



**GEORGE
DIXON
ACADEMY**

HEALTH AND SAFETY POLICY

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Health and Safety Policy

SECTION ONE – STATEMENT OF INTENT

1.1 Introduction

George Dixon Academy is committed to maintaining a healthy and safe place of work for employees as well as taking all reasonable steps to ensure that students, families, members of the public and the environment (that may be affected by its work) are exposed to the lowest practical level of risk.

The Governing Body of George Dixon Academy recognise that:

- It has a moral duty to take all reasonable steps to prevent people being harmed.
- Accidents cost money, in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets.
- It has a legal duty imposed by the Health and Safety at Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing, and transporting goods, information, instruction, and training; and take reasonable care of the health and safety of others.
- There is a statutory entitlement to provide students with a healthy and safe environment.

STATEMENT OF INTENT

George Dixon Academy will strive to achieve the highest standards of health, safety, and welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent legislation.

George Dixon Academy is committed to the provision and maintenance of safe and healthy working conditions, systems of work for all its employees and to the provision of information, training, and supervision for this purpose. George Dixon Academy also recognise and accepts its responsibility to protect the Health and Safety of students and all other visitors to its sites, to include contractors, temporary staff, and members of the public.

George Dixon Academy is also committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy will be brought to the attention of each George Dixon Academy employee and volunteer. The policy will be reviewed on an annual basis or sooner if required.

LEGAL FRAMEWORK

This Policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work, etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Personal Protective Equipment at Work Regulation 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- The Construction (Design and Management Regulations) 2015 (CDM)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years, and colleges'
- UK Health Security Agency (2024) Health protection in children and young people settings, including education'

SECTION TWO – ORGANISATION

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires governors, and employees according to their roles, to take the initiative on certain matters.

The Academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for Health and Safety. Specific responsibilities cannot be evaded by delegation to others.

The Headteacher has the day-to-day responsibility for Health and Safety matters in the Academy. More detailed responsibilities are set out below.

2.2 Responsibilities of George Dixon Academy Trust

The Academy Trust is responsible for health and safety matters and is responsible for:

- Ensure it provides a safe place for all users of the site, including staff, pupils, and visitors.
- Ensure there is a detailed and enforceable policy for health and safety at the Academy.

- Reviewing the Academy's Health and Safety Policy and its effectiveness annually
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary.
- Providing appropriate resources within the Academy's budget for implementation of its arrangements.
- Prioritising action on health and safety matters where resources are required from the Academy budget, seeking further advice where necessary and ensuring action is taken.
- Ensuring that risk assessments are made and recorded of all the Academy work activities including those off site which could constitute a significant risk to the health and safety of employees of other persons.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the Academy.
- Active and reactive monitoring of Health and Safety matters within the Academy including health and safety inspection reports and accident reports.

2.3 Responsibilities of the Headteacher:

Overall responsibility for the day-to-day management of health and safety in the Academy rests with the Headteacher.

As manager of the establishment and of all the activities carried out within it, the Headteacher will advise the Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Ensuring competent people are appointed to provide advice and guidance on health and safety.
- If required advice and guidance will be also purchased from an external consultancy. (The Academy subscribes to Education Safety Services, Birmingham City Council and to Elite Safety in Education).
- Communicating the policy to all relevant parties.
- Ensuring there is an adequate system in place for undertaking risk assessments.
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy.

- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the Academy has emergency procedures in place.
- Reporting to the Governing Body any hazards which cannot be rectified within the establishment's budget.
- Ensuring there is no misuse of plant, equipment, etc.
- Ensuring that the premises, plant, and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to governors.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the Academy.

