




# HEALTH & SAFETY POLICY

***November 2023***

Responsibility	Head Teacher
Date of next review by	30/11/2024

Signed:   
**Chair of Finance & HR Committee**

Date: 25/10/2023

Signed:   
**Head Teacher**

Date: 25/10/2023

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### Updates from previous policy (November 2022)

- **Section 3: Competent Person** – Linda Bowles removed.
- **Appendix H: Changed information on non prescription medication.**
- **Appendix J COVID: Deleted it as no longer in Covid 19 Pandemic**
- **Appendix K - Positions of Responsibility** - Updated list of key people.

## 1. HEALTH & SAFETY POLICY STATEMENT

At the Aspire Academy it is our policy to ensure, as far as is reasonably practicable, the Health and Safety (H&S) of our staff, pupils and anyone else who may be affected by our activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our activities and will enforce the same standards on staff, pupils and persons not employed by the school, but who may be affected by its activities.

The Governors of the Academy recognise their responsibility under the Health and Safety at Work etc. Act 1974 ('the HSW Act') and are committed to giving it equal importance with other Academy issues. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your co-operation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by us.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training; if training is not offered you are encouraged to request training when required to operate unfamiliar equipment and/or carry out duties. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Staff have the right to request training at any time. Where exposure to hazards cannot be prevented by any other means, appropriate Personal Protective Equipment (PPE) will be provided and instruction in its use and maintenance will be given.

Any materials or equipment kept at the Academy will be stored in a safe manner.

Safe access to and egress from our premises will be maintained in order to protect all users of the premises. Suitable facilities for your welfare within the Academy will be provided and maintained, as will arrangements to enable you to obtain first aid.

In addition to the above, the Governors recognise their responsibilities under Health and Safety Legislation to:

- a) Provide safe systems of work, plant and equipment.
- b) Provide for the safe use, handling, storage and transport of articles and substances.
- c) Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- d) Provide for all staff a professional response to the HSW Act - that puts a responsibility upon employees to take care of their own H&S.
- e) Provide a H&S reporting mechanism, through appropriate channels, for any problem, defect or hazard likely to lead to a lack of H&S conditions.
- f) Review the implementation of this H&S Policy at least annually and act upon its findings.

Signed (Chair of Finance & HR):

Signed (Head Teacher):

Dated:

Dated:

## 2. POLICY SUPPORT

To support this Policy, the Governors recognise:

- The need to consult staff on matters of health and safety and will recognise the right of the staff to appoint a H&S Representative, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School H&S Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representative. No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.
- That it may on occasions be necessary to seek advice on specialist matters pertaining to H&S and will liaise with such professionals as may be necessary.
- The need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.
- The support for all staff in responding to the letter and spirit of the HSW Act requiring employers and employees to undertake a process of risk assessment throughout all aspects of their work.
- Their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:
  - The Management of Health and Safety at Work Regulations (1999)
  - The Control of Substances Hazardous to Health (COSHH) Regulations (2002)
  - The Manual Handling Operations Regulations (1992)
  - The Provision and Use of Work Equipment Regulations (1998)
  - The Display Screen Equipment Regulations (2002)

and any other applicable UK H&S Legislation, which may be amended from time to time

## 3. COMPETENT PERSON

The nominated Competent Person at The Aspire Academy is Simon Stevenson (Head Teacher). This is supplemented by Lewis Thomas (Director of Life Long Learning & Operations) and Elizabeth Milroy (Exams Officer/ member of H&S Committee), and through the purchase of a Service Level Agreement with Acivico (Design, Construction and Facilities Management) Ltd., who provide advice and guidance on Fire, Legionella, Health & Safety and other specialist and statutory requirements.

## 4. ROLES & RESPONSIBILITIES

The Governing Body:

- a) Has overall responsibility for all aspects of H&S for employees, pupils and other persons at The Aspire Academy (under sections 2 and 3 of the HSW Act).
- b) Ensures that the H&S Policy is reviewed annually, and that those with delegated responsibilities carry out their requirements under the HSW Act.

### 4.1 Governing Body, through the Head Teacher, is responsible for:

- a) Ensuring that the school's H&S Policy is implemented monitored, reviewed annually and revised as necessary.

- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for H&S, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- c) Monitoring H&S needs for building maintenance in the school, and for implementing repairs as necessary.
- d) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- e) Ensuring that the premises, the means of access and egress, and any plant or substance on the premises are safe and without risks to H&S.
- f) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- g) The adoption of safe working practices by staff, pupils and by contractors on site.
- h) Acting promptly to deal with potential hazards to H&S.

**4.2 The Head Teacher**, is responsible for:

- a) The implementation of the school Health & Safety Policy.
- b) Advising the Governing Body of the need to review the school H&S Policy.
- c) The day to day responsibility for H&S in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations (1999) in all areas of significant risk as well as those required under the:
  - Control of Substances Hazardous to Health (COSHH) Regulations (2002)
  - Manual Handling Operations Regulations (1992)
  - Provision and Use of Work Equipment Regulations (1998)
  - Display Screen Equipment Regulations (2002)
- e) Ensuring staff receive appropriate and relevant H&S training.
- f) Carrying out safety audits by meeting with relevant department managers to monitor staff and learner Health & Safety and that of the learning environment.
- g) Ensuring all problems or defects affecting the H&S of staff, pupils or other persons in the school are dealt with promptly.
- h) Notifying the appropriate body, i.e. The Health and Safety Executive (HSE) of any serious accidents/incidents and “near miss” situations to staff, pupils or other persons affected by the school activity, in accordance with the procedures laid down.
- i) Notifying the appropriate body, (e.g. HSE) of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Implementation of emergency procedures, including evacuation in case of fire or bomb threats.
- k) Adequate provision and arrangements with regard to fire safety.
- l) Ensuring that adequate provision is made for the administration of First Aid.
- m) Ensuring that all new material on H&S matters, supplied (e.g. by the Local Authority or HSE), is promptly brought to the attention of all relevant persons.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- o) Consultation and participation with staff and learners on safety matters, including convening and attending regular H&S meetings, to be attended by the Director of Operations, Director of Lifelong Learning, Premises Site Staff and others as deemed necessary.

- p) To ensure the safety of visitors, contractors and temporary employees, including those of an employment agency, either directly or through delegation.

**4.3 Deputy Head Teacher, Director of Operations, Director of Lifelong Learning, Assistant Head Teachers, Year Group Heads and the Project Team Leader, are responsible for:**

- a) All matters of H&S in their team, department and/or subject area.
- b) Bringing to the attention of the Head Teacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department and/or subject area.
- c) Having a working knowledge of Regulations, guidance materials and codes of practice in their department and/or subject area.
- d) Ensuring staff receive adequate training on health and safety aspects of their specialist area (especially where use of potentially hazardous equipment or substances is undertaken).
- e) Ensuring that necessary PPE (e.g. eye protection or protective clothing) is available and kept well maintained.
- f) Ensuring that any risks specific to their area of work are adequately assessed (e.g. Risk Assessment for the use of tools or equipment; COSHH assessments for the use of hazardous substances etc.).
- g) Ensuring that relevant safety signs and notices are displayed (e.g. fire safety, no smoking etc.).
- h) To ensure the safety of visitors, contractors and temporary employees, including those of an employment agency as required.

**4.4 Other Teaching, Educational Support and Administration Staff, are responsible for:**

- a) Ensuring they are familiar, and comply with the school's H&S Policy.
- b) Reporting any defects or problems affecting the H&S of themselves, their pupils, other staff or any other person, to their line manager.
- c) Co-operating with the Executive and Senior Leadership Teams and the Governing Body to enable them to comply with the requirements of the HSW Act.
- d) Ensuring that all health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) for equipment and materials received are passed to the responsible person for COSHH.

**4.5 Premises Site Staff are responsible for:**

- a) Ensuring they are familiar, and comply with the school's H&S Policy.
- b) Bringing to the attention of their line manager any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school's H&S Policy and risk assessments to the attention of all staff and contractors working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that all health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) for equipment and materials received are passed to the responsible person for COSHH.
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- f) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.

- g) Informing the Director of Operations of the arrival (or expected arrival) of contractors for maintenance work.
- h) Informing contractors of any hazards that could affect their health and safety while working in the school.
- i) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

**4.6 Cleaning Staff** are responsible for:

- a) Ensuring they are familiar, and comply with the school's H&S Policy.
- b) Bringing to the attention of their line manager any problems or defects affecting the health and safety of any person on the school premises.
- c) Ensuring they receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- d) Ensuring that all health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) for materials received are passed to the responsible person for COSHH.
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

**4.7 First Aiders** (in addition to that described above) are responsible for:

- a) Ensuring the completion of all necessary paperwork in relation to accidents, incidents and 'near misses'.

