

Health and Safety Policy and Procedures (incl. First Aid)

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1. Aims

Our Academy aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the Academy site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.
- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Health and Safety Legislation

The policy takes into account the following policies and legislation:

The Health and Safety at Work etc. Act 1974	http://www.legislation.gov.uk/ukpga/1974/37
The Control of Substances Hazardous to Health Regulations 2002	http://www.legislation.gov.uk/uksi/2002/2677/contents/made
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made
The Health and Safety (Display Screen Equipment) Regulations 1992	http://www.legislation.gov.uk/uksi/1992/2792/contents/made
The Gas Safety (Installation and Use) Regulations 1998	http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made

The Regulatory Reform (Fire Safety) Order 2005	http://www.legislation.gov.uk/uksi/2005/1541/part/2/made
The Work at Height Regulations 2005	http://www.legislation.gov.uk/uksi/2005/735/contents/made
The Education (Independent School Standards) Regulations 2014	http://www.legislation.gov.uk/uksi/2014/3283/schedule/part/3/made
The Management of Health and Safety at Work Regulations 1992	http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made
The Management of Health and Safety at Work Regulations 1999	http://www.legislation.gov.uk/uksi/1999/3242/contents/made
The Control of Asbestos Regulations 2012	http://www.legislation.gov.uk/uksi/2012/632/regulation/4/made
The Control of Substances Hazardous to Health Regulations 2002	http://www.legislation.gov.uk/uksi/2002/2677/regulation/6/made
The Health and Safety (Display Screen Equipment) Regulations 1992	http://www.legislation.gov.uk/uksi/1992/2792/regulation/2/made
The Regulatory Reform (Fire Safety) Order 2005	http://www.legislation.gov.uk/uksi/2005/1541/article/9/made
The Manual Handling Operations Regulations 1992	http://www.legislation.gov.uk/uksi/1992/2793/regulation/4/made
The Work at Height Regulations 2005	http://www.legislation.gov.uk/uksi/2005/735/regulation/6/made
DfE guidance on first aid in schools	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf
DfE guidance on the prevent duty	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

DfE guidance on actions for schools during the coronavirus outbreak	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
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3. First Aid Legislation

The Academy will adhere to the following regarding first aid:

The Health and Safety (First Aid) Regulations 1981 states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframes for this including how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, requires that suitable space is provided to cater for the medical and therapy needs of students.

4. Definitions

Throughout the policy reference is made to risk assessment, hazard, risk and control measure. These are defined as follows:

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height.

Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control measure	Action taken to prevent people being harmed.

5. Organisation - Roles and Responsibilities

5.1 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the Academy, but delegates day-to-day responsibility and operational matters to the Headteacher.

The Governing Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the Academy premises.

The Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Academy activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.
- A Governor will conduct a Health and Safety inspection once every term.
- Ensure that adequate health and safety training is provided.

The Governor who has overall responsible is: Andrew McCaffer.

5.2 The Headteacher and Finance Director

The Headteacher is responsible for health and safety day-to-day.

This involves:

- Implementing the Health and Safety Policy.
- Ensuring there is enough staff to safely supervise students.

- Ensuring that the Academy buildings and premises are safe and regularly inspected.
- Providing adequate training for Academy staff.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring all risk assessments are reviewed.
- Ensuring that adequate space is available to cater for students' medical needs.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that an appropriate number of trained first aiders are present in the Academy at all times and that their training is kept up to date and they remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

- Reporting to the Governing Board on health and safety matters.

5.3 Estates Manager (Health and Safety Coordinator)

The nominated health and safety coordinator, is the Estates Manager designated as the member of staff responsible for advising on compliance with the statutory Health and Safety Regulations. Their role is entails:

- Managing any future members of a premises team and on site contractors.
- Informing the appropriate member of staff when work is to be carried out in an area under their control or in an adjacent area.
- Taking responsibility of temporarily taking out of use any area in which, in their judgment, it would be hazardous for staff or students to work. Such action should be notified immediately to the Headteacher and staff informed.
- Ensuring that the Health and Safety Law poster is displayed in prominent positions.

