

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Bristol Brunel Academy

Detailed below are the arrangements for ensuring that the aims and objectives of the Academy's Health and Safety Policy are implemented, to secure a safe and healthy working environment.

The Academy needs to ensure the guidance fits the Academies policies, procedures if it is to be appropriately used.

Law Poster

The Health and Safety Information for Employees Regulations requires the Academy to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed on the First Aid Room door leading from reception.

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the Principal/ Vice Principal/Health & Safety and Facilities Contract Co-ordinator.
- All accidents should be recorded in an accident book or on an online accident report form. The student's accident book is located in the First Aid Room. The staff accident book is located in the First Aid Room. Alternatively, you can find a link to the online accident report form on the BBA Staff Navigator (Accident Reporting).
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by and Health & Safety and Facilities Contract Co-ordinator.
- Fatal or major injuries must be reported immediately to your local H&S Compliance Officer and an accident form completed. When necessary, parents / carers or other persons should be notified of the student's accident.
- Accidents which prevent the injured person from continuing their normal work for more than 7 days (not counting the day of the accident but including weekends and other rest day) **must be reported as RIDDOR within 15 days of the accident.**
- Details of all accidents are brought to the attention of the Academy Health and Safety Committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to Jo Crickson (Central) or your local H&S Compliance Officer.

2. Asbestos

There is no Asbestos in the Academy – building was constructed in 2007

3. Contractors and Visitors

All visitors and contractors must report to the main office. Visitors will be signed in and be given an identity / visitors badge and a health and safety leaflet. Contractors will be referred to the Premises Manager for induction in accordance with the Contractors Log Book and issued with a 'Contractors Authorisation to Work'. On leaving the site all visitors and contractors will be required to sign out. Contractors will inform the Skanska Site Team of the work / actions that have been carried out and any further work that is required.

All contractors are required to go through the (CAS) Contractor Proved Scheme which included DBS letter of assurance checks and be issued with a Contractors Pack. The list is regularly updated and is filed by the Administration Team. In the unlikely event of any works being undertaken (usually urgent works) by a company who has not gone through the CAS process, the Academy should seek the advice of the Health and Safety department who will ensure the contractor is competent by way of questioning:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents?
- What are their emergency procedures and first aid arrangements?
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date DBS checks been undertaken for employees working within the Academy
- What is their selection process for sub-contracting work, if appropriate?
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?
- Has the contractors any references from other Academy projects.

Essential safety matters must be agreed in writing by way of risk assessments and method statements, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the Academy will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the principal site staff and or Operations Manager. Any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the Academy's Health and Safety Policy.

- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the Academy are satisfied with the health and safety practices or procedures.
- Specifically, hazardous works e.g. hot work, working in areas that contain asbestos and working at height are governed and monitored via a 'permit-to-work' system issued by the Academy.
- Where possible work which includes noise or other disruption should be carried out outside of Core Hours.

4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the Academy are managed by Skanska. Deliveries of hazardous substances are planned for outside the Academy academic hours and are temporarily stored in reception and technicians are called to safely collect or moved to the Science or Technology prep rooms by Skanska.
- Any new products that are brought into the Academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessment to be undertaken.
- Details of products used by the caretaker / site staff are kept by Skanska with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the Academy's arrangements.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances.

Radioactive Sources

- Radiation Protection Officer – Izzy Grimes
- Radiation Protection Advisor – Tony Butterworth (Somerset Scientific Services).
- The member of staff in charge of radioactive sources – Izzy Grimes
- The Principal / Head of Science Department and Izzy Grimes are responsible for ensuring all records in relation to radioactive sources are maintained.
- The CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources is followed.
- The Science departments will have their own departmental procedures and arrangements for the storage, use and handling of radioactive sources.

5. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of Ranjit Singh/Skanska Site Team so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of Ranjit Singh/Skanska Site Team, so it can be logged, actioned and monitored.

6. Display Screen Equipment (DSE)

- The Academy has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the Academy (and corrective lenses if required specifically for DSE use).
- For further information please refer to the CLF DSE user guidance available on CLiF and access DSE Nimble and DSE Home Working Nimble courses.

7. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the Academy and the Principal / alongside the Assistant Principal who has particular responsibility for E-Safety, with the support of Governors, aims to embed safe practices into the culture of the Academy. The Principal / Associate Assistant Principal ensures that the E-safety Policy is implemented and compliance with the policy is monitored. Approved March 2021, next due for review March 2023.

8. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Operations Manager, Skanska Premises Manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually and organised by Skanska.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.

- The PAT register is kept in the Skanska Central System. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years or 20% testing per year over a 5-year period.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the Academy facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring into the Academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

9. Expectant or new mothers

Should any of the Academy's staff become a new or expectant mother the Academy will take steps to ensure their continued health and safety at work. A new and expectant mothers risk assessment will be completed with 'one to one' discussions and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards. Whilst the Academy have a responsibility to undertake this risk assessment, they will receive guidance from CLF HR. A form is available via the HR SharePoint.

10. Fire and Emergency Procedures

- The Academy has separate Fire Guidance (an outline of your Academy fire procedures, a template of this can be found in the H&S manual on SharePoint).
- The responsible person is the Principal.
- The assembly point(s) is the MUGA (Multi Use Games Area)/Tennis Courts and in exam season the grass area beyond the sports hall.
- The roles and responsibilities of Fire Wardens are provided in a separate document and have been provided to relevant staff.
- Fire warden training has been provided by 1st Attendance Ltd (Fire Training Specialist).
- Fire awareness training is available on Nimble and should be undertaken every 3 years.
- Each week the alarm will be tested by Skanska to ensure that it is effective (Friday pm). Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points (such as emergency door release buttons) are in working order. Details should be recorded in the Fire Safety Log Book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Safety Log Book.
- The fire extinguishers and emergency lighting are formally inspected annually by Skanska Weekly and monthly checks should be undertaken by the site staff / caretaker. Details should be recorded in the Fire Safety Log Book.

- The Fire Safety Log Book is kept in the Skanska office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or students Academy work along emergency exit routes should be controlled.
- Decorations, display materials or students Academy work must NOT be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the Academy should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the Academy in the event of a fire, the Responsible person must be informed of all relevant information.
- The fire authority should be made aware if any persons are not accounted for, location of asbestos containing materials, chemical store rooms, gas and electricity supply.
- In the event of a “uncontrollable” fire, staff and students will make their way on foot to John Cabot Academy.

If you discover a fire:

- Activate the nearest fire alarm call point. On sounding the alarm, the fire brigade will be summoned.
- All staff, students and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Marshalls) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or Responsible Adult will supervise children leaving the building by the appropriate nearest exit
- Proceed to assembly point in the MUGA / grass area in exam season (Multi Use Games Area)/Tennis Courts.
- Walk quickly – Do not run
- Keep calm and maintain silence.
- Do not stop to collect any personal belongings, leave bags in the classrooms.
- Students and Staff who require help will be supported by Staff

- Registers will be taken to the assembly points by The Administration Team and distributed to teachers for roll call
- If the fire brigade has been called there must be clear access to the site by emergency services

Please refer to the Fire Guidance and Fire Procedures for further advice and guidance

11. First Aid

- The details of the First Aiders who hold the nationally recognised qualifications are displayed in the Academy. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is adjacent to Reception.
- First aid boxes are located in the following points:
 - Reception
 - The PE Office
 - Science Prep Rooms
 - Technology Rooms
 - Justyna Walmsley/Ranjit Singh ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
 - If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/carers cannot be contacted.
 - The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)
 - Remedial first aid in high risk areas (such as science/DT) can be undertaken by a non-first aider whilst a first aider is making their way to the incident.

Please refer to the First Aid Policy for further advice and guidance.

12. Glass and Glazing

It is the responsibility of Skanska to arrange or carry out a glazing survey of glass in 'critical locations' around the Academy. Action any findings.

13. Infectious Diseases

- Reference the latest Public Health England 'Guidance on infection control in Academy's and other childcare setting' and other guidance can be viewed and downloaded at <https://www.gov.uk/government/publications/infection-control-in-Academys-poster>
A copy of this guidance is held the Operations Manager.