**4.8 Catering Staff** are responsible for:

- a) Ensuring they are familiar and comply with the school's H&S Policy.
- b) Ensuring they receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar and comply with the requirements of the Food Safety Act (1990) and the Regulations published under it (which may be amended from time to time).
- d) Ensuring that all health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) for materials received are passed to the responsible person for COSHH.
- e) Bringing to the attention of the Director of Operations any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

## **Appendix A: Site Arrangements (in alphabetical order)**

1. **Access and Egress:** The Site Team are responsible on a daily basis for seeing that fire exits are not obstructed; the opening of the site at the start of the day and that the site is secured at the end of each day. The Site Team are responsible for taking the necessary steps to clear ice and snow. Issues are to be reported, by the site staff, to the Head Teacher and/or Director of Operations.
2. **Accident, Incidents and Near Miss Recording and Reporting:** See Appendix C 'Reporting of Injuries, Diseases and Dangerous Occurrences' and Appendix H 'First Aid'.
3. **Asbestos:** Not applicable
4. **Building Repairs and Contractors:** We recognise the need for appropriate separation of contractors and pupils, provision for adequate day to day communication between school and contractors and the provision of adequate facilities for contractors. On arrival, contractors are required to sign-in using the electronic visitor management system. The school has an asbestos register confirming that there is no asbestos on site.
5. **Cleaning:** Warning signs are to be placed when floors are wet and slippery. Cleaning staff are employed to clean the school outside the normal timetabled day. During the school day, if cleaning is required the Site Team should be notified immediately. Non-hazardous cleaning products are procured wherever possible. Also see Appendix E 'Control of Substances Hazardous to Health'.
6. **Communications:** All staff are responsible for informing the Site Team immediately, of any hazards, concerns, problems or defects. Staff may e-mail the Site Team to advise of any maintenance issues within the school premises which are not urgent. For urgent matters the Head Teacher, Director of Operations, Director of Lifelong Learning or a member of the Site Team should be notified personally.

The school has a dedicated Health & Safety noticeboard containing information including, H&S meeting dates, H&S meeting minutes and a copy of this policy. In addition, all policies, risk assessments and information on other H&S matters can be sourced within the electronic Staff Handbook, available on the staff shared drive (T).

7. **Fire:** An external Fire Risk Assessment will be conducted at least 5-yearly, or where there are significant changes which could affect the fire risk e.g. changes to the building and/or activities. The Fire Risk Assessment will be reviewed on an annual basis. The last external fire risk assessment was undertaken in November 2023; this will be renewed by Acivico during the Autumn Term 2024. Regular testing and record keeping of the fire alarms is the responsibility of the Site Team. All tests are logged in the Fire Logbook. Emergency lighting, fire appliances (extinguishers and fire blankets) and alarms are routinely tested to current British Standards by an external contractor. Also see Appendix B 'Fire Evacuation Instructions and Procedures'.
8. **First Aid:** See Appendix H.



9. **Good Housekeeping:** All staff must recognise that clutter is a major cause of accidents, relatively simple to prevent and are therefore required to adopt good housekeeping practices. The Site Staff undertake inspections as part of the daily locking-up procedure.
10. **Legionella:** Site staff receive Legionella training, which is updated as appropriate. Weekly, monthly, quarterly, 6-monthly testing is undertaken as necessary and logged in the Legionella log folder. An external Legionella Risk Assessment will be undertaken every 3-years. This may be earlier if site conditions change or there are concerns relating to an increased risk. Following an external Risk Assessment an Action Plan of recommendations will be implemented. The latest external risk assessment was undertaken in November 2019; the next external assessment will be undertaken during the Autumn Term 2021.
11. **Manual Handling:** Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that the school is a low manual handling risk environment, however, such tasks have the potential to cause injuries. Therefore, wherever possible we will aim to eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means. Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed and equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks. Employees required to undertake manual handling will be provided with training in manual handling techniques. Non-trained employees (including all pupils) are advised NOT to undertake manual handling activities.

Responsibilities for undertaking manual handling risk assessments are identified in the roles and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Staff are responsible for using equipment provided to reduce risks from manual handling tasks and will not be required to carry out a manual handling task they consider is beyond their capability.

Any person who considers that a manual handling task is beyond their capacity should stop the activity and bring this to the attention of the Head Teacher or the Director of Lifelong Learning & Operations who will review arrangements.

12. **Monitoring:** Regular informal monitoring is on-going, and formal H&S meetings held 3-times yearly. H&S meeting are reported to the Governing Body through the Finance & HR Resources committee.
13. **Personal Protective Equipment (PPE):** is equipment that will protect the user against health or safety risks at work, at this school, this can include items such as:
- Safety helmets
  - Ear protection
  - High visibility clothing
  - Safety footwear and safety harnesses
  - Thermal, weather and waterproof clothing

Such items will be purchased as necessary.

In light of COVID-19 the following is available to staff, and pupils where necessary:

- Gloves
- Masks
- Visors
- Disposable aprons
- Hand sanitiser

The Personal Protective Equipment at Work Regulations 1992 place duties on employees to take reasonable steps to ensure that the PPE provided is properly used and places the following duties on employees:

- PPE must be worn and used in accordance with the instructions provided to them.
- Employees must make sure that PPE is returned after use, unless authorised to take the PPE away from the workplace e.g. footwear or clothing.
- PPE must be visually examined before use.
- Any loss or obvious defect must be immediately reported to their line manager.
- Employees must take reasonable care of any PPE provided to them and not carry out any maintenance unless trained and authorised.

14. **Portable Electrical Appliance Testing:** Site staff are trained and PAT testing is performed in-house. Portable appliance test equipment is calibrated annually, where appropriate. All staff are responsible for the regular visual inspection of portable electrical appliances used by pupils and staff during the course of their day to day duties. Staff are required to have all electrical appliances they bring onto the premises PAT tested, by a member of the Site Team, prior to use. Also see Appendix F.

15. **Prevention of Slips, Trips and Falls:** All staff are responsible to ensure spills are cleared up promptly; if necessary the spill should be reported to the Site staff who will make the necessary arrangements for the spill to be cleared. Staff are responsible for removing clutter from their classrooms, offices and stores, with the assistance of the Site staff, if necessary. Site staff are responsible for keeping circulation areas free from clutter. Site staff must make arrangements for the prompt repair of damaged internal floor coverings and stairs and external paths and steps, if they are unable to carry out the repair themselves. Trailing leads should be kept to an absolute minimum, cable covers/protectors must be used where trailing leads are unavoidable.

16. **Radon:** WR4 9FQ does not lie in a Radon affected area

17. **Risk Assessment:** The Head Teacher is responsible for ensuring the maintenance of the system with regard to assessment of risk. Also see Appendix G.

18. **Security:** All visitors to the school are required to report to Reception, where they will be signed in using the electronic Visitor Management System and issued with a visitor's pass. The pass should be returned to Reception and the visitor signed out at the end of the visit.

The school has a security alarm system, which is operational when the site is unoccupied. Access to the school outside the hours of 07:30 and 18:00 hours should be arranged with the Site Team or member of the Executive Leadership Team.

19. **Statutory Inspections and Service/Maintenance:** The Aspire Academy engage the services of Acivico (Design, Construction and Facilities Management) Ltd, to undertake full facilities management services for statutory and remedial works. This is administered by Acivico through an on-line portal.

20. **Training:** See Appendix D

21. **Vehicles:** Arrangements for the care and maintenance of school's leased vehicles is delegated to the Site staff who check the vehicles for roadworthiness and safety on a weekly/daily basis as necessary; a record is kept of these checks. General road-worthiness checks are carried out by all drivers prior to using a vehicle. **All** drivers of site vehicles are responsible for completing the vehicle log book (kept inside the vehicle). All maintenance issues and/or damage should be reported to the Site Team **immediately** upon return to site.

Vehicles must only be driven by qualified drivers. Prior to all journeys, the driver must carry out a general road-worthiness inspection of the vehicle and instruct passengers as to the seating and safety arrangements for the journey. All staff who drive on school business are required to present their driving licence to the Director of Operations for inspection (on-line). Those staff who regularly drive their own vehicle on school business are required to have business insurance and present a copy of their insurance details for inspection by the Director of Operations. The school purchases Occasional Use insurance for emergency situations.

The site speed limit is 5mph and notices are displayed to advise drivers of this. Persons parking on school site do so at their own risk. Private vehicles must only be parked in the designated areas, outside the school perimeter fencing.

The school makes the car park available for parking on Worcester Warriors (Rugby Club) home matches. This is administered by a third party who are responsible for staffing and managing the car parking areas and related health and safety.

22. **Work Related Stress:** We recognise that, whilst a degree of stress can be a positive force, excessive pressures can have a negative effect on health and performance. We are committed to promoting good health and well-being within the school and are therefore committed to recognising any negative effects that stress may have on individual members of staff or pupils, and to provide suitable support mechanisms for anyone suffering from the negative effects of stress.

Through the risk assessment process, we will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload
- Working environment
- Relationships with others at work
- Communication arrangements

We also recognise that there may be problems outside the workplace that will cause an individual member of staff, or pupil, to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In particular, the school recognises that stress factors, for staff and pupils, are likely to be in a heightened state due to COVID-19.