- Ensuring that the day to day maintenance of the Academy premises and equipment is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Estates Manager.
- Ensuring that statutory inspections of Academy plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors and that any corrective action identified as necessary is promptly implemented and the required records are kept.
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, step ladders, and any gas equipment are undertaken and that records are kept.
- Maintaining a register of dangerous and hazardous substances used or stored at the Academy and ensuring that this register contains copies of up to date material safety data sheets.
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the Academy and for the control of legionella in Academy water systems.
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- Ensuring that weekly walk through inspections of the standards of housekeeping in the Academy premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher.
- Ensuring that they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless they are both trained and authorised to do so.
- Maintaining the Academy accident book, investigating accidents and near misses (see template forms in Appendix 1) and arranging for statutory accident reports to be completed.
- Ensuring that assessments are undertaken of display screen equipment workstations used in the Academy by employed staff and that records of the assessments are kept.
- Ensuring that eye sight tests are offered to Academy staff who are regular users of display screen equipment.
- The Estates Manager will be trained in IOSH Managing Safety at minimum (& relevant NEBOSH certification if determined required by senior management)

5.5 School Nurse and First Aiders

The School Nurse and First aiders are trained and qualified to carry out their roles and are responsible for:

- Acting as first responders to any incidents: they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Filling in the accident book and Accident Investigation Form and arranging for Witness forms to be completed, as soon as is reasonably practicable after an incident (see template form in Appendix 1).
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

The Academy's first aiders are assigned by the Headteacher. Their names are displayed prominently on posters throughout the Academy.

5.6 Staff

Staff Academy staff have a duty to take care of students in the same way that a prudent parent would do so. All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the Academy on health and safety matters.

Work in accordance with training and instructions, not interfere with anything provided to safeguard their health and safety or that of others and adhere to procedures for safe working, in particular, by using protective clothing and equipment as provided.

- Inform the Estates Manager and Headteacher of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Assist with, and participate in, risk assessment processes, as required.

- Familiarise themselves with risk assessments.
- Implement control measures identified in risk assessments.
- Alert the Headteacher to any risks they find which need assessing.
- Ensure they follow first aid procedures.
- Ensure they know who the first aiders at the Academy are.
- Complete the accident book for all incidents they attend where a first aider is called and an Accident Investigation Form (Appendix 1) is required.
- Report 'near misses' to the Estates Manager using the Near Misses Reporting Form (Appendix 1).
- Keep all gangways, corridors and exits clear.
- Keep work areas free of waste.
- Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters. If a fire hazard is identified it should be reported immediately to the Estates Manager.
- Inform the Headteacher of any specific health conditions or first aid needs.
- Employees should be aware that disciplinary procedures may be applied to any member of staff who is in breach of this Health and Safety Policy.
- Use the HSE Classroom checklist to inspect their rooms.

5.7 Students and parents/carers

Students and parents/carers are responsible for:

- Following the Academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- Following the Academy's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

5.8 Contractors

Before starting work contractors:

- Will agree health and safety practices with the Estates Manager.
- Will provide evidence that they have completed an adequate risk assessment of all their planned work.
- Will produce a valid certificate of public liability insurance and certificates of membership of relevant trade bodies.

- Will agree access to specific areas of the building. Where practicable, physical separation – fencing off of the work areas, will be utilised to provide additional safeguards.
- Will sign to confirm their agreement to follow the Academy's instructions for contractors working on site.
- Will produce enhanced DBS Certificates or where the contractors are employees of a company and the Academy is paying, the company will carry out the required checks (including enhanced DBS and identity checks) and provide the Academy with written confirmation that these checks have been carried out (or produce the DBS Certificates). A record will be kept of the checks made, including the date and number of the Certificates. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised during term time or at any other time when students may be on site.
- Will produce identification on arrival at the Academy.

5.9 Competent Person

Bolder will appoint a competent person(s) to support the Academy to meet its Health and Safety duties.

A competent person is someone with necessary skills, knowledge and experience to manage Health and Safety.

Bolder has done this by engaging London Borough of Hounslow to provide a Health and Safety advisory service using consultants who hold a NEBOSH Certificate or Diploma and are Chartered Members of IOSH.

5.10 Health and Safety Task Group

The principle function of the Health and Safety committee is the promotion of the health, safety and welfare of all persons when on Academy premises and of staff and students when engaged off-site on Academy activities.

