



Diocese of Salisbury
Academy Trust

Diocese of Salisbury Academy Trust

HEALTH & SAFETY POLICY

2014-2015

INFORMATION

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Health and Safety Policy

[This policy must be reviewed and tailored in the areas identified by each individual Local Governing Board]

1. Introduction

1.1 Statement of Intent

Health and safety is an important consideration for ***Insert Academy Name***. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

1.1.1 The Law

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

1.2 Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the academy. The individuals and groups identified below are expected to have read and understood the academy's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Local Advisory Board (LAB) shares with the Academy Trust overall responsibility for health and safety. The LAB and the Principal/principal/headteacher, must comply with any direction given to them by the DSAT concerning health and safety of persons on the academy's premises or taking part in any academy activities elsewhere.

1.2.1 The Trust will

- Appoint a Director with responsibility for Health and Safety
- Appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation
- Provide strategic direction in the importance of Health and Safety across the organisation
- Review all reported events to make sure practice is reviewed and updated if necessary

1.2.2 For its part the Local Advisory Board will:

- Appoint a Member with responsibility for Health and Safety
- Ensure health and safety has a high profile
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the academy.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Consult staff and provide training opportunities
- Monitor and review health and safety
- Report to the Trust any Health and Safety risks or issues that arise

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- Endorse and support the safety policies and procedures of DSAT, and to assist DSAT to discharge those responsibilities, which it holds as an employer.
- Ensure that risk assessments are carried out within the academy using DSAT risk assessment policy and forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Review on an annual basis, all accidents and incidents reported to identify trends.

1.2.3 The Principal/headteacher or Principal will:

- Develop a health and safety culture throughout the academy
- Day to day management of all health and safety matters in the academy in accordance with the health and safety policy.
- Ensure staff are aware of their responsibilities
- Update LAB members by submitting inspection reports
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Draw up health and safety procedures within the academy in line with the DSAT Policies & procedures.
- Ensure regular workplace inspections are carried out. {Insert name here of person/job title that will complete the inspection each term}.
- Submitting inspection reports to the LAB.
- Identifying and facilitating staff training needs.
- Monitor effectiveness of procedures

1.2.4 Staff with special responsibility:

The following staff have special responsibility: [academy to specify responsible people for example finance officers/bursars, h&s co-ordinators, heads of department or site manager/Insert as applicable](#)

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the academy's health and safety policy in their own department or area of work, directly responsible to the principal/headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the principal/headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the academy, on the activities and equipment for which they are responsible.

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- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

1.2.5 All staff will:

- Support the implementation of health and safety arrangements
- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the academy office so they can be recorded in the Site Maintenance Record Book.

1.2.6 Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the academy's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

1.2.7 Contractors

All contractors under academy control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the academy's health and safety policy and not endanger pupils, staff or other visitors to the site.
- {State name or job title} will be responsible for the co-ordination of the contractors' activities on site.
- The principal/headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the principal/headteacher,

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or by the contractor, in consultation with the principal/headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

1.2.8 Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in academy.

- All visitors to the academy must comply with the academy health and safety policy and procedures.
- Principal/headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the academy (visitor's book) and the time they leave. This should include all visitors to the academy including Governors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the academy's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident/accident occur involving a visitor it must be reported using DSAT accident reporting policy and procedure and form and sent to the DSAT Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the principal/headteacher should contact the DSAT/DCC Health and Safety Team immediately on 01722746951/01305 225019.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitors book.
 5. Where applicable visitors are provide with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

1.2.9 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.

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- Observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through {academy to specify for example prospectus}.

1.2.10 Lettings

The principal/headteacher will ensure that the hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the academy and DSAT health and safety policies where appropriate. **The school needs to insert their own lettings policy.**

1.3 General Health and Safety Arrangements

1.3.1 The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

- Smoking is not permitted anywhere on the academy site.
- When contractors are on site they are expected to follow academy safety procedure. The Premises Officer, Business Manager or Principal will liaise with contractors as appropriate.
- A yearly check will be carried out by a Member, the site manager and the health and safety representative of the Trust to monitor the upkeep of buildings and grounds.
- The Members agree to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

1.3.2 Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise need and to inform planning.
- The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.
- All staff will carry out monitoring on a day to day basis.
- The site manager will monitor academy grounds and premises daily.
- Monitoring by Members will be reported to the Trust via the Principal's Report
- The academy buys in to the Service Level Agreement for Health, Safety and Wellbeing from Dorset County Council (DCC) via DSAT. As part of this service the DCC Health and Safety Team conduct an audit or review of the academy's health and safety systems. A copy of the latest audit is available {insert location}.

2. Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)

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- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DCC approved contractor (if the academy does not use an approved contractor they must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the academy. All employees will be expected to wear the PPE when operating the equipment.

3. Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

4. Curriculum - Use of Resources

Appropriate professional guidance from a nationally recognised body (e.g. CLEAPPS) must be followed with regard to science, ICT, technology, art and PE. A copy of relevant guidance and risk management must be kept locally at the academy and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology

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Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

4.1 PE

4.2 Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the Academy Uniform Policy.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

4.3 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

5. Manual Handling

The academy complies with the DSAT Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DSAT Manual Handling Policy.

6. Academy Building Access

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building. Children may use [XXX] entrance/s in [YY location]. The gates are locked at [time], and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the academy office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the academy office.

The main entrance is locked, allowing access on request from the academy office, via an intercom.

7. Vehicles

Parents are requested not to bring their cars onto the academy site.

Parents collecting children who are injured or unwell should use the designated car park. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the children are safely in the building.

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Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

8. Lone Working

The academy complies with the DSAT Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DSAT Lone Working Policy.

9. Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

10. Fire Safety

The academy will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The principal/headteacher/governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the academy's policy for fire.

The Fire Certificate is displayed ...

10.1 Evacuation Procedures

Evacuation procedures, detailed at ..., are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which is shown at

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11. Supervision of Children

11.1 Academy Hours

Key Stage One

Morning Session 9.00 a.m. - 12.00 noon Morning Break 10.30 a.m. - 10.45 a.m. Afternoon Session 1.00 p.m. - 3.15 p.m.

Key Stage Two

Morning Session 9.00 a.m. – 12.15 p.m. Morning Break 10.50 a.m. – 11.05 a.m.

Children should not arrive at academy before 8.45a.m. or after 9.00a.m.

11.2 Office Hours

The academy office is open during academy hours.

11.3 Duties

A member of staff needs to be around the playground area to supervise children arriving for academy. The bell is rung at 9.00 a.m.

At 3.20 p.m. the class teachers supervise the children leaving academy.

At break times three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover the play courts at the side of the academy. The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

11.4 Lunch-time Supervision

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

The Principal, Vice-Principal and Assistant Principal also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

12. First Aid

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The academy has assessed the need for first aid provision and ensures that the guidelines given within the latest DSAT First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed {academy to complete location}.

First aid kits are located at strategic points in the academy {academy to insert location} and portable kits are available for lunchtimes, PE lessons and academy trips and visits. The contents of the kits will be checked on a {academy to fill in} basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information please see the academy's First Aid Policy.

12.1 Health and Accidents to Children or Staff

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The academy has trained first aiders – currently [insert name/s of qualified staff].

All support staff receive regular first aid training.

First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for academy journeys are stored in the [location/medical room?] as well as other items required to be on hand during a journey

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the [medical room], of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the academy office. Details of reporting procedures are on pages 257 and 258 of volume one of the Manual of Personnel Practice held in the academy office.

12.2 Medication Policy

The academy follows DfES guidance on the dispensing of medicines within academy.

***The academy does not dispense any medicines to pupils.**

* delete if not appropriate

For further details please see the academy's administration of medicines policy.

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If a child requires prescribed medicines whilst in the academy, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the academy office. Once completed these forms should be kept in the academy office.

All medication should be stored safely either in the fridge in the stationery cupboard or in the medicine box in the academy office.

All medication, except inhalers, must be recorded when taken on the appropriate 'Administration of Medicines/Treatment' Form, which is kept in the academy office.

12.2.1 Off site visits

The academy follows DSAT Children's Services Off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

12.3 Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The academy has identified those able to administer adrenaline via an Epi Pen when necessary.

12.4 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow HSE guidance on advice/reporting of diseases available at <http://www.hse.gov.uk/pubns/edis1.htm>

If in doubt we contact a local GP.

12.5 Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

13. Staff Health and Welfare

13.1 Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees on [tel no], and for the Principal on [tel no].

A list of emergency contact names and phone numbers for all staff is held in the academy office.

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13.2 Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques is provided in the Caretakers Training Manual and in the poster on the staff room wall.

13.3 Violence

Staff should always take steps to minimise the possibility of violence in the academy. The LA have produced a Code of Practice on Prevention and Management of Violence and this is kept in the staff room for reference.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

13.4 VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

14. Off Site Activities

Please also refer to separate Visits and Trips policy.

County regulations are our regulations and some of the advice is adopted as our academy policy:

Any visit off site must be approved by the Principal.

For any visit to take place off the academy site, a letter home requesting permission is required. At the beginning of each academy year parents are asked to sign a form giving their permission for visits within walking distance of the academy. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the relevant authority or insurance policy for the activity must be met.