In this situation, undue negative stress may occur as a result of work-related and non-work-related factors.

We will:

- Develop an Academy 'Managing Workplace Stress' Policy.
- Maintain a dedicated Well-Being' noticeboard.
- Make available a staff well-being support package as part of the school's staff absence insurance.
- Ensure, so far as is reasonably practicable, that excessive stress is eliminated from the school environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors.
- Provide suitable support mechanisms for members of staff or pupils suffering from the negative effects of stress.
- Foster a working environment where members of staff or pupils who are suffering from the negative effects of stress can recognise the signs, and who are encouraged to approach their Line Manager in confidence, in order that necessary support mechanisms can be put in place.
- Encourage a culture where stress is not seen as a sign of weakness or incompetence.
- Provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and pupil relations.
- Ensure staff complete on-line Staff Awareness training.

23. **Working Alone:** Wherever possible the need for lone working will be removed. Where there is a need for staff to work alone e.g. all-year-around staff or for staff who choose to work at school when others have gone home, a risk assessment must be completed and control measures introduced to reduce the risk, so far as is reasonably practicable.

24. **Working from Height.** All work at heights shall be considered dangerous, risk assessed and shall be avoided as far as is reasonably practicable. Persons required to work at height must be trained and competent in the use of all equipment (including fall prevention and protection equipment, where applicable). Risks from falling objects (including tools and equipment introduced by the working party) shall be assessed and appropriate control measures introduced.

Ladders are not generally considered suitable as a working platform for the execution of tasks unless hazards (particularly falling) and risks have been fully risk assessed. Any ladders utilised are to be approved and in a good condition. A system of regular inspection shall be implemented. Where ladders are risk assessed and deemed appropriate for task, "three points contact" (at least both feet and one hand on the ladder) should be maintained on the ladder. Where this is not possible, the risk assessment is to be considered invalid and alternative methods should be considered e.g. tower scaffolding.

Work at heights shall be immediately suspended if the weather conditions compromise the control measures employed or increase the risk of a fall beyond that which is predicted at the risk assessment stage.

## Appendix B: Fire Evacuation Instructions and Procedures

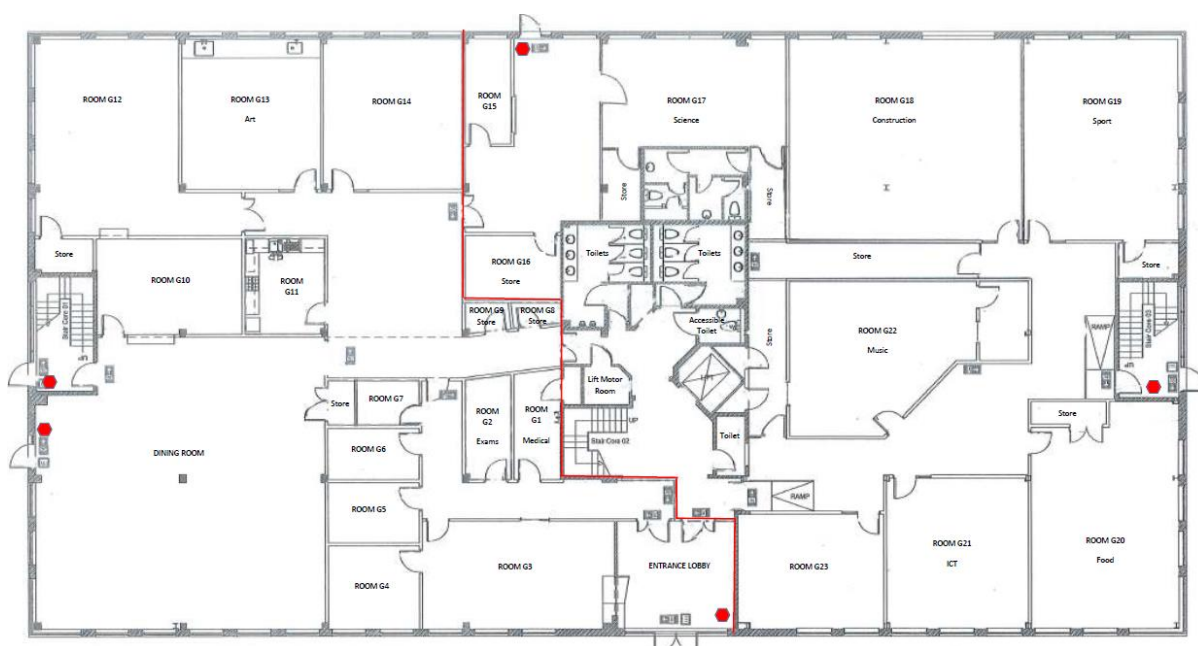
### ON DISCOVERING A FIRE:

- RAISE THE ALARM: Shout “Fire, Fire, Fire”, locate fire call point and break glass
- DO NOT attempt to fight the fire
  - Only persons trained, confident, competent to even consider attempting to fight the fire with an appropriate fire extinguisher, and only if safe to do so.
  - if one extinguisher does not extinguish the fire, then you should evacuate and not continue to fight the fire.
- EVACUATE via the nearest exit
- DO NOT collect personal items

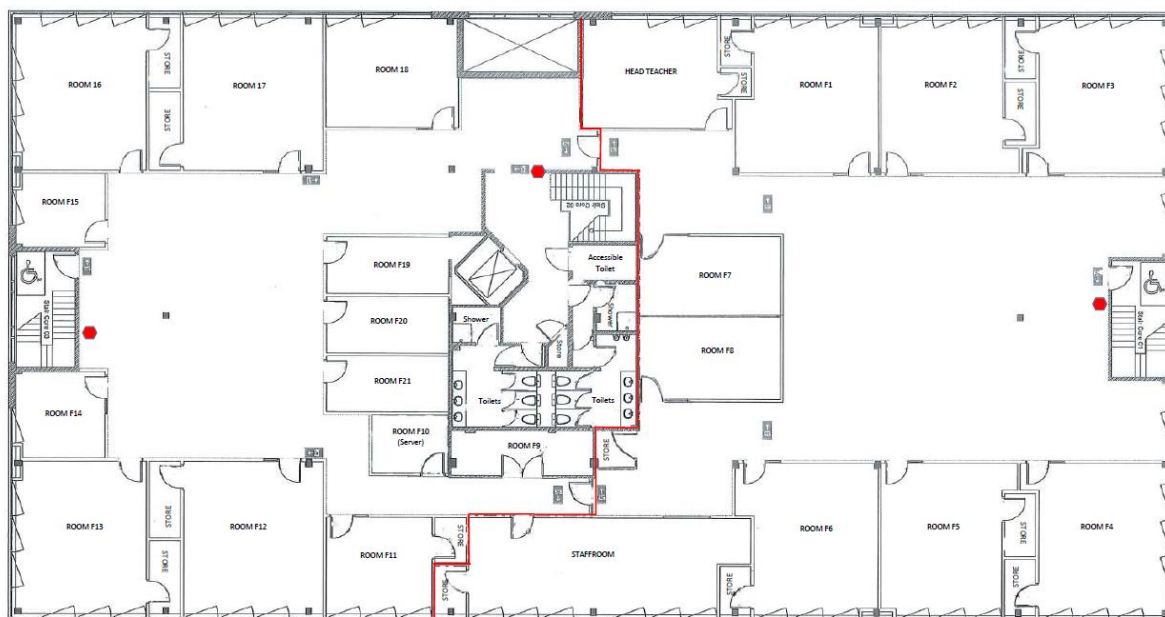
### ON HEARING THE FIRE ALARM:

- EVACUATE via the nearest exit
- DO NOT collect personal items
- Follow the Fire Evacuation Signs
- DO NOT use the lift
- Report to the Assembly point (see below)
- Make sure you are accounted for
- Remain at the assembly point until instructed otherwise
- Listen to instructions
- DO NOT attempt to re-enter the building
- If you encounter any visitors, take them to the assembly point

### GROUND FLOOR FIRE ALARM AND EXIT ARRANGEMENT



## FIRST FLOOR FIRE ALARM AND EXIT ARRANGEMENT



### Fire Alarm Call Point

### FIRE ASSEMBLY POINTS:

- **Staff, pupils and visitors** must exit the building at the nearest fire exit and proceed to the **Fire Assembly Point located at the rear of the school**. Pupils should line up in tutor groups. Rooms are equipped with building evacuation route notices.

### ASSEMBLY PROCEDURE:

- **Visitors:**
  - A designated member of staff (Receptionist) will print the visitor list from the electronic Visitor Management System.
  - Staff remain responsible for their visitors and must accompany them to the fire assembly point.
- **Staff and Pupils:**
  - A designated member of staff (Receptionist) will collect the pupil Fire Evacuation Registers (which will be printed each day following AM registration) and staff/visitor listing from the electronic Visitor Management system.
  - Each member of staff must make themselves known and register as present.
  - Each Tutor must collect and mark their pupils present in the Fire Evacuation Register.
  - Pupils must line-up in tutor groups; any pupil unaccounted for must immediately be reported to the Head Teacher, or in their absence the Deputy Head Teacher.