2.4 Responsibilities of the Finance Director / Deputy Head, Acting Deputy Heads and Assistant Heads

Responsibility for implementing operational health and safety matters rests with Academy's Finance Director who ensures that policies, procedures, and safe systems of work are implemented on a daily basis. The Finance Director is assisted in his responsibilities by the Academy's Facilities Manager and the Academy's Site Manager. The Finance Director, Acting Deputy Heads and Assistant Heads and Acting Assistant Heads are responsible for health and safety in their area and will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the school's Health and Safety Policy and safe systems of work.
- Ensure that contractors and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.

- Develop, implement, and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction, and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that workplace inspections are carried out at least twice each year to ensure that the working environment and equipment are safe and adequately maintained.
- Make sure that emergency procedures are effective, practiced and communicated to anyone who may be affected.

2.5 Supervisory Staff and Specialist Support Staff

All supervisory staff (Heads of Departments) and specialist support staff (Technicians) will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

They will:

- Apply the Academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the CLEAPSS, DfE, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Staff, students, and others under their jurisdiction are instructed in safe working practices.
- New employees working in their department are given instruction in safe working practices.
- Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe in accordance with Academy procedures.

Heads of Department for Art & Textiles, D&T, Food, Science, Drama, PE, Music

- The above Departments will prepare their own departmental Health and Safety Policy.

2.6 Responsibilities of Employees and Volunteers:

Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Academy's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure including near misses.
- Co-operate with Academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Be sensibly and safely dressed for their particular working conditions.
- Exercise good standards of housekeeping and cleanliness.

Employees should not undertake potentially hazardous task for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Headteacher.

2.7 Responsibility of Students

- Students will exercise personal responsibility for the health and safety of themselves and others.
- Students will dress consistent with safety and hygiene standards.
- Students will respond to instruction of staff given in an emergency.
- Students will observe the health and safety rules of the Academy.
- Students will not misuse, neglect, or interfere with items supplied for their, and other students' health and safety.

2.8 The Role of Education Safety Services and Elite Safety in Education and Other Providers

Education Safety Services have over many years provided health and safety services to Birmingham Schools. The Academy engages Education Safety Services to provide: -

- Competent Advice and Support – The Academy has worked with Educational Safety Services for many years their staff understand George Dixon Academy and the day-to-day challenges it faces
- Accident Management System – Educational Safety Services administer the Academy's accident, incident and near miss forms. Education Safety Services receive and process all forms on a secure data based and retain these records for future reference and analysis. Education Safety Services will also support and assist the Academy following an accident.

- Health and Safety Executive (HSE) Reporting. – Education Safety Services report to the Health and Safety Executive any accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). These will be reported within the legislative specified time scales following receipt of a fully completed accident, incident or near miss form or notification by phone in more serious cases.

Education Safety Services can also provide support and assistance by way of an initial visit during any HSE, Fire Service or other enforcing authority investigation or action.

Competent Advice and Support

The Academy has also engaged with Elite Safety in Education who are a registered company that specialise in health & safety for all education establishments.

The Academy has purchased Elite Safety in Education's Gold Service and includes: -

- Health & Safety statutory compliance audit carried out and a written plan of any issues.
- Health & Safety Site Walk (internal and external) and a written plan of any issues.
- Access to a secure Health and Safety Portal.
- Termly Newsletter.
- Telephone and Email Support.
- Risk Assessments

The Academy will engage other Health and Safety Support on an as needs basis. For example - Former Fire Service Safety Officers or other competent organisations to conduct the Academy's Fire Risk Assessment

- Fire Risk Assessment – The impact to staff, students, and the wider community when fire strikes can be devastating. Therefore, to minimise the risk of fire the Academy needs to assess its premises for compliance with the Regulatory (Fire Safety) Reform Order. The main aim is to ensure that reasonable steps are being taken to reduce the risk from fire and ensuring that safe evacuation procedures and management systems are in place and comply with legislation.

The Academy engaged a competent contractor to attend the Academy to undertake fire risk assessments which involves the inspection of statutory testing documents, management systems and the Academy's site and grounds.

The contractor issues a report to the academy, including an action plan of findings.