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Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the academy office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the academy must also know that car registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the academy will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First Aid Kit (containing official list of adults and children on the party, plus the academy name and telephone number); drinking water and beaker; paper towels and tissues; and 'sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

15. Reporting

The academy will record all accidents in accordance with DCC Accident reporting policy and procedure.

*Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the academy's behalf.

*delete if academy is reporting RIDDOR incidents instead of the County Health and Safety Team.

All Accidents, Illness or Near Misses must be recorded in the Accident and Illness Book held at the Academy

Where these are reportable under RIDDOR (see <http://www.hse.gov.uk/pubns/edis1.htm>) the Academy should complete the appropriate report, copying in the relevant LAB Member, and the Trust Director with responsibility for Health and Safety

The Accident book should be regularly reviewed and reported on the LAB to:

- Identify where accidents seem to part of a trend that needs to be addressed
- Whether appropriate measures could be taken to reduce either frequency or impact of such accidents

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All Reportable Incidents will be investigated by the Trust.

16. Critical Incidents

The academy has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

- Road traffic accident involving pupils/accident during academy trip
- Aggressive or violent incident in academy; and
- Disaster in the community.

17. Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazcards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

18. Asbestos

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located {school to complete}.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the headteacher who will contact the schools Property Surveyor immediately.

19. Legionella

The school has a legionella survey which is located {school to complete}. {Name of person or job title} is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from

20. Violence

The school follows DCC policy and guidance for violence at work. For further information please refer to the DCC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

21. Risk assessments

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Risk assessments are completed for any significant risks in accordance with the DCC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DCC Risk Assessment Policy.

22. Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Other sections to consider which will be school specific are: Swimming pool, lettings, selection and control of contractors and school security.

APPENDIX A

Fire Policy Statement

[XXXX Academy] will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Principal, [NAME], or in his/her absence the Vice Principal, [NAME]. The Health and Safety Representative is [NAME].

Responsibilities:

Checking all areas: Principal - overall supervision.

Junior toilets – Assistant Principal

Infant toilets – Deputy Principal

Classrooms – class teachers

Staff toilets – Librarian - [NAME]

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Medical Room and office area – [NAME]

Phoning fire service – This is automatic; however [NAME] to check fire service has been called.

Unlocking gates to allow access – [NAME]

Registers and visitors book – [NAME]

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the academy office.

The fire alarm is tested weekly by the Premises Officer and recorded in the Fire Manual, which is kept in the academy office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the academy office.

A fire safety risk assessment is carried out by the Premises Officer and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked in accordance with the agreed maintenance/replacement schedule. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the academy office.

On hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up in register order.
- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- Academy Bursar or Administration Assistant will call the fire brigade and check that the medical room is empty.
- Two designated members of staff will check the children's toilets are empty.
- The administration staff will issue registers and check the signing in book for roll call by class teachers at the assembly points. Administration staff will also unlock the playground gate to allow access for the fire brigade.
- The Principal or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.

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NB: As the attendance register reflects the true number of children in the academy at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the academy office. Please ensure that children arriving after registration has taken place report to the academy office.

Teachers should be mindful of any child who is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Principal or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response: Road Traffic Accident involving Pupils/Accident during Academy Trips

Immediate action:

Remove children from danger if possible/appropriate Contact emergency services. Bring children home as soon as possible Obtain accurate information and inform academy (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

- The academy (most likely the administrative office) will contact families of those involved. Contact lists are found in the academy office. If you cannot get through just ask them to ring the academy, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from academy (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the academy). If necessary there is a third line in the kitchen.
- Give the same level of information to everyone, provision of a script is sensible. The Principal and Vice Principal will be responsible for drafting of a script.

Health and Safety Policy

- The administration office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Principal will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- The academy will contact the Chair of Governors. The Principal or Vice Principal will inform the press office. Press or media will not be allowed onto academy premises.
- If there is need for an assembly point the academy hall or library should be used. Refreshments will be made in the staff room by members of staff and brought to the hall. Staff toilets will be available for adults to use.

APPENDIX F

Critical Incident Planned Response: Aggressive or Violent Incident in Academy (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder is on their way to the academy the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Principal should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Principal will inform the aggressor in writing of the expected code of behaviour in academy and in extreme cases may forbid the parent from further contact with the teacher/ academy.
- No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response: Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

Health and Safety Policy

- If this happens within the close proximity of the academy it will be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the academy accurate information should be obtained.
- If the incident occurred outside of academy hours accurate information should still be sought so that discussions in academy can be based on fact.
- Action as soon as possible..
- Inform children of the incident. This should be told simply and without fabrication.
- Keep in coming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after academy, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal academy routines as soon as possible.

Later action:

- Give staff "Permission" to talk.
- Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.