**STAFF, PUPILS AND VISITORS MUST NOT RE-ENTER THE BUILDING UNTIL THEY ARE ADVISED BY THE HEAD TEACHER, OR IN THEIR ABSENCE DEPUTY HEAD TEACHER, THAT IT IS SAFE TO DO SO.**

All staff are expected to undertake Fire Awareness training as part of their employment induction process. This ensures there is a high level of fire awareness and responsibility within school.

**In the event of a false alarm (deliberately setting off of fire alarm), a full fire evacuation procedure will be undertaken. To ensure the Fire Brigade are not called out unnecessarily, in the case of a false alarm, staff must notify the office and site staff, without delay, that a false alarm has occurred.**

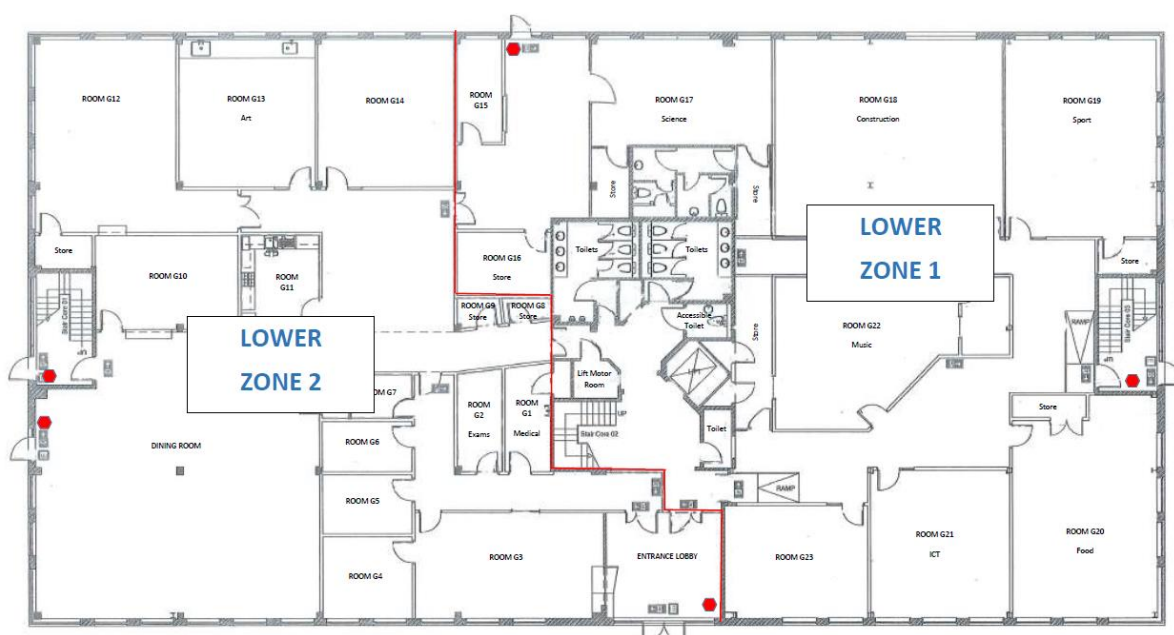
**For the purposes of this procedure, any instruction which applies in the case of a false alarm, or practice will be written in Green.**

As part of the evacuation strategy, the building is divided into four zones as below. The responsibility for checking building evacuation is as follows:

- **Lower Zone 1:** Project Team Member, or in their absence 'Food' Tutor (RL)
- **Lower Zone 2:** Director of Operations (LBo), or in their absence Finance & HR Officer (JH)
- **Upper Zone 1:** Director of Lifelong Learning (LT), or in their absence a Project Team Member
- **Upper Zone 2:** Deputy Head Teacher (AP), or in their absence a Project Team Member

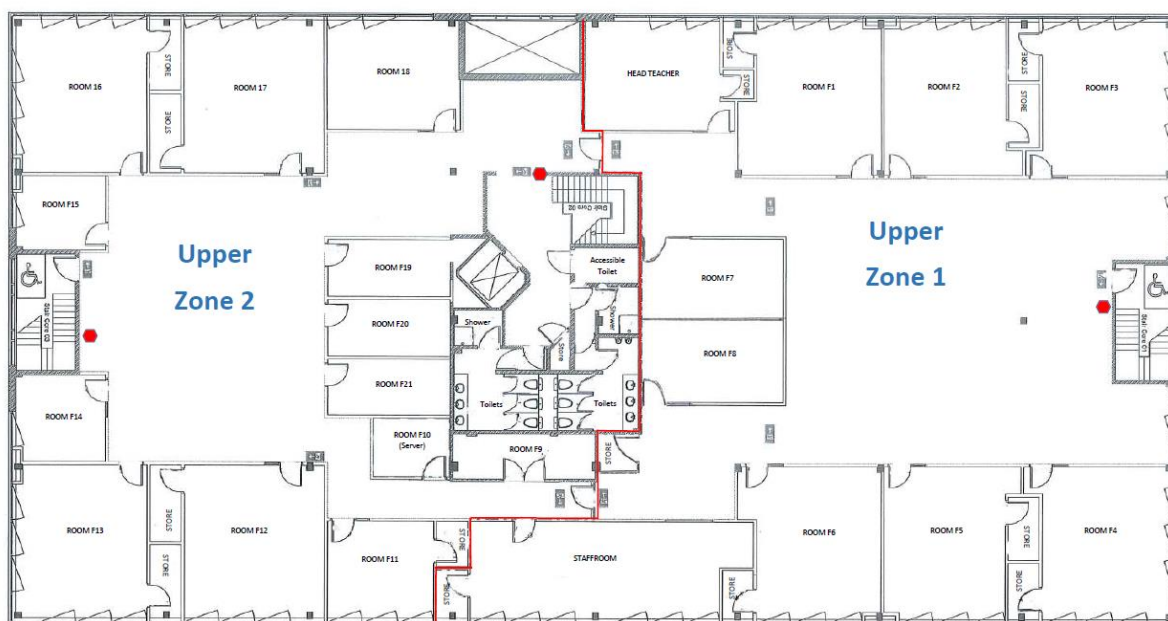
It is the duty of each member of staff with a zone responsibility to make their colleague aware if they leave site, or are to be absent.

## GROUND FLOOR





## FIRST FLOOR



### The building evacuation procedure is as follows:

On hearing the fire alarm.....

**Site Staff, or in their absence the Head Teacher** will make a note of the time; proceed to the fire control panel (situated in the foyer) to ascertain the zone in which the fire has been located; they will then proceed to that zone to confirm the status of the alarm. **In all events, the alarms will not be ceased until:**

- In the case of a real fire: the fire brigade disables the alarm
- In the case of a practice or false alarm: a full evacuation of the building has been confirmed by the Head Teacher, or in their absence the Deputy Head Teacher.

Locked gates are to be opened by the following:

- Catering Supervisor will open the perimeter gates at the dining room end of the school and proceed around the front of the building to the Fire Assembly Point at the rear. In their absence the member of staff with Lower Zone 2 responsibility will open the gates as part of the evacuation check.
- The member of staff with Lower Zone 1 responsibility will open the double gates at the vocational end of the school.

Personnel with the responsibility of zone evacuation will proceed to check all areas in their jurisdiction, to ensure full evacuation, and then proceed through the nearest fire exit to report to the Head Teacher, or in their absence, Deputy Head Teacher.

The Attendance Officer, or in their absence the Receptionist will print the pupil attendance registers following AM registration, and will attach these to the fire evacuation clipboards. On hearing the alarm, the Receptionist or Attendance Officer will proceed to the Fire Assembly Point with the pupil registers, and pupil/staff/visitor register from the Electronic Visitor Management System. Pupil registers will be collected by tutors. Visitors and staff will make themselves known and be marked present by the Receptionist or Attendance Officer.



To ensure the fire alarm monitoring company (Cougar) are aware that a false alarm has been activated, and to ensure the fire brigade are not called, the HR & Finance Officer will remain in the office until the false alarm has been confirmed.

When all registers have been taken and everyone accounted for, the Head Teacher will make a note of the time. Nobody will be permitted to re-enter the building until the Fire Brigade Officer, or Head Teacher advises it is safe to do so.

Upon completion, the site staff will:

- Cease the alarms
- Re-set the manual fire alarm point and control panel
- Complete the Fire Logbook – the duration of the evacuation procedure must be noted – Head Teacher to advise of finish time.
- All false alarms will be treated as a full evacuation.

**COVID-19 FIRE EVACUATION CONSIDERATIONS, where/if social distancing is in place.**

If the fire alarm sounds, the building should be evacuated by way of the nearest Fire Exit as above. During the evacuation, there is no requirement to maintain social distance.

Once outside, social distancing once again applies and staff/pupils/visitors must assemble in the allocated positions. The recommended evacuation zone should be 2 x height of the building away from the building; assembly positions have been marked with this in mind.