- The Academy has procedures that will protect against blood borne viruses and infections that may be transmitted via blood or body fluids.
- Bio hazard disposable packs or other facilities / products for dealing with blood or bodily fluids is held in the First Aid Room.
- If the Academy has an increase in the number of infectious diseases cases, Operations Manager will call the local Public Health England Centre to seek further advice and if required complete a Public Health England Integrated Care Pathway document. (To establish your Public Health England Centre go to [https://www.gov.uk/health-protection-team.](https://www.gov.uk/health-protection-team))
- Refer to the PHE guidance the spotty booklet available in the Health and Safety Manual on CLiF
- Regulations require all clinical and biohazard waste to be segregated and collected by an approved licensed clinical waste contractor.

Please refer to the Infectious Disease Policy for further information and guidance

14. Kiln

- Staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures.
- The kiln is inspected annually by Skanska – appointed contractor (Process Control Limited).
- Personal protective equipment in the form of thermal gloves are available and located in the kiln room.

15. Sports/Lettings (Dave Weir)

- All lettings are controlled by Active Leisure Management on behalf of Skanska.

Please refer to the Lettings Policy for further advice and guidance

16. Lone Working

- The Academy has recorded a lone working risk assessment and there are recorded procedures for key lone workers to remain safe.
- A CLF Lone Working Procedure is being developed.

17. Manual Handling

All Staff must: -

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.

- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training; Nimble course is available.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessment should be carried out and recorded on all those handling activities that may pose a risk of injury to Academy staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

18. Medication

Please refer to the Medications Policy for further advice and guidance

19. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- Faults or defects to equipment will be reported to Ranjit Singh/Skanska
- The PE equipment is inspected annually organised by Skanska and a record of the inspection is kept in the Skanska Central System.
- The Academy has a risk assessment for the gym activities and equipment.

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by Skanska for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by Skanska and a record of the inspection is kept in Skanska Central System.
- The Academy has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to students and reinforced when appropriate.

20. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.

- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or students when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Students and staff will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- Operations Managers coordinate the availability and distribution of COVID-19 related PPE.

21. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the Administration office.
- Blank risk assessment forms can be found on SharePoint (Projects and Compliance, Shared Documents).
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum or after a significant change/incident occurring
- A specific risk assessment for expectant mothers will be undertaken.
- A specific risk assessment for COVID-19 and also a local matrix risk assessment has been undertaken. This has been distributed to all staff and is available on the Academy OneDrive.
- All Academy trips or learning outside the classroom activities will have recorded risk assessments. (See Academy trips section).
- Every off-site visit taking place after Academy hours, of a medium/high risk or for residential will be assessed.

22. Safeguarding

- The Academy Council fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.
- The Academy has a Safeguarding Policy that was last reviewed on October 2022
- The Academy DSL team are Colin Clements (Lead) Jen Cusack/Chloe Drake (Deputy)
- The Local Authority Designated Safeguarding Officer is Nicola Laird

- The Multi-Academy Trust Designated Safeguarding Officer is Steve Bane.
- All staff have received routine safeguarding training and information.

23. Academy Trips/off site activities

The Academy has an Academy Trips Guidance that was last reviewed February 2021.

The named competent person nominated as Educational Visits Coordinator (EVC) is Tara Paisey.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made, and they will complete the necessary risk assessments before departing.
- The Academy uses the EVOLVE on-line system for Academy trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for Academy trips or off-site visits.
- For Category C trips the Principal will 'sign off' the trip. (Reference to the Academy's Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors via Evolve for approval 6 weeks prior to trip departure.
- Students will be briefed about the off-site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off-site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO/ DSL / year teams is sought if applicable for individual students.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

Please refer to the Academy Trips Guidance for further advice and guidance

24. Academy Transport / Minibus

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the Academy policy. Any significant findings must be reported to the Principal who must ensure that remedial action is taken.

Pre-use checks of the vehicle are undertaken and recorded by the Administration Team.

Checks are carried out on an annual basis by Administration Office that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and a MOT where relevant.

Please refer to the Academy Minibus Guidance for further advice and guidance

25. Smoking

The Academy is a non-smoking site and there is a no smoking / no vaping policy.