- Health and Safety Training – The Academy will engage or procure via Education Safety Services and Elite Safety in Education providers to provide training to assist in meeting its statutory obligations and ensure its employees are trained to carry out their work in a safe manner.

The Academy have and will also use other competent organisations to meet Health & Safety training requirements where necessary including Online Training.

2.11 The Role of Cityserve

Cityserve are the Academy's catering provider who have a role in the Academy's Health and Safety Policy in many areas of legislation relating to the provision of its service to the Academy.

Cityserve's Health & Safety responsibilities and duties of cooperation with the Academy extend to the Academy's Fire Evacuation plans where the Canteen Manager or Deputies **must** ensure that when the Fire Alarm rings the **gas cut off switch has been automatically activated**.

In terms of Plant and Equipment the Academy has responsibility for the maintenance repair and replacement of Kitchen Appliances in the event of a breakdown.

2.12 The Role of George Dixon Primary School

George Dixon Primary has an adjacency to the Academy and a shared use of facilities. This extends to the Fire Plan for the rear of the Primary School incorporating the need for Fire service access for Portland Road and across the Academy.

There is a requirement for the schools to cooperate on their Fire and Evacuation Arrangements. The Fire Alarm Systems are linked such that any activation in either school requires both schools to undertake a full evacuation.

SECTION THREE – ARRANGEMENTS

3.1 Introduction to Arrangements

The following section explains the day-to-day arrangements that are in place for the management of Health and Safety across the Academy.

This overall Health and Safety Policy is supported by several operational policies and procedures, which provide more detailed guidance in aspects of health and safety. These documents do not supersede this overall Policy but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practice.

3.2 Communication

The Academy supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- Promote a positive Health and Safety culture.
- Develop effective risk control measures and realistic safe systems of work.
- Reduce accidents and work-related ill health.

3.3 Information, Instruction and Training

So far as is reasonably practicable, the school will provide suitable and sufficient information, instruction, and training to all employees. This includes the following:

- Induction information and training for new employees.
- Provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters, and other appropriate methods.
- Provision of shared drive guidance including current policies and procedures.
- Training, as appropriate on Health and Safety issues.

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

The Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities.

3.4 Policy Implementation

The Finance Director working with the Facilities Manager has operational responsibility for ensuring that the schools health and safety policies are implemented.

All Managers (Assistant Heads, Senior Leaders, Department Heads, Heads of Year, Pastoral Managers, etc.) have a responsibility to implement and communicate the school's Health and Safety procedures and safe systems of work. This includes ensuring that inspections of premises, plant and equipment are undertaken, to provide assurance that the agreed safety arrangements are being followed and are appropriate and effective.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the school's policies.

3.5 Measuring Performance

The Academy will measure its Health and Safety Performance by:

- Monitoring performance standards.
- Regular auditing and undertaking inspections.
- Accident / Incident reporting and investigation.
- Measuring the effectiveness of absence reporting.

3.5 Reviewing and Monitoring Performance

In conjunction with its contracted services providers the Academy will develop measures and indicators which will be reported to the Leadership and the Academy and to the Governors on a regular basis.

The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in several ways:

- Accidents/incidents.
- Results of internal or external health and safety inspections.
- Reviews of any procedures carried out by the Headteacher.
- The Headteacher shall provide such reports as required by the Governing Body as part of the management of the school.
- The Governors will carry out visual inspections when in the Academy and report any concerns to the Headteacher.

To help this process the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and to any other bona fide health and safety officials.

3.6 Auditing

The Academy will utilise the services of Elite Safety Services to undertake the audits as described in section 2.9 across the Academy to ensure that Health and Safety Policies are being implemented and that safe working practices operate.

The Governing Body agrees an annual audit plan in with its Internal Auditors, RSM; within the scope of the audit plan the Governors have the right to request an additional audit of Health and Safety at the Academy.