Silence needs to be maintained during fire assembly.

Once advised to re-enter the building, social distancing will apply and the one-way system followed.

## **Appendix C: Reporting of Injuries, Diseases and Dangerous Occurrences Guidance (RIDDOR)**

*The following information provides HSE guidance for reporting accidents, diseases and dangerous occurrences:*

### **Introduction**

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Incidents involving contractors working on school premises are normally reportable to their employer.

If a self-employed contractor is working on school premises and they suffer a specified injury or an over-seven-day injury, the school is responsible for reporting the incident.

For incidents on school premises involving members of staff, pupils or visitors, the HSE is the enforcing authority.

The responsibilities and arrangements for reporting under RIDDOR are the responsibility of the Head Teacher, however this may be delegated for operational purposes. On-line reporting to the HSE is available at: <http://www.hse.gov.uk/riddor/report.htm>

### **Records must be kept of:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries which result in absence from work of longer than 3 days. Although not all over-three-day injuries need to be reported, records must be kept.
- Records must be kept for at least three years following the incident.

### **Injuries and ill health to people at work (employees and self-employed contractors)**

The following work-related accidents must be reported, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a reportable specified injury – **reported without delay**;
- Accidents which prevent the injured person from continuing their normal work for more than seven days – **reported within 15 days**;
- Any case of a work-related reportable disease that a doctor has confirmed in writing.

### **Reportable specified injuries include <http://www.hse.gov.uk/riddor/specified-injuries.htm>:**

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding), which:
  - Cover more than 10% of the body; or
  - Cause significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:

- Leads to hypothermia or heat related illness, or
- Requires resuscitation or admittance to hospital for more than 24 hours.

The following occupational diseases are reportable when written diagnosis has been received from a doctor <http://www.hse.gov.uk/riddor/specified-injuries.htm> :

- Carpal tunnel syndrome;
- Severe cramp to the hand or forearm;
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma, e.g. from wood dust and soldering using rosin flux;
- Tendonitis or tenosynovitis of the hand or forearm;
- Occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

#### Physical violence:

Some non-consensual physical violence, which result in death, a specified injury or a person being incapacitated for over seven days, are **reportable**. Incapacity must arise from physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where an employee sustains a specified injury due to an assault on the school premises by a pupil, colleague or member of the public.

#### Stress:

Work-related stress and stress-related illnesses are **not reportable** under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury.

#### **Incidents to pupils, visitors and other people who are not at work (i.e. not employees)**

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

- Death that arose out of, or in connection with, a work activity; or
- 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.

The list of specified injuries above only applies to employees. If a pupil is injured in an incident and remains at school, is taken home or is absent from school for a number of days, the incident is **not reportable**.

Consideration should be given as to whether the incident was caused by:

- Failure in the way the activity was organised, e.g. inadequate supervision;
- The way equipment or substances were used, e.g. lifts, machinery, experiments etc.;
- Condition of the premises, e.g. poorly maintained or slippery floors.

Many common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. In all cases consideration for reporting an incident need only be done, where an accident results in a pupil's death or they have been taken directly from the scene to the accident to hospital for treatment.

#### Accidents to pupils during sports activities:

Not all sports injuries are reportable under RIDDOR, as sports activities can lead to injuries that are not connected with how the activity's risk is managed. If an accident occurs due to the normal rough and tumble of a game, the accident and injury is not reportable. Examples of reportable incidents include where:

- The condition of the premises and/or equipment was a factor in the incident;
- There was inadequate supervision.

Accidents are only reportable where the pupil is killed or taken to hospital for treatment and the accident was work-related in that it arose out of or in connection with the work of the school, rather than as a consequent of the normal risks associated with the participation in physical activities.

#### Accidents in the playground:

Collisions, slips, trips and falls are not normally reportable; incidents are only reportable when an incident results in death or the pupil is taken directly to hospital for treatment and if it was caused by an accident that happened from or in connection with a work activity. This includes incidents arising due to:

- The condition of premises and/or equipment;
- Inadequate supervision.

#### Physical violence:

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

#### Injuries while travelling on a school bus:

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, **this is normally reportable under RIDDOR.**

Deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway **are not reportable**; these are classed as road traffic accidents and are investigated by the police.

#### Incident involving pupils overseas:

RIDDOR only applies to activities which take place in Great Britain.

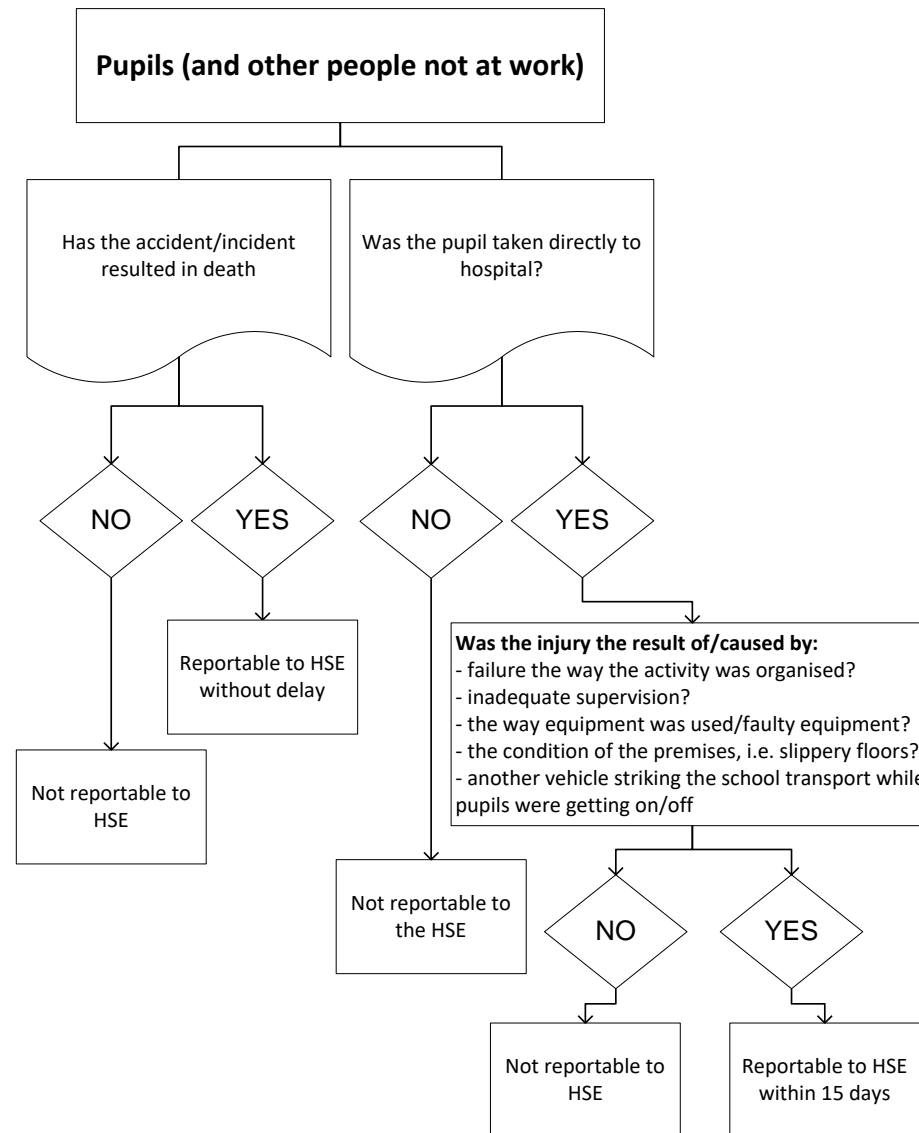
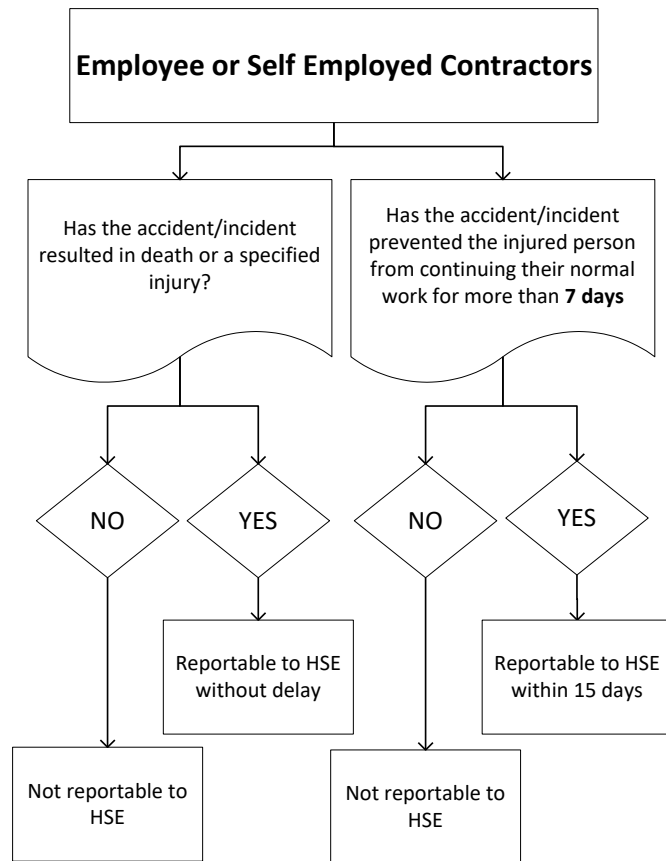
### Incidents to pupils on work experience placements:

Pupils on training schemes or work placements are deemed to be employees of that establishment. Their employer is therefore responsible for reporting any necessary incidents.