The Health and Safety Task Group is used to consult staff on health and safety issues and it enables staff to contribute to the development of measures aimed at promoting health and safety at work.

Members of the Health and Safety Task Group have no executive authority beyond that attached to their normal duties. However, the Task Group will make recommendations as appropriate to the Headteacher and Governing Board. The Tasks Group are accountable to the Finance and Audit Committee.

The members of the Health and Safety Task Group will:

- Consider legislation, reports and information in order to determine necessary action.
- Keep a watch on the effectiveness of procedures, systems of work, training and communication.
- Review health and safety audits, inspections and assessments.
- Review the effectiveness of this Health and Safety Policy.

The Committee meets Termly.

The meetings are minuted and made available to all staff and to the Governing Board.

Members of the Committee are:

- Estates Manager
- Finance Director
- Headteacher
- Health and Safety Governor

6. Arrangements

6.1 Risk Assessment Process and Monitoring

When assessing risks in the Academy, the process outlined below is followed.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify hazards – we will consider activities, processes and substances within the Academy and establish what associated-hazards could injure or harm the health of staff, students and visitors. We will also consider off-site activities and establish what associated-hazards could injure or harm the health of staff and students.

Step 2: Decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs or disabilities (SEND) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: Review the assessment and update, as needed – We will review our risk assessments, as needed, and the following questions will be asked when doing so: Have there been any significant changes? Are there improvements that still need to be made? Have staff or students spotted a problem? Have we learnt anything from accidents or near misses?

Step 6: Retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Risk assessments are written as needed, approved by senior leaders, signed and dated and co-ordinated by the Estates Manager. These risk assessments are available for all staff to view and will be held centrally.

An Academy-wide risk assessments and the schedule of these, will be reviewed on an annual basis or sooner if required, for example in response to changes to work activities. Staff are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, e.g. staff member or students are held on that person's file.

6.2 Health and Safety Training

Staff are provided with health and safety training as part of their induction process.

This includes:

- Health and Safety duties of employers and employees
- Details of the Health and Safety Policy and where to find it
- Requirements of accident reporting and investigation
- First Aid provisions

Staff who work in high risk environments, such as in science labs, or who work with students with special educational needs and disabilities (SEND), are given additional health and safety training as appropriate.

The Academy keeps a training log to track staff training that has been completed and identify staff training that needs to be planned for and completed.

6.3 Student Access to the Academy Building

Students are only permitted access to the Academy building between the hours of 8.00am and 4.05pm Monday to Thursday and 8.00am – 1.45pm on Friday (unless taking part in after school clubs or a special event).

6.4 Site Security

The Estates Manager is responsible for overseeing the security system at the Academy. The Estates Manager does this with the support of the Security Contractor.

The Estates Manager is responsible for the visual inspections of the site, and for access control, CCTV, intruder and fire alarm systems. The Estates Manager is the primary keyholder at MacFarlane Lane. The Estates Manager, Caretakers and Lettings supervisor (including keyholding company Banham Security) all key holders at MacFarlane Lane and can respond to an emergency if so required.

6.5 Visitors

All visitors are directed by clear signage and must report to the main office, where they are signed in and out, and identity badges are provided.

All visitors are made aware of the Academy's emergency procedures.

6.6 Contractor Competency and Vetting

The Academy will vet all contractors before they start work at the Academy.

Prior to starting work on site, contractors may be asked to complete a Health and Safety Registration Form or provide full RAMS by the Estates Manager.

6.7 Child Protection

The Academy is resolutely committed to keeping its young people safe. Refer to the Child Protection Policy for details of how Bolder does this.

6.7.1 Fire Safety and Evacuation

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire risk assessment of the premises are reviewed regularly.
- All chemicals are stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. A list of hazardous substances is held in the Fire Document Box (next to the alarm panel) and will be provided to the fire service in the event of a fire.
- The Fire Log is kept and the log updated by the Estates Manager in the Fire Document Box.
- Emergency evacuations are practised Termly.
- Fire alarm testing takes place once a week.
- All staff have received fire safety training.
- New staff are trained in fire safety and all staff and students will be made aware of any new fire risks.
- In the event of a fire, the alarm will be raised immediately by whoever discovers the fire and the emergency services contacted.
- It is the responsibility of the Estates Manager to call the emergency services and to be the focal point for liaison on their arrival.