3.7 Lockdown Procedures

The Academy has a lockdown procedure and will regularly test this procedure.

3.8 Planned Date of Review

The Academy's Health & Safety Policy will be reviewed annually.

APPENDICES

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APPENDIX 1

ACCIDENT REPORTING PROCEDURES

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible using the Academy Accident Report Form.
- Completed Accident Forms are to be forwarded to the Academy's School Nurse. The fully completed forms are signed off by the Headteacher and then forwarded to Education Safety Services.
- Should an incident require reporting to the Incident Control Centre (part of the HSE) Education Safety Services will file a report as soon as is reasonably possible.
- Education Safety Services will complete RIDDOR form 2508 and send it to the ICC, Caerphilly Business Park, Caerphilly, CF83 3GG on behalf of the Academy.
- Alternatively, Education Safety Services will complete RIDDOR form 2508 and report the incident via telephone.

Reporting to the Health and Safety Executive (HSE).

Education Safety Services will report significant accidents, on behalf of the Academy, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. The seven-day period does not include the day of the accident.
- Where there is an accident which causes injury to students, members of the public or other people not at work, and they are taken immediately from the scene to hospital.
- Fractures, other than to fingers, thumbs, and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system, or other vital organs.
- Any degree of scalp injury requiring hospital treatment.
- Any loss of consciousness caused by a head injury or asphyxia.

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipework.
- Electrical short circuit or overloading resulting in a fire or explosion.
- Unintentional explosion, misfire, or failure of demolition to cause the intended collapse, projection of material beyond the site boundary, injuries caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over 5 metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden uncontrolled release in a building of 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

APPENDIX 2

ASBESTOS

- All Schools buildings built before 2000, must have a management asbestos survey to locate (as far as is reasonably practicable) asbestos containing materials (ACM's) to ensure that no body is harmed by the continuing presence of ACMs in the premises, that ACMs remain in good condition, and to ensure that nobody disturbs the ACMs accidentally – thus all ACMs can be managed during the normal occupation and use of the premises.
- Prior to any intrusive work being undertaken on a building but before 2000 (no matter how small the project), a Refurbishment and Demolition asbestos survey must be undertaken to find any ACMs that may be hidden within the structure of the building that could otherwise be damaged as part of the refurbishment works.
- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval.**
- The Academy's Asbestos files are held in Main Reception including the Asbestos Management Plan, Management Surveys, Refurbishment Surveys, and additional guidance. (See Contractors Appendix 1).

APPENDIX 3

CONTACTORS

- All contractors must report to Academy reception where they will be asked to sign in using the Inventory system and wear an identification badge.
- All contractors working on the Academy premises are required to identify and control risks arising from their activities.
- The Academy is responsible for monitoring areas where their subcontractor's work may directly affect staff and students and for keeping records of their subcontractors' work.
- All Contractors will inform the Headteacher of potential risks to staff, students, and visitors.
- All persons intending to carry out construction, refurbishment and/or maintenance activities at the Academy (including the Academy's Premises Staff and Volunteers) must sign the "Record of Inspection of Asbestos Register" held in Main Reception.

APPENDIX 4

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education etc.) are in place.

- Every attempt will be made to avoid or choose the least harmful of substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the “COSHH” Regulations).

They shall ensure:

- Hazardous substances must be labelled with the correct hazard sign and contents label.
- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Personal Protective Equipment is to be provided free of charge where the need is identified as part of the risk assessment.
- Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes must be safely controlled by LEV Regulations.
- No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- The Academy are responsible for the cleaning of premises and ensure cleaning chemicals are used and stored to comply with the suppliers Material Safety Data Sheets. These are subjected to a detailed risk assessment to meet the requirement of COSHH. All cleaning chemicals are kept securely locked away.
- The Academy Nurse has a separate COSHH Medical Box.