### **Dangerous occurrences**

The following are typically specified as near misses:

- Collapse or failure of load-bearing parts of lifts and lifting equipment;
- Accidental release of a biological agent likely to cause severe human illness;
- Accidental release or escape of any substance that may cause serious injury or damage to health;
- Electrical short circuit or overload causing a fire or explosion.



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

## **Appendix D: Staff Training**

Staff are expected to undertake the following on-line training as part of their induction, within their first six months of employment, training will be reviewed every 3 years.

- Health & Safety Induction
- Fire Awareness
- Risk Assessment (this may not be relevant to all employees, e.g. some drivers)
- First Aid
- Display Screen Equipment (DSE) (renewable annually)
- Stress Awareness

Job specific training may also be required where appropriate, including:

Site Staff:

- Portable Appliance Testing
- Manual Handling
- Working from Height
- Legionella

Catering Staff:

- Food Hygiene
- Manual Handling

Project Team and those staff who are involved in off-site education:

- 3-day accredited First Aid

Safeguarding and associated safeguarding training is determined by the Safeguarding Children Policy

## **Appendix E: The Control for Substances Hazardous to Health (COSHH)**

Wherever possible, only non-hazardous products will be used within school for general use.

Where products display a hazard identification warning, the Safety Data Sheet and Technical Information sheet will be obtained; this information will be kept on file as part of the product risk assessment. In addition, a copy of the Safety Data Sheet and Technical Information Sheet will be given to the member(s) of staff who use the product.

All chemical and cleaning products will be kept locked.

COSHH risk assessment is now included in the classroom risk assessments.

The named person responsible for COSHH is XXXXXX




## **Appendix F: Maintenance and Testing of Portable Electrical Equipment**

*The following information provides HSE guidance for maintaining portable electrical equipment in low-risk environment:*

These guidelines include any electrical equipment that is used, whether of a personal nature or owned by the school. There is a joint responsibility to maintain equipment that is leased or provided by a contractor (but not for equipment both provided and used by a contractor).

Not every electrical item needs a portable appliance test (PAT). In some cases, user checks and visual inspections are sufficient. Other equipment may need a portable appliance test, but not necessarily every year.

The law does not determine how often portable electrical equipment should be tested, however the following should be considered:

- Increased risk if equipment is not used correctly.
- Whether the equipment is Class I (earthed) or Class II (double insulated).
- Class I equipment **has** a portable appliance test to ensure the earth connection is sound.
- Class II equipment has an extra insulation layer within the construction of the equipment and is marked with the symbol  Class II **will not** need a portable appliance test. If this symbol is not visible assume the item is a Class I appliance and carry out a portable appliance test.

User checks, applicable to Class I and Class II equipment - disconnect appliance and look for:

- Damage to leads – frays, scuff, cuts
- Damage to plugs – cracks, bent pins
- Coloured wires visible where lead joins the plug
- Damage to outer cover of electrical item, loose parts and screws
- Signs of overheating, such as burn marks, staining
- Equipment stored in unsuitable conditions, such as wet or dusty environments
- Trapped cables e.g. under furniture

It is important that user checks are carried out on equipment that has been tested. Portable equipment testing can only give an indication of the safety of an appliance at the time of the test. **It is the responsibility of all users to report any concerns about electrical equipment to the Site staff and to discontinue its use immediately.**

Visual inspections – consider/include:

- Has appliance been used in accordance with manufacturer's instructions?
- Is the equipment suitable for the job?
- Has there been any change in circumstances?
- Has there been any reported issues?
- Remove plug cover and check
  - Signs of internal damage

- Correct fuse
- Wires are attached to correct terminals
- Terminal screws are tight
- Cord grip is tight
- No bare wires visible

Portable appliance test (PAT) should be carried out by a competent person with the correct equipment, who knows how to use the test equipment and interpret the results. The suggested intervals for checking portable electrical equipment are as follows:

Equipment/Environment	User Checks	Formal Visual Inspection	Combined inspection and testing
Extra Low Voltage (< 50 volts AC) Telephone equipment, low-voltage desk lights	No	No	No
Desktop, computers, DVU screens	No	2 – 4 years	Class I – up to 5 years Class II – No
Photocopiers, fax machines – rarely moved	No	2 – 4 years	Class I – up to 5 years Class II – No
Double insulated Class II not hand-held, moved occasionally, e.g. fans, table lamps	No	2 – 4 years	No
Double insulated Class II hand-held,	Yes	6 months – 1 year	No
Earthed Class I: kettles, irons etc.	Yes	6 months – 1 year	1 – 2 years
Cables (leads and plugs connected to above), mains voltage extension leads and battery-charging equipment	Yes	6 months – 4 years depending on type of equipment connected to	1 – 5 years depending on type of equipment connected to

*Source: HSE Maintaining Portable Electrical Equipment: HAG 107 (Third Edition Published 2013)*

- Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item should be maintained as individual items as appropriate

**Notwithstanding the HSE guidance above, the policy for maintaining and testing portable electrical equipment at the Aspire Academy will consist of:**

- **No** personal electrical item should be used until it has been tested and passed by the Site staff, after which they must be treated in the same manner as appliances owned by the school.
- All staff must regularly, visually inspect the electrical equipment they use (external inspection only).
- If faulty or suspect equipment is found staff must:
  - Ensure appliance is unplugged from the mains
  - Report immediately to a member of the Site Team and Director of Operations
  - Ensure that all possible measures have been taken to restrict further use by others
- Site Staff will:
  - Ensure the appliance is checked and removed for repair or disposal as necessary.

Portable appliance testing will be undertaken in accordance with the above guidance by an appropriately trained competent person(s); in the case of The Aspire Academy this is the Site staff.

Testing will be undertaken to the minimum HSE guidelines and records kept by site staff detailing asset tag number (where tagged), serial number, date and outcome of test.

Appliance	Minimum Frequency
Personal equipment belonging to staff and pupils	To be tested prior to use on site and re-tested annually
All 'moved' Class I appliances including: extension leads, laptops, hair dryers, phone chargers, portable kitchen equipment	Annually
All 'non moved' Class I appliances including: computer equipment, printers, photocopiers, fax machine, non-portable kitchen equipment	Bi-Annually

## **Appendix G: Risk Assessment**

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties, the Management of Health and Safety at Work Regulations 1999 requires an employer to arrange for competent persons to carry out a detailed risk assessment. It should identify all workplace hazards, quantify the risks and introduce control measures to reduce the risk of injury or illness to the workforce.

The Head Teacher is responsible for ensuring risk assessments are completed, logged and effectively monitored. Reviews undertaken annually, or when there is any change to equipment or resources, any change to the school's premises, or when particular needs of an employee, pupil or other visitor require it.

The Head Teacher is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of the premises – both indoor and out – will be carried out daily by the Site staff as part of the normal unlocking/locking up procedure. During the school day, all staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors
- all surfaces, both indoors and outdoors
- all equipment used by pupils, staff and, if appropriate, visitors

On discovering a hazard, staff will take all steps necessary to make themselves and any other persons potentially affected safe. They will then notify the Head Teacher and ensure that a record is made by e-mailing the Site Team. The Head Teacher is responsible for ensuring that any necessary action is taken.

Legislation requires that suitable and sufficient assessments of the risk arising out of work are carried out. Thus, a risk assessment is ascertaining what could cause harm to people and determining how to best protect them.

### **The Process of Risk Assessment:**

When assessing risk, the Academy will base their risk matrix on the IOSH (Institution of Occupational Health & Safety) 5 x 5 risk rating calculator; likelihood rating from 1- 5 (L) and a consequence rating from 1-5 (C). The two ratings will be multiplied together to obtain an overall risk rating out of 25 (R). Although the likelihood and consequence ratings are subjective, they must be realistic.

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

**Hazard** – something that has the potential to cause harm or damage.

**Risk** – the likelihood of the harm or damage being realised.

**Evaluate the risk:** Having identified the hazards, a decision must be made about what to do. The law requires that everything ‘reasonably practicable’ to protect people from harm must be done; consider: Can the hazard be eliminated altogether or how can the risks be controlled? When controlling risks, apply the following principles of the Hierarchy of Control:

- Eliminate hazard
- Reduce hazard
- Prevent contact with hazard
- Introduce a safe system of work
- Provide personal protective equipment

The Health and Safety Executive (HSE) defines a risk assessment as *“a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”*.