6.7.2 Evacuation Procedures

- The fire alarm is a loud continuous siren.
- On hearing the alarm students will stand behind their chairs and when instructed by their teacher, exit the premises following the route indicated on the general fire procedure (displayed in each room) to the Assembly Point.
- Bags and coats are NOT to be collected on the way out.
- The teacher/teaching support staff will ensure that all doors are closed behind them as they leave the premises.
- The evacuation will take place in a quiet and orderly manner so that instructions can be heard.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- The alarm should be raised BEFORE attempting to tackle a fire.
- The lift cannot be used when the fire alarm is sounding.

6.7.3 Reporting to Assembly Points:

- The designated assembly point at MacFarlane Lane is the MUGA at the rear of the school.
- Teaching staff will immediately call the register and show that 'all are present' by handing in their checked Register and stating this to be the case
- The Exams Officer and HR Manager (supported by admin staff) check the staff and visitors present against the Inventory log.
- Anyone not accounted for will be notified to the Headteacher (The Controller), who will determine whether it is safe to direct a search team to find the missing person, or whether this should be notified to and carried out by the emergency services.

6.7.4 Duties of Employees with Specific Responsibilities

The Estates Manager (Lead Fire Marshal) is responsible for going to the main fire panel to identify the location of the activation from the alarm panel address and lead fire investigator.

If safe to do so, the lead fire marshal may attempt to fight the fire using fire extinguishers, but only if they have been trained in how to operate them and are confident they can use them without putting themselves or others at risk.

If a fire is discovered the Estates Manager will confirm that the Fire Brigade has been called and are on route.

6.7.5 Procedures for liaising with the fire brigade:

The Estates Manager will remain at the fire panel and send a fire marshal to meet the fire brigade. On arrival the Controller will give those details of:

- Any persons missing and likely location.
- The location of the fire (if known)
- Access points into the building.
- Any known hazards such as hazardous materials, equipment and temporary works.

If the cause is a false alarm, the alarms will be silenced only when the evacuation and roll call has been completed and the attending fire brigade give the all clear to silence the alarm.

The Estates Manager will give the 'all clear' signal when it is safe for students, visitors and staff to re-enter the building.

The Estates Manager will complete the Fire Log Book noting any matters of concern and record appropriate action(s) taken to resolve.

The Estates Manager will ensure fire safety devices have been re-set and are in full working order.

It is the responsibility of the Estates Manager to ensure that in the event that he is absent from the Academy another member of staff is rostered (as per the fire evac plan instructions).

6.7.6 Fire Marshalls

Staff designated as Fire Marshalls have been allocated a zone of the building to check that it is clear. On completion of the 'sweep' they must report back to the staff member responsible for the 'all clear checklist' to give the 'all clear'. Roles and responsibilities of Fire Marshalls are described in the Fire Safety Policy and in the Staff Handbook.

6.7.7 Teachers and Classroom Staff Evacuation and Roll Call

Teachers and teaching support staff will lead students to the Assembly Point and take a register. Staff roles and responsibilities for Register taking are described in the Staff Handbook.

6.7.8 Receptionists - Visitors and Staff Roll Call

The Exams Officer and HR Manager (supported by admin staff) will take the Visitors log and staff list (using iPads with Inventory read out) to the Assembly Point and then take a roll call at the Assembly Point of visitors and staff.

6.7.9 Kitchen Staff/Caretaker/Cleaning Staff

On hearing the alarm kitchen and cleaning staff will immediately cease all activities, switch off all appliances, evacuate the premises and proceed to the Assembly Point.

6.7.10 Evacuation of Disabled Persons and Personal Emergency Evacuation Plans PEEPS

Evacuation chairs are available for use if necessary and staff have received training.

The Headteacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the refuge points and then to the Assembly Point. Identified staff will remain with disabled persons until they can be safely evacuated from the building, or return to the classroom once the Estates Manager has determined it is safe to do so. The lift cannot be used to evacuate disabled persons.

Personal Emergency Evacuation Plans are developed by the SENDCo in consultation with staff, individual students, their parents/carers. The plans include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the individual member of staff or student e.g. ability to independently reach the safety of a protected escape route or exit, or, if required support from staff. Support staff will be identified with the specific responsibility of escorting the student or staff member to the safe area (refuge) or Assembly Point.