APPENDIX 5

DISPLAY SCREEN EQUIPMENT

- Display Screen Equipment (DSE) assessments will be carried out by the Academy’s Facilities Manager for teaching and administrative staff who regularly use laptops or desktops.
- This is defined as all staff that habitually uses computers as a significant part of their normal work daily, for continuous periods of an hour or more.

APPENDIX 6

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and actions arising are implemented.
- The last Fire Risk Assessment was carried in February 2024
- The Fire Risk Assessment is located on the Academy's shared drive.
- The Fire Risk Assessment is reviewed annually or sooner if any major changes occur in the premises or occupancy.

Fire Instructions

- These documents are made available to all staff and fire evacuation procedures are explained to new staff in the Academy's induction process.
- An outline of evacuation procedures is made available to all contractors / visitors on arrival and are detailed on their pass.
- The outline evacuation procedures are also posted throughout the Academy.
- Emergency exits, fire alarm call points, etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

- The Academy's Fire and Emergency evacuation procedures are detailed in separate procedures. Due to the cooperation required with, Cityserve and the George Dixon Primary School a hard copy of these procedures is supplied to all parties at least annually and sooner if there is a major change to the premises or occupancy.
- Staff are emailed updated versions of the Fire Evacuation Procedures or provided a link to where they are posted on the staff shared drive.

This includes:

Evacuation Notice, Fire Evacuation Procedure, Fire Evacuation Strategy, Year Muster Locations.

Fire Plans for Holidays and Saturday Classes.

- In addition, the Academy has in place PEEPs Personal Emergency Evacuation Plan processes in place. The PEEP forms are accessible on the staff shared drive.

Fire Drills

- Following a fire alarm activation (not including weekly fire alarm tests) the Finance Director prepares an Emergency Evacuation Report. The report is sent to the

Headteacher and the Deputy Head. The report includes a section for lessons learnt.

- Fire drills will be undertaken termly, and a copy of the Emergency Evacuation Report maintained in reception and the Finance Directors office.
- Additionally, an evacuations file is maintained by the Finance Director that includes the Student Form Lists and the Visitor/Contractor list from Inventory following each evacuation of the building.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire- fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

Details of service isolation points

- The Academy's premises staff are responsible for services isolation including Gas, Electricity and Water

Chemicals and flammable & hazardous substances.

- A list of Chemicals with details of their hazards is kept in the Chemical Store of the Science Department.

APPENDIX 7

The Academy has a separate First Aid Policy

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Art, Canteen, Drama, D&T, Food, Reception & Student Reception, Medical Room, PE, Science, Minibuses, the James Dixon Centre and outside of the FM Office

- Departments are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.
- The Academy has a First Aid Boxes Procedure for off-site activities.

TRAINED TO FIRST AID AT WORK LEVEL:

The Academy employs a full-time School Nurse. It is intended that the Academy nurse can deliver training for staff to become qualified First Aiders.

- The Academy has a sufficient amount of First Aid trained staff.
- The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.
- The Academy will ensure ample provision is made for both trained personnel and first aid equipment on site.

ADMINISTRATION OF MEDICINES

- All medication will be administered to students in accordance with the Academy Policy.

“Supporting students at school with medical needs”

- No member of staff should administer any medicines unless a parental agreement form has been completed by the family/ carer / guardian.
- The only medication kept and administered within the Academy are those prescribed specifically for a student by medical practitioners at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept by the Academy Nurse.
- All medications kept in the Academy are securely stored in the Medical Room with access strictly controlled.
- Where students in need to have access to medication i.e., inhalers, etc., it will be kept in the Medical Room, and clearly labelled. Adrenaline Pens are kept in the Main Academy Office for expedient access. Additionally, 1 spare Adrenaline Pen is kept in Main Reception and 1 spare Adrenaline Pen is kept in Student Reception.
- Staff will undergo specific training related to health conditions of students and administration of medicines (e.g., diabetes, epilepsy, anaphylaxis etc.) as appropriate.
- The Academy has 6 emergency salbutamol inhalers which are stored in student reception (2) and main reception (4). Inhalers should only be used by students for whom written parental consent has been given. Staff are given training on how to recognise an Asthma attack and administer an inhaler.