26. Staff Consultation

The Academy Council, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the Academy. If a person wishes to represent staff, they should have been employed by the Academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

27. Wellbeing

- Councillors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, the Vice Principal, in consultation with the Head teacher and HR, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and an Employee Assistance Programme are available to staff and should be contacted when required.
- There is a wellbeing blog that all staff can access.
- Mental Health and Wellbeing Leads are appointed, all staff are aware of who they are and how to contact them.

28. Violence to Staff

- The Principal and Councillors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Principal or Vice Principal.
- Staff are asked to keep a record of such episodes.
- An accident report form (online or paper copy) should be completed.
- Appropriate steps will be taken by the Principal or Vice Principal. to deal with such a situation.
- The Academy may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the Academy's position and any arrangements for sanctions or exclusions.

Please refer to the Health and Safety Manual for further advice and guidance

29. Water Hygiene

- A copy of the Academy Water Risk Assessment and Academy Written Control Scheme is located in the Skanska Central System.
- Skanska carry out many of the requirements of water testing under L8 guidance.
- Skanska Site Team carries out weekly flushing and temperature recording and other required checks which are recorded in the Academy Water Hygiene log Book located in the Skanska Office.

Please refer to the CLF Water Management Plan for further advice and guidance.

30. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Academy/Skanska to ensure this takes place.
- Academies should have access to kick stools, small steps or ladders.
- Skanska carry's out regular inspections of the ladders and records these checks
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Students are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific students that may use access equipment for Academy related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the Academy's equipment.
- Lower-level working at height training is covered during induction day training and also by the Health and Safety Essentials Nimble course.
- Advanced working at height training for premises and IT staff will be undertaken by either the H&S team or an appointed training company.

31. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and premises managers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.

- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

32. Work Experience Students

A nominated person in conjunction with an external organisation will provide guidance on student work experience placements. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the Academy the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary, with the nominated person.

33. Workplace Inspections and Premises Risks

The Operations Manager, Premises team, H&S Councillor will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Operations Manager will ensure that hazards associated with premises are monitored and controlled.

A named Health and Safety Councillor will be involved / undertake inspections on a termly basis (three times per year) and jointly report back to the Health and Safety Committee with a written report.

34. Waste

- Suitable containers for the collection of waste will be provided in strategic positions throughout the Academy. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by an authorised person or member of the site team.
- Information and training on the safe management of waste is provided to an authorised person or member of the site team.
- An authorised person or member of the site team will be supplied with any personal protective equipment necessary for the safe handling of waste materials.
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for the removal of hazardous waste will be made in association with the Waste Regulation Authority or a competent and licensed contractor.
- Waste is collected by Biffa Waste (twice a week) and Ad Hoc as required.

- Under WEEE Regulations 2013 academies will use, where necessary, competent contractors for the removal and disposal of material such as electrics.

35. Health and Safety Committees

The Health and Safety Committee is focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area; 3 Health and Safety Committee Meetings are held in an Academic year.

The health and safety committee has agreed to a charter for its roles and responsibilities.

The Safety Committee may include: -

Health and Safety Councillor
Principal or Vice Principal
Operations Manager
Member of central Health and Safety Team
Premises Manager and Skanska Compliance Manager
Trade Union Staff and Manual (if applicable)
Safety Representative(s)
Head of Science, Art, PE or D&T (or should have technical input).
SENCO/DSL

The standard agenda items for an Academy health and safety committee meetings is: -

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.?
3. Feedback from high risk departments
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.
7. Any Academy trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues to feed into the

36. PPM (Planned Preventative Maintenance) Compliance

The academies PPM compliance arrangements are managed by Operations Manager and Premises Manager in conjunction with Facilities Manager. A PPM compliance contract is managed by Skanska, under PFI Contractual Agreements until 2034.

Health and Safety Training

Health and safety training are managed, recorded and assessed by the Principal/ Operation Manager/Health and Safety Lead / Head of Department. The Academy recognises that while many people will already be aware of risks around their Academy, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff. Recording when staff and Councillors have completed relevant training, assists the Academy to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety. HR provide guidance on what constitutes mandatory training, and should be referred to.

There is a suite of training resources which is being continuously developed to provide more H&S training.