**1. Identify the hazards:**

- a. Classify work activities to identify workplace hazards, e.g. slips, trips, falls, vehicles, violence, electricity, stress.

**2. Decide on who may be harmed and how:**

- a. Identify who might be harmed.
- b. Establish how likely each hazard might cause an accident or ill health and how serious the consequences might be (risk).
- c. Consider how many people are exposed to each hazard, how often and for how long.
- d. Use judgement about likelihood (rated 1–5) and consequences (rated 1–5) of harm occurring.

**3. Evaluate the risk (1-5) and decide on precautions:**

- a. Consider the consequences of injury or harm. Determine if risks are:
  1. Extremely unlikely
  2. Remotely possible
  3. Could possibly occur
  4. Will probably occur
  5. Almost certain to occur

- b. Determine whether 'reasonably practicable' control measures are in place.
  - c. Check if measures reduce risk to tolerable level; if not, additional control measures must be put in place.
  - d. Aim for risk avoidance.
- 4. **Record:**
  - a. Record findings, implement and communicate to staff and others affected.
- 5. **Review and update risk assessments:**
  - a. Review should take place on a regular basis or when:
    - i. Procedures are revised.
    - ii. Workplace layout is reorganised.
    - iii. Accidents or near a miss occurs.
    - iv. The law changes.

The assessment helps identify the likelihood of harm and whether the risk can be reduced to a reasonable level, through the introduction of control measures.

## THE ASPIRE ACADEMY: RISK ASSESSMENT FORM

THE ASPIRE ACADEMY: RISK ASSESSMENT FORM											
Date of Assessment:			Work Activity Being Assessed:								
No	Hazard	Consequence of Risk	Risk Before Mitigation			Risk Owner	Persons at Risk	Risk Post Mitigation			Further Actions Required
			Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating	
1											
	Control Measures in place which must be followed to control the risk:										
	•										
2											
	Control Measures in place which must be followed to control the risk:										
	•										
3											
	Control Measures in place which must be followed to control the risk:										
	•										
4											
	Control Measures in place which must be followed to control the risk:										
	•										
5											
	Control Measures in place which must be followed to control the risk:										
	•										
6											
	Control Measures in place which must be followed to control the risk:										
	•										
7											
	Control Measures in place which must be followed to control the risk:										
	•										
8											
	Control Measures in place which must be followed to control the risk:										
	•										
9											
	Control Measures in place which must be followed to control the risk:										
	•										

THE ASPIRE ACADEMY: RISK ASSESSMENT FORM											
Date of Assessment:			Work Activity Being Assessed:								
No	Hazard	Consequence of Risk	Risk Before Mitigation			Risk Owner	Persons at Risk	Risk Post Mitigation			Further Actions Required
			Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating	
<b>REMEMBER</b>  <i>*Insert any important detail/notice - applicable to the hazards being Risk Assessed*</i> <i>i.e. Never stand on desks or chairs; Do not overload shelving or over stack documents; Report all broken furniture to your soon as possible.</i>											
Likelihood		Consequences		Risk Rating		Likelihood of consequences					
1. Extremely Unlikely		1. Minor Injury		1 - 5		Low Risk: Broadly acceptable with existing control measures.					
2. Remotely Possible		2. None Reportable Injury		6 - 10		Medium Risk: Tolerable - monitor process/controls measures.					
3. Possible Occur		3. Reportable Injury		11 - 15		High Risk: Unacceptable - apply further controls/change process/controls measures.					
4. Will Probably Occur		4. Single Fatality		16+		Very High Risk: Totally unacceptable - cease activity, change process and control measures.					
5. Almost Certain to Occur		5. Multiple Fatalities									
Assessed by: Date:  Review by: Date:  <b>Review Date:</b>											



## **Risk Hazard Indicator Checklist**

	<b>Hazard Type</b>	<b>Yes ✓</b>	<b>No x</b>
<b>1</b>	Fall of person from height		
<b>2</b>	Fall of object or material from height		
<b>3</b>	Fall of person on same level: slips, trips		
<b>4</b>	Manual handling: pushing; pulling; lifting; carrying		
<b>5</b>	Use of machinery		
<b>6</b>	Operation of vehicles		
<b>7</b>	Electricity or electrical equipment		
<b>8</b>	Drowning		
<b>9</b>	Evacuation work (where part of task)		
<b>10</b>	Stored energy: hydraulics and pressured systems		
<b>11</b>	Explosions (from chemicals or dust)		
<b>12</b>	Contact with excessive hot surfaces		
<b>13</b>	Compressed air or gases		
<b>14</b>	Mechanical lifting operations		
<b>15</b>	Noise		
<b>16</b>	Biological agents		
<b>17</b>	Hot works		
<b>18</b>	Asbestos		x
<b>19</b>	Excessive vibration		
<b>20</b>	Use of hand tools		
<b>21</b>	Outdoor work: weather		
<b>22</b>	Chemical or substances		
<b>23</b>	Storage, stacking or shelving		
<b>24</b>	Stress		
<b>25</b>	Lighting levels (too high/low; glare; rapid changes)		
<b>26</b>	Confined spaces		
<b>27</b>	Temporary workplace		
<b>28</b>	Use of display screen equipment (as part of task)		
<b>29</b>	Lone or unaccompanied working		
<b>30</b>	Exposure to Pupils (not applicable to school staff)		
<b>31</b>	Micro-organisms (e.g. legionella)		
<b>32</b>	Bullying and Violence		
<b>33</b>	Other (please state)		
<b>34</b>	Other (please state)		
<b>34</b>	Other (please state)		

Transfer **all** hazards identified as **YES** in the tick box above to column one on the Risk Assessment Form

## Appendix H: First Aid

As part of the induction process, **all staff** are required to undertake accredited on-line First Aid Training. In addition, members of the Project Team, and other staff delivering off-site education, are required to complete a face-to-face first aid training course approved by the Health & Safety Executive (HSE).

Fully stocked first-aid cabinets are positioned in the following locations: -

- Canteen (Kitchen): Catering Supervisor has the key
- Medical Room: COSHH cupboard key located in the key cupboard within Admin Office
- Staff room: Key in cabinet door
- Food Technology Room (small first-aid kit bag)
- School vehicles

A member of the Administration team is responsible for ensuring first aid supplies on site are sufficient.

### **Medicines:**

The school carries long term doses of prescribed tablets etc., supplied and labelled individually, by parents/carers of specific pupils who may need medication. Short term medication is kept for pupils undergoing short courses. Non-prescription medications can also be kept where there is an medical need. The administration of medication log should be completed each time medicines are administered. The log book is located in the Medical Room cabinet.

The following staff are required to be trained in Administering Medication:

- Administration Staff
- Project Team Staff

### **Medical Room (G1):**

Where a pupil requires treatment in the Medical Room they will need a permission slip signed by their tutor or class teacher before treatment can be administered; this helps identify a genuine medical need.

Gloves must be worn whenever blood or other bodily fluids are involved; these are available in each First Aid cabinet. Swabs and Dressings, and Sharps Disposal containers are located under the sink in the Medical Room.

It is the responsibility of the person administering first-aid to complete an accident record log and ensure that the details are added to the medical section of Arbor. Accident books are located inside each first-aid cabinet or available from the Admin Office; copies of completed accident records must be passed to the Administration Office.

MEDICAL ROOM PERMISSION SLIP



I give permission for \_\_\_\_\_ to visit the Medical room  
To receive First Aid attention.

Signed (teacher): \_\_\_\_\_ Date: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

In addition to the statutory requirements of RIDDOR (Appendix C). Appendix C of the First Aid, Administering Medication & Supporting Pupils with Medical Needs Policy explains how staff should report any relevant event or accident, including an Accident/Incident Report and Investigation Form.

Please refer to First Aid, Administering Medication & Supporting Pupils with Medical Needs Policy.

## Appendix I: Security Awareness

Good practice security habits for all employees; a ten-point checklist for common security issues in the workplace.