In the case of less disabled persons, once the initial surge of evacuating persons has passed its peak, it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Estates Manager should be made aware of any difficulty being encountered.

6.8 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals.
- Products containing chemicals.
- Fumes.
- Dusts.
- Vapours.
- Mists.
- Gases and asphyxiating gases.
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of Substances Hazardous to Health (COSHH) risk assessments are completed and circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

Staff use and store hazardous products in accordance with instructions on the product label.

All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Health and Safety Policy Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.9 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.10 Legionella

- A water risk assessment is completed annually by our water contractor. This is overseen by our Estates Manager.
- The risks from legionella are mitigated by the following:
 - Monthly temperature checks undertaken by a third part contractor and overseen by the Estates Manager (recorded online on the ZetaSafe platform/trust water)
 - Taps treated bi-annually for lime scale.
 - Water fountains cleaned with lime scale remover and antibacterial cleaner monthly.
 - Other monthly (or bi-annual/annual) inspections carried out by water contractor.

6.11 Asbestos

(not applicable - no asbestos has been used in the construction of the building)

The Academy acknowledges the health hazards arising from exposure to asbestos and will ensure that as far as reasonably practicable, staff and students, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the site and that it is not disturbed by their work:

- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the Academy site, and an Asbestos Management plan is in place.

6.12 Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

6.13 Electrical Equipment

- Unless express permission has been granted by the Estates Manager, Staff are prohibited from using personal electrical items on site, including items such as kettles, coffee machines, hair straighteners, personal electrical heaters and fans or other items that can be plugged into mains sockets.
- If permission is granted, the appliance must be less than 1 year old, or have been PAT tested in the last year.
- Requests must be made in writing and sent to jlonegan@bolderacademy.co.uk
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Estates Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.

- All isolator's switches are clearly marked to identify their machine.
- Electrical apparatus and connections must not be touched by wet hands and only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

6.14 PE Equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of floor surfaces or apparatus will be reported to the Sites Manager.

6.15 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

6.16 Lone Working

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Estates Manager's duties.
- Site cleaning duties.
- Working in a single occupancy office.

If lone working is to be undertaken outside of school hours, a colleague, friend or family member may be informed about where the member of staff is and when they are likely to return. The Academy may provide a mobile phone on request/ where necessary.

The lone worker will ensure that they are medically fit to work alone. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

6.17 Working at Height

We will ensure that work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estates Manager maintains ladders for working at height.
- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height, unless given express permission to use site ladders, by the Estates Manager.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety as per working at heights training.
- Access to high levels, such as roofs, is only permitted by trained persons.

6.18 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Academy will ensure that proper mechanical aids and lifting equipment are available where required in Academy, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area to offload is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

6.19 Off-site Visits

When taking students off the Academy premises, the processes and procedures set out in the Off-Site Visits Policy will be followed.

6.20 Lettings

This policy applies to lettings. Those who hire any aspect of the Academy facilities will be made aware of the content of the Academy's health and safety policy, and will have responsibility for complying with it. See the separate Lettings Policy.

6.21 Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/the Headteacher immediately. This applies to violence from students, visitors or other staff.

6.22 Smoking

Smoking is not permitted anywhere on the Academy premises.

6.23 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or student notifies the Academy that they are pregnant.

Appropriate measures will be put in place to control risks identified.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

6.24 Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the Academy for responding to individual concerns and monitoring staff workloads.

6.25 Bullying and Violence

The Academy does not tolerate any form of bullying or violence. For further details, refer to the Parent Code of Conduct, the Behaviour Policy and Staff Code of Conduct.

6.26 Procedures for Sick Students and those with Medical Needs

Students who feel unwell should be sent to the School Nurse/ First Aid to explain the nature of their illness. The decision to send a sick student home will be made by the School Nurse/ First Aider in consultation with a member of the Senior Leadership Team.

Unwell students must be signed out from the main office when leaving Academy for medical reasons and will only be allowed to leave Academy early if a parent/carer has been contacted and either collects them or gives permission for them to make their own way home if they are judged well enough.

The School Nurse keeps a record stating the reason for allowing a student to leave the Academy early and the time they left.