APPENDIX 8

HEALTH AND SAFETY LAW POSTER

- The Health and Safety Law poster is displayed in the Academy Reception and Student Reception.
- The health and safety law poster products tell workers what they and their employers need to do in simple term.
- The poster details health and safety contacts.

APPENDIX 9

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

- Fire alarm call points are tested weekly in rotation by the Academy Premise team and a record kept.
- The Fire Alarm System is maintained and tested half yearly by Integral UK Ltd.
- The Fire Suppression System Canteen is tested half yearly by Integral UK Ltd.
- The Fire Suppression System had its 10-year overhaul carried out by Aspect Fire Solutions Ltd in Autumn 2019.

INSPECTION OF FIRE FIGHTING EQUIPMENT

- The annual arrangement for testing the Portable Fire Fighting is the responsibility of the Academy.
- The Academy must check that all fire- fighting equipment is available for use and operational and for any evidence of tampering as part of a weekly audit.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported to the Academy's Facilities Manager.

EMERGENCY LIGHTING SYSTEMS

- These systems are checked monthly and annually by Integral UK Ltd.

. MEANS OF ESCAPE

- The premises team check for any obstructions on exit routes and ensures all final exit doors are operational.

FIRE DOORS

- It is the Academy's responsibility to ensure that Fire Door inspections are carried out annually. The Academy in 2021/2022 replaced many of the fire doors particularly those in the "circulation" areas as an action arising from the Fire Risk Assessment.

APPENDIX 10

LEGIONELLA

- The Academy's Premises Team are responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken monthly.
- The Academy's Premises Team will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

APPENDIX 11

LETTINGS

- Separate procedures, including planning for evacuation have been developed for any Community Use of the Academy's Sports Facilities.
- Anyone hiring the Academy premises will use plant, equipment, and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health & Safety obligations when making the booking.

APPENDIX 12

LONE WORKING

This should be read in conjunction with Academy Lone Working Policy.

- Staff are encouraged not to work alone in the Academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher / Acting Deputy Headteacher's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g., access to a telephone or mobile telephone etc.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Staff must report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 13

MINIBUS

- The Academy's Administrator with responsibility for minibuses together with the Academy's Minibus Driver will arrange the maintenance of the minibus/minibuses including MOTs and road tax.
- The minibuses have Section 19 Permits. Section 19 permit vehicles cannot be used to carry members of the general public.
- The Academy has two seventeen seat (including driver) minibuses.
- The minibus can only be driven by staff authorised by the Headteacher.
- It is preferable for the minibuses to only be driven by drivers who have passed the "D1 not for profit or reward" test or hold a full D1 entitlement. However, for people who passed their test after 1 January 1997, it is at the Headteacher's discretion for them to drive the newer White Minibus, subject to the holding of an appropriate licence and the meeting of all the required conditions.
- Drivers must supply a photocopy of their driving licence and an additional check will be carried out on-line using the drivers' details.
- The minibuses will carry strictly one person per seat and seat belts must be always worn.
- The Academy considers that it is best practice for all drivers of the minibus undertake Midas Training. Where a Driver has not yet completed Midas Training, they must sign the prepared Risk Assessment.
- A Minibus Checklist must be completed prior to each departure.

APPENDIX 14

MOVING AND HANDLING

- Risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.
- Where it is not reasonably practicable to eliminate these activities a risk assessment should be made, and the risk reduced as far as is reasonably practicable.
- A written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.
- **Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

APPENDIX 15

OFF SITE ACTIVITIES

To be read in conjunction with the Academy's Educational Activities Policy

- The Academy's Educational Visits Co-ordinator(s) is Mr. Horner.
- The Academy's Educational Activity Policy is available to staff on the Academy's shared drive and Families on the Academy's Website.