1. **Basic housekeeping:** Basic good housekeeping reduces the opportunity for planting suspect packages and helps deal with false alarms and hoaxes. It reduces the number of places where devices may be left.
2. **Data handling:** Take care when dealing with private and personal data – ensure it is handled in accordance with confidentiality and the requirements of the General Data Protection Regulations and Data Protection Act. When issuing data to others be sure to understand what it will be used for and send only the data required. Also refer to the Data Protection and Privacy Policy.
3. **Email/downloads:** Do not open or respond to an email from an unrecognised source or download attachments and/or files without knowing what they are and where they are from; this is the most common way that computers pick up a virus. Equally, take care when attempting to download content directly from an unknown internet site.
4. **Keep colleagues informed:** Report any concerns, or where others appear to be acting suspiciously. Employees are encouraged to feel welcome to suggest any improvements that can be made to improve standards of security in the workplace.
5. **Network and computer use:** Always lock the screen (Ctrl, Alt, Del or Windows) when leaving a computer terminal unattended and log-off/shut-down completely when leaving for the day. Never insert a disk, USB or other portable device into the computer unless sure of its origin. When deciding a password always use 'strong' passwords that contain a mix of letters, symbols and characters and choose a different password for each system. Never reveal the password to others, even to close colleagues or managers.
6. **Outside the workplace:** Avoid taking sensitive or valuable information away from work unless it is essential and secured via encrypted laptops. Only use encrypted/password protected USB devices. Electronic documents taken away from site should be password protected. When away from the premises and/or in public areas, keep all sensitive information secure to prevent loss or theft; for example, never leave such items locked in a car overnight.
7. **Personal details** - Never give out any personal or confidential details to anyone over the phone unless sure about the person requesting them and that they are entitled to them. Do not submit any details into an unfamiliar website or unsolicited email/internet pop-ups. Take care with the amount of information and photographs shared on any online social networking sites; for example, details of periods of time away from home and avoid discussing work related issues.
8. **Security passes** – All staff are expected to wear their ID pass at all times.
9. **Visitors** - All visitors should be provided with a visitor pass which should be returned as they leave. Wherever possible, visitors should be escorted at all times when on the premises.
10. **Work areas** - Keep desks and work areas clear and tidy. Lock all documents and loose items away at the close of the working day. Ensure printers and photocopiers are always clear of any papers. All confidential/commercial documents should be appropriately marked and kept in a secure, lockable storage facility. Sensitive papers in particular should be securely disposed of; such as by shredding. Shredders are situated in the Staffroom and ground floor Reprographics Room (G5).

# REPORTING AND INVESTIGATING ACCIDENTS AND INCIDENTS

## How Do I Report an Accident at Work?

This information explains how you should report any relevant event or accident, including the requirements under RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations). Only responsible persons (Senior Leadership Team) are able to report to the HSE through RIDDOR.

**Every employee should report events or accidents to their line manager and complete the necessary paperwork.**

### Step 1: Check there is no immediate risk of danger:

Immediately after the event has occurred you (employee) must assess the situation and decide whether there is a risk of further damage or injury. **Ensure that you do not put yourself in danger.** Your own health is the most important thing to consider here, so do not act unless it is safe to do so. If you are able to remove the source of danger, then carefully do so to manage the risk. For example, you may be able to safely turn off equipment or vehicles.

Not all RIDDOR incidents occur in high-risk environments such as factories or warehouses. RIDDOR can apply to any employment sector, including schools.

### Step 2: Ensure that the colleague receives the appropriate medical assistance as necessary:

Next, you should have the qualified first aider look at the injured person. All staff have basic First Aid training as part of their induction process. Those with more in-depth First Aid training are detailed in Appendix J of the Health & Safety Policy. Having assessed the situation, the first aider should be able to determine whether the situation is serious enough for those involved to receive further medical care.

Call the emergency services on 999, or 111 for medical advice if it's a non-emergency.

### Step 3: Report the event to your line manager (Responsible Person)

Once your line manager has been informed of the event, it becomes their responsibility to report under RIDDOR if necessary.

### Step 4: Record the incident

You should record details of any accident in the Accident Book (located in the Medical Room), complete Part 1 of the 'Event Report and Investigation Form', and give it to your line manager, who will complete Part 2. In the case of an event involving the Head Teacher, Part 2 of the Event Report and Investigation Form should be completed by the Chair of Governors.

### Step 5: Report the incident under RIDDOR, if applicable

If the incident falls under RIDDOR the Responsible Person, has a legal duty to report it correctly. Reports must be received by the HSE within 10 days of the incident. However, if the incident resulted in more than seven days' absence from work it can be submitted within 15 days.

Online RIDDOR Report: <https://www.hse.gov.uk/riddor/report.htm>

Telephone RIDDOR Report (fatal and specified injuries only): Incident Contact Centre: 0345 300 9923 (Monday to Friday 08:30 to 17:00)

**Further details regarding RIDDOR can be found in Appendix C of the Health & Safety Policy.**

**Step 6: Carry out an investigation**

If necessary, an investigation into the event should be carried out as soon as possible (Part 3 of the Event Report and Investigation Form). This should be carried out in the first instance by a member of the Health & Safety committee. The investigation should determine how the accident happened and whether it was preventable. If the incident was avoidable then the investigation should conclude with a suggestion of measures to be put in place to avoid future accidents.

## Appendix K: Accident/Incident Report and Investigation Form

The purpose of this form is to record all adverse events relating to site specific incidents/accidents. The term **accident** is used where injury or ill health occurs. The term incident includes near-misses and undesired circumstances, where there is the potential for injury.

<b>Part 1</b> to be completed by victim or person supervising the activity involved.			
Name of Victim:		Date of Event	Time of Incident
Incident <input type="checkbox"/>	Ill Health <input type="checkbox"/>	Minor Injury <input type="checkbox"/>	Major Injury <input type="checkbox"/>
<b>Brief Details:</b> <i>(Include: what, where, when, who, include names of witnesses, any treatment given and emergency measures taken)</i>			
<b>Completed by:</b> <b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____			

<b>Part 2:</b> to be completed by Line Manager			
Accident	<input type="checkbox"/>	Investigation	Y / N
Incident (Near Miss)	<input type="checkbox"/>	Details of Injured Person: <i>(Include: Name, Sex, Age and Address)</i>	
Illness	<input type="checkbox"/>		
Damage Only	<input type="checkbox"/>		
Minor Injury (Non Reportable)	<input type="checkbox"/>		
Major Injury (Reportable)	<input type="checkbox"/>		
Reported to HSE by:			
Date Reported to HSE:			
<b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____			
<b>Part 3:</b> to be completed, where appropriate, by the Investigation Team.			

<b>1. When and where did the event take place?</b>
<b>2. Who was injured/suffered ill health or was involved in the event?</b>
<b>3. How did the event happen (note any equipment involved)</b>
<b>4. What activities were being carried out at the time?</b>
<b>5. Was there anything unusual or different about the working conditions?</b>
<b>6. Were there adequate safe working procedures and were they followed?</b>
<b>7. What injuries or ill health effects, if any, were caused?</b>



<b>8. If there was an injury, how did it occur and what caused it?</b>
<b>9. Was the risk known? If so, why wasn't it controlled? If the risk was not known, why wasn't it?</b>
<b>10. Did the Academy and the arrangement of the work influence the event?</b>
<b>11. Was the maintenance and learning sufficient? If not, please explain why.</b>
<b>12. Were the people involved competent and suitable?</b>
<b>13. Did the workplace layout influence the event?</b>
<b>14. Did the nature or shape of the materials or the plant and equipment influence the event?</b>

15. Was the safety equipment sufficient?		
16. Did other conditions influence the event?		
Analysis of Investigation		
1. What were the immediate, underlying and root causes of the event?		
2. What risk control measures are needed/recommended?		
3. Do similar risks exist elsewhere? If so, what and where		
4. Have similar events happened before? Provide details		
Completed by: Name:	Signature:	Date:

<b>Part 4:</b> to be completed by the Investigation Team and Head Teacher (or as delegated).		
<b>1. What risk control measures should be implemented?</b>		
<b>Control Measure</b>	<b>Completion Date</b>	<b>Responsible Person</b>
a.		
b.		
c.		
d.		
e.		
<b>2. Which risk assessments need to be reviewed and updated?</b>		
<b>Name of Risk Assessment</b>	<b>Completion Date</b>	<b>Responsible Person</b>
a.		
b.		
c.		
Members of the Investigation Team:		
Signed on behalf of the Investigation team:		
Name:	Signature:	Date:
Signed by Head Teacher (or as Delegated)		
Name:	Signature:	Date:
Reported to Health & Safety Committee:		
Name:	Signature:	Date:

## **Appendix L: Positions of Responsibility**

Chair of Governors	Mr Phil Collins (PCol)
Head Teacher (Competent Person)	Mr Simon Stevenson (SS)
Deputy Head Teacher	Mr Andrew Phillpots (AP)
Director of Lifelong Learning & Operations	Mr Lewis Thomas (LT)
SENDCo	Mr Beata Payne (BP)
Designated Safeguarding Lead	Mr Richard Rainbird-Hitchins (RRH)
Head of Year 11	Mrs Joanne Weston (JW)
Head of Year 10	Mr Nicholas Bruton (NB)
Head of Years 7-9	Mrs Claire Windsor-Peplow (CWP)
Project Team Leader	Mr Mike Grimes (MG)
Project Team	Mr Chris Davies (CD) Mr Chris Cooper (CCO)
Food Technology Teacher	Mrs Rachel Lewis (RL)
Administration	Mrs Samantha Brazier (SBr) Mrs Helen Emerick (HE)
Site Staff	Mr Howard Jones (HJ) Mr Rick Savage (RS) Mr Chris Davies (CD)
Catering Supervisor	Miss Sadie Bough (SBo)
First Aid at Work Qualified	
Appointed Person Responsible for First Aid	Mr Richard Rainbird-Hitchins (RRH)