Students with medical needs must be brought to the attention of the SENDCO, School Nurse and teaching staff, and to the attention of all supervisory staff and extended Academy staff.

A register of student medical needs is kept in the first aid room, and staffroom. The Academy expects students to carry their Asthma pumps and EpiPen's with them at all times. PE staff and staff supervising visits off-site should be particularly aware of students carrying these items.

The Academy holds required medication for students (including asthma inhalers and EpiPens) for students, where provided by parents/carers. Students are not permitted to bring into school and carry on their person controlled drugs/ medication. If specific permission is granted medication must be handed in to the Nurse at the start of day, locked away and signed out at the end of the day.

6.27 First Aid Procedures

6.27.1 Academy Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain in the Academy, they will inform a member of the Senior Leadership Team and parents/carers will be contacted and asked to collect their child.
- If the student is judged well enough to travel home alone a member of the Senior Leadership Team must authorise the decision to allow the student to leave Academy early.
- The parent/s must be contacted in advance and must give their consent before the child can travel home alone.

- All students who leave the Academy early must be signed out.
- If the emergency services are called, the School Nurse or a member of the Senior Leadership Team will contact the parent/s immediately.
- The first aider/relevant member of staff will complete the accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury, together with an Accident Investigation form and will arrange for any witnesses to complete witness statements (see templates at Appendix 1).

6.27.2 Off-site Procedures

When taking students off the Academy premises, staff will ensure they always have the following:

- Student/ class register.
- An Academy mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of students.
- Access to parents'/carers' contact details.
- Risk assessments will be completed in accordance with the separate Off-Site Visits Policy prior to any educational visit that necessitates taking students off Academy premises.

6.27.3 First Aid Equipment

A typical first aid kit in our Academy will include the following:

- A leaflet with general first aid advice.
- Eye pad bandages dressing.
- Triangular bandages.
- Sterile dressings small, medium and large.
- Adhesive tape.
- Safety pins.
- Disposable gloves.
- Antiseptic wipes.
- Foil blanket.
- Ice pack.
- Plasters of assorted sizes.
- Self-seal finger dressing.
- Sterile strips.
- Scissors.

- Cold compresses.
- Burns dressings.
- Face shield.

No medication is kept in first aid kits.

First aid kits are stored in the medical room.

6.27.4 First Aid Training

All first aiders must complete a training course, and must hold a valid certificate of competence to show this.

The Academy keeps a register of all trained first aiders, what training they have received and when this is valid until.

6.27.5 First Aid Monitoring

The Estates Manager is responsible for investigating accidents.

The Headteacher is responsible for investigating work-related causes of sickness and absences.

The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a recurrence.

6.27.6 Accident Record-keeping and Reporting

All employers and contractors have a duty to report accidents. The First Aid and Accident Book will be completed by the first aider/relevant member of staff who dealt with it on the same day or as soon as possible after an incident resulting in an injury, together with the Accident Investigation Form and they will arrange for any witnesses to complete a Witness Statement (Appendix 1, Annex 1c).

As much detail as possible should be supplied when reporting an accident. Records held in the Accident Book will be retained by the Academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Training will be provided with regards to Accident Investigations to members of the Senior Leadership Team.

The specific arrangements for Accident Reporting and Investigations can be found in Appendix 1.

The Estates Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

7. Communication of Policy

The Health and Safety Policy and other related policies (Risk Assessment, Child Protection, Stress Management) are placed in the policy folder on the server in the shared area.

This policy will be shared at staff induction. Staff will be asked to sign to say that they have read and understood the policy.

8. COVID-19 Addendum:

The Academy will continue to follow Government guidance and COVID measures will be documented in associated Risk Assessments and updated as necessary.

Appendix 1:

Accident & Incident Reporting & Investigation in Practice

Bolder Academy will report and investigate, as necessary work place incidents.

The Academy recognises that things won't always go to plan and that Bolder needs to be prepared to deal with unexpected events in order to reduce their consequences.

Bolder monitors and reviews the measures the Academy has put in place to help control risk and prevent accidents and incidents from happening. Findings from investigations will form the basis of action to prevent the accident or incident from happening again, improve claims defensibility and improves the Academy's overall risk management.

