Stroud (Head of School)
- Gemma Brown (Vice Principal)

The premises will be checked daily to ensure that:

- All locks and catches are in working order
- All final fire exit doors are operable
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

And

Before leaving the premises, that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

Visitors

All visitors are required to report to The Academy reception and sign in on the visitor's book.

All visitors will receive a visitor pack.

- The visitors pack will include:
- Map of evacuation points including procedure for emergency evacuation
- Safeguarding personnel

Contractors

Any work to be carried out at The Academy will be strictly controlled in accordance with the guidance provided in the relevant section of TEFAT's Health and Safety Handbook and safeguarding policies.

All contractors are required to report to The Academy reception and sign in on the visitor's book. They will then be given specific instruction on what will be expected of their operatives whilst working on Academy premises.

Hazardous Substance

Any substance required for use by staff on site at The Academy will be ordered by the Office and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in a locked store accompanied by a suitable assessment.

Any member of staff using chemicals will be appropriately trained on the correct and safe manner in which to work, they must always:

- Read and follow the COSHH assessment for the substance
- Be aware of procedures for avoiding exposure and for control
- Inform the Business Manager or Site Manager of any issues or problems

Manual Handling

Where manual handling of heavy loads cannot be avoided, assessments will be undertaken to determine how the risks associated with the task, the load, the environment and the individual can be reduced.

Where deemed necessary by the assessment, staff will be provided with manual handling information, instruction and training.

Mechanical lifting aids, such as trolleys and sack trucks, will be provided as necessary for the transporting of equipment and materials around The Academy site.

The majority of lifting activities are to be carried out by those staff members who have received the appropriate training e.g. Site Manager. All other staff are to request the assistance of the Site Manager for the movement of large, awkward, heavy or unwieldy items and not attempt to move them on their own.

Display Screen Equipment

All staff roles will be assessed to ascertain whether they are deemed a “Defined User” in line with the Health and Safety (Display Screen Equipment) Regulations 1992 and guidance found in the relevant section of TEFAT’s Health and Safety Handbook.

All staff will be provided with the relevant information and training to be able to manage their own workstations. All “Defined Users” will be required to complete a workstation assessment which line managers will review and make all necessary adjustments.

Appropriate equipment will be provided and maintained to ensure workstations are compliant and suitable for the individual.

Work At Height

Where a person could fall and injure themselves due to a lack of precautions then they shall be deemed as working at height. The Academy staff will not be permitted to work at height unless they have been appropriately trained, use the most suitable equipment and plan the activity in such a way that they and others are not be put at risk.

Suitable equipment will be selected and provided to enable staff to access items and articles out of normal reach, this equipment shall be inspected regularly and appropriately maintained by a competent person. The activity shall be assessed and planned in accordance with the guidance in the relevant section of The Trust’s Health and Safety Handbook.

At no time shall staff use unauthorised or inappropriate equipment, such as swivel chairs or standing on desk, for working at height.

Lone Working

Staff roles will be assessed and where necessary procedures introduced in line with the relevant section of TEFAT’s Health and Safety Handbook to ensure that, should they be required to work alone, they will be sufficiently protected.

Staff will be provided with suitable information and support whilst undertaking any task where they are in isolation of The Academy premises or other staff members.

Asbestos

All staff and contractors will be made aware of the contents of The Academy's asbestos register and Asbestos Management Plan identifying the locations of known asbestos within The Academy. Any contractor appointed to carry out work on the fabric of the premises shall be required to sign to acknowledge they have read the register before they shall be permitted to start work.

The Site Manager shall undertake a regular inspection of the condition of any known asbestos on site and record their findings within the Asbestos Management Plan. All staff are required to report to the office any concerns they may have in relation to asbestos.

Electrical Equipment

Fixed and Portable electrical equipment in The Academy shall be appropriately inspected and checked on a regular basis for safety by a competent person; the Site Manager / Business Manager shall maintain a record of all checks. All members of staff are instructed to carry out a basic visual check of equipment before they use it, to include checking:

- Cables and plugs are not damaged
- Equipment casing is in good order
- The equipment has not been tampered with or temporary repairs made to any part of it
- An in-date test sticker is attached to portable equipment

All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects shall be reported to the Site Manager and the equipment immediately removed from use. All repairs shall be undertaken by a competent person.

Playground Safety

Appropriate numbers of staff will be assigned different locations across the playground(s) during all pre-arranged authorised play/break sessions. The ratio of staff to pupils will be dependent upon the activity, location, weather, type of structures in use, age of pupils and experience of the staff member(s).

Staff will monitor and supervise pupil activities and intervene, as necessary, if they deem play activities may place pupils at risk of injury.

The full supervisory arrangement for the playground is detailed within the associated procedural guide, a copy of which is kept in The Academy office.

Site Safety Tour

In addition to the site manager's daily site safety check, a full tour of The Academy premises and associated grounds will be regularly undertaken by the management team and relevant Governors to check safety and security using the inspection checklist found within TEFAT's Health and Safety Handbook.

The findings of these tours will be discussed at Local Governing Body meetings with appropriate action agreed and formally recorded.

Premises Maintenance

Plant and equipment at The Academy will be regularly and suitably inspected and tested to ensure that it remains in good working order and safe for continued use. Appropriate records will be kept of all such inspections/tests with completion certification kept on file for review by TEFAT, as required.

The type of equipment, frequency of inspection and who it will be carried out by shall be in accordance with the guidance found within TEFAT's Health and Safety Handbook.