APPENDIX 16

OUR ACTIVE MONITORING SYSTEM

- It is good practice to actively monitor systems prior to accidents, ill health or incidents take place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our systems includes:
 - Regularly examining documents to ensure compliance to standards.
 - Regularly inspecting premises, plants, and equipment (in conjunction with Integral (UK) Ltd and other service providers).
 - Annual audits including Fire and Health and Safety audits.
 - Regular reports and updates to the Headteacher.
 - External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

APPENDIX 17

REPORTING HAZARDS

- Staff, students, contractors, and visitors are encouraged to report any condition or practice they deem to be a hazard.
- Staff should use the email template in the staff templates folder on their computer desktop to report any hazards.
- Serious hazards should be reported to the Headteacher or a member of the leadership team immediately.

APPENDIX 18

RISK ASSESSMENTS

The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas in the Academy.

General Risk Assessments

- The Academy Workplace risk assessments will be co-ordinated by the Academy's

Facilities Manager.

Curriculum Activities

- Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, Drama and PE, etc.

Pregnancy Risk Assessment

- Assessments on new and expectant mothers will be undertaken by the Academy Nurse.
- The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

APPENDIX 19

SEVERE WEATHER

- The Headteacher, in liaison with the Governing Body, decides on Academy closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed.

APPENDIX 20

SMOKING

The Academy is a non-smoking premises, and no smoking will be permitted on the grounds. This includes all forms of electronic cigarettes i.e. vapes

APPENDIX 21

STATUTORY CHECKS

- The Academy is responsible for maintaining a record keeping system that can show that statutory testing requirements have been met and will utilise the Birmingham City Council Property Logbook as guidance in meeting its legal obligation with regard to maintaining safe conditions.

APPENDIX 22

STRESS MANAGEMENT

- Staff will be aware of the symptoms of stress that include sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer any of these symptoms are advised to contact their GP as soon as possible.

APPENDIX 23

VEHICLES

The Academy takes all practical steps to separate vehicles from people. The Building Schools for the Future Programme assisted the Academy in this aim.

- Student, public and family access the Academy by a pedestrian entrance from Portland Road.
- Emergency Vehicle Access is via electronic gates from Portland Road. These routes will be kept clear, and this is facilitated by a full evacuation of staff and students to the Academy field.
- There are a number of car parks at the Academy that are separated from student access. (The only exception being in the event full evacuation of the building).

APPENDIX 24

WORKING AT HEIGHT

- Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.
- Where this is not possible a risk assessment must be conducted, and the risk reduced as far as reasonably practicable.

APPENDIX 25

WORK EQUIPMENT

- Protective clothing and equipment must be supplied and used when required. All staff and students must be provided with protective eyewear in all workshops or laboratories. Visitors must also be supplied with protective equipment when appropriate.
- All staff are required to report any problems found with plant/equipment, damaged electrical apparatus, or wiring - including portable equipment and permanent wiring.
- Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

- All staff should monitor and visually check the condition of plugs, cables, and electrical equipment prior to use.
- All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually by contractors appointed by the Academy.
- Major fixed wiring circuits will be checked at least once every five years.

Curriculum

- Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

APPENDIX 26

WORK EXPERIENCE

- Organisations offering placements to students for Work Experience must be assessed for risks which students might be exposed to.
- The Organisation has to introduce and maintain appropriate measures to eliminate or control these risks and provide adequate training and supervision for the students.

The Academy needs to be reasonably satisfied that each placement:

- has suitable systems in place to ensure the health, safety, and welfare, so far as is reasonably practicable, of the student while under their control.
- is competent to manage health and safety in relation to the placement.
- will use competent people to supervise work experience.

All students are monitored during the course of the placement, either by teachers visiting the premises, or through speaking over the phone to both the student and the employer, ensuring that health and safety regulations are in place, and all is proceeding well with the student.