Those undertaking investigations will be trained in this procedure.

The Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 2013 (RIDDOR) requires all academies to report certain incidents arising out of or in connection with work, to the Health and Safety Executive (HSE).

Definitions

- Near Miss: an event not causing harm, but has the potential to cause injury or ill health;
- Accident: an unplanned/unexpected event that results in injury or ill-health;
- Over 3-Day Lost Time Injury: a period of time that when exceeded must be monitored in-house to comply with RIDDOR;
- Over 7-Day Lost Time Injury: a period of time, that when exceeded is, reportable as defined by RIDDOR;
- Specified Injury: one of a number of specified, reportable injuries, as defined by RIDDOR;
- Disease: one of a number of specific, reportable diseases, as defined by RIDDOR; and
- Dangerous Occurrence: one of a number of specific, reportable adverse events, as defined by RIDDOR.

Near Miss Reporting

The reporting of Near Misses, by employees, is encouraged.

A reported near miss allows Bolder the opportunity to take corrective action in order to prevent an accident without anyone coming to harm in the first instance.

Examples of near-miss events relevant to Academy include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:

All near misses should be reviewed as soon as possible after the occurrence, each morning for example, where any additional corrective actions are agreed, planned and recorded. A Near Miss Accident Form is in Annex 1a.

Accident Reporting (Non-Riddor)

Any accident resulting in injury or ill-health should be reported, in-house, and recorded by Bolder at the earliest opportunity.

Note those reporting the accident should avoid stating what they believed to have occurred. This should be determined as a result of further investigation. However, it is acceptable for the injured person to **allege** what happened.

The completed accident form will be reviewed by the Headteacher or member of the Senior Leadership Team at the earliest opportunity to decide if a further investigation is required. The potential consequences and the likelihood of an incident recurring or resulting in a claim will determine the level of investigation, if any, not simply the injury or ill health suffered as a result of the incident. For example:

- Is the harm likely to be serious?
- Is this likely to happen often?

Similarly, it is recognised that the causes of a near miss can have great potential for causing injury and ill health. **When making decisions, Bolder must also consider the potential for learning lessons.** For example, if the Academy were to have had a number of similar incidents, it deemed to be worth investigating, even if each single event is not worth investigating in isolation. It is best practice to investigate all incidents which may affect the public.

Accident reporting Non Riddor Forms are found in Annex 1b.

RIDDOR Accidents

Any work-related death, specified injury, disease relating to an employee or a dangerous occurrence that is specified under RIDDOR must be reported.

Injuries to pupils and visitors who are involved in an accident at the academy or on an activity organised by the academy are only reportable under RIDDOR if the accident results in: -

- The death of the person, and arose out of or in connection with a work activity;
- or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the Trust (as the "employer").

Remember: Refer to Bolder Academy's Health and Safety Policy which sets out the responsibilities and arrangements for reporting in each academy. Incidents involving contractors working on academy premises are reportable by their employers and may include, e.g. builders, maintenance staff, cleaners or catering staff.

The following link should be followed to report a RIDDOR incident:

<http://www.hse.gov.uk/riddor/report.htm>

Annex 1a - Near Miss Reporting Form	
Name:	Position:
A brief description of the Near Miss circumstances; where, when what happened etc.	
Details of the immediate actions taken to make the situation safe (if any)	
Details of any further actions recommended	
Signed:	Date:

Annex 1b - Accident Reporting Form**Details of Injured Person****Name:****Gender:****Address:****Date of Birth:****Date of Accident:****Time of Accident:****Location of Accident:****Name of Witness(es):****Details of the injury and treatments given**

Is the accident reportable under RIDDOR?	
Yes/No	
Signed:	Date:

Annex 1c – Witness Statement Form

WITNESS (*Your Name, job title or tutor group/ form*) _____

DATE OF INCIDENT (*The day It happened*) _____

DATE OF REPORT (*The day you report it*) _____

TIME OF INCIDENT (*What time was it*) _____

WHERE DID THE INCIDENT HAPPEN (*Which location*) _____

NAME/S THOSE INVOLVED (*Write the name/s of all who was directly involved*) _____

WITNESSES: (*Write the name/s of all those who saw what happened*)

Statement _____

SIGNATURE (*Please sign here:*)

