



Aspin Park Academy

Elevate Health & Safety Policy

2024-2025

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References in this document to 'the Headteacher' includes the Executive Headteacher, Head of School, Headteacher or acting Headteacher as appropriate.

The Board of Trustees Statement of Intent:

1. The Board of Trustees recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974, and all supporting Regulations in order to provide a safe and healthy workplace for all its employees, children and visitors to Elevate Multi Academy Trust's (Elevate) premises.
2. The Board of Trustees will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - Plant, equipment and systems of work that are safe;
 - Safe arrangements for the use, handling, storage and transport of articles and substances;
 - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
 - A safe place of work and access to it;
 - A healthy working environment and adequate welfare facilities.
3. Although it is the legal duty of the Board of Trustees to ensure the health, safety and welfare of all persons, the day-to-day responsibility for health and safety has been delegated to the individual Headteacher and all employees acting in a managerial capacity. It is therefore their responsibility for ensuring that all persons under their charge comply with Elevates Health & Safety objectives, at all times.
4. Health and Safety Practitioners, supplied through North Yorkshire Education Services (HandS), provides competent technical advice on health and safety matters where necessary to assist such employees in their task and to provide legal and best practice advice when required. The Trust has also appointed an internal competent Head of Health & Safety.
5. The Board of Trustees will ensure that adequate resources are made available to achieve Elevate's primary aim of staff and child safety, ultimately delivering an accident and illness free environment.
6. The Board of Trustees expect all staff to risk assess the impact of their activities in relation to themselves and third parties. Staff are expected to inform their appropriate line manager of any safety concerns and if appropriate, these concerns should be passed on to the Board of Trustees for action if necessary.

Signed by: 

Name: John Brear

Position: Chair of the Board of Trustees

Date: 16/07/2024

Introduction

Scope

This policy relates to Elevate and its Academies and settings.

Aims

Elevate, collectively and through its Academies, recognises and accepts their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees, children and others affected by the activities is acknowledged.

The aim of this policy is to give Academies an overarching framework to develop individual procedures which are site specific. This policy will identify areas which require Academies to address and should be viewed as a minimum requirement from Elevate.

Academies must review their own Statement of Intent and Responsibilities in **Appendix 2** on an annual basis, or sooner should there be a change to Senior Leadership roles or should a significant incident occur.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

Elevate follows [National Guidance produced by the UK Health Security Agency](#) when responding to infection control issues.

This policy complies with the Funding Agreement and Articles of Association.

Links with Other Policies and Practises:

- Allergens Policy
- Business Continuity Policy
- Elevate Child Protection and Safeguarding policy
- LA Safeguarding Audit document for each school premises
- Elevate Lockdown Policy
- Elevate Emergency out of hours policy for each Academy
- Elevate Events Policy
- Elevate Fire Safety Policy
- Elevate Lone Working policy
- Elevate Lettings policy
- Elevate First Aid policy
- Elevate Midday Supervisor Policy for each school premises
- Elevate Missing Child Policy

- Elevate Snow & Ice Policy, (with accompanying gritting plan for each school premises)
- Elevate Educational Visits and Children Off Site policy
- Elevate Display Screen Policy
- Elevate Laptop & Tablet Policy
- Elevate Intimate Care and Nappy Changing policy
- Elevate Medical Needs policy and Administering Medicines policy (School Medical Policy V.2)
- Elevate Use of Chemicals at Work Policy
- Elevate Use of Sunscreen policy
- Elevate Working at Height Policy
- Elevate SEND policy
- Elevate Accessibility plan
- NYCC H&S guidance via the named NYES HandS Advisors
- Elevate Driver policy and Handbook

Purpose:

The Trustees, Local Governing Body (LGB), through their delegated powers, and Headteachers are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Maintaining safe access to and from the premises;
- Preventing accidents and work related illness;
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objective to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the LGB and Headteacher should also recognise their obligations to non-employees and provide visitors, members of the public, children, contractors etc. or anyone who is or may be affected by the Academy's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

For the policy document to be effectively implemented, the Academy requires the full co-operation of employees and others who use the premises.

Responsibilities

Elevate Board of Trustees:

The Board of Trustees are the legally responsible body for compliance with health and safety legislation in all settings and its Academies. The Board of Trustees will, through effective oversight of the work of the LGBs ensure that each setting has robust health and safety planning in place followed through into appropriate action.

The LGB:

- Has responsibility for ensuring the local health and safety procedure for its Academy complies with this Health and Safety Policy. In consultation with the Headteacher the governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy.
- Must prepare a H&S report to the Trustees on a regular basis, but at least once a term and through their minutes demonstrate that they are compiling with this Health & Safety policy.

Headteacher:

- The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety policy within the Academy and associated premises.

This includes:

- Ensuring there is enough staff to safely supervise children;
- Ensuring that the Academy building and premises are safe and regularly inspected;
- Providing adequate training for Academy staff documented on a training matrix held locally in each Academy;
- Reporting to the LGB on health and safety matters;
- Ensuring appropriate fire evacuation and lockdown procedures are in place and regular fire drills are held at least termly and lockdown drill is held annually;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed annually / should there be a change in staff or should an accident / incident occur that warrants a review to the risk assessment document;
- In consultation with the governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy;
- The Headteacher will maintain the profile of health and safety within the Academy by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.

In the Headteacher's absence, their nominated deputy assumes the above day-to-day health and safety responsibilities.

Employees and Volunteers:

All Elevate employees:

- Have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions;
- Must comply with the Academy's Health and Safety procedures at all times;
- Co-operate with Elevate management in complying with relevant health and safety law;
- Use all work equipment and substances in accordance with instruction, training and information received;
- Staff should report any hazardous situations and defects in equipment found in their work place via Elevate's "Every" Database system;
- Report all incidents in line with current incident reporting procedure;
- Act in accordance with any specific health and safety training received;
- Inform the Headteacher of what they consider shortcomings in the Academy's health and safety arrangements;

- Exercise good standards of housekeeping and cleanliness at all times.

Administrative Staff:

All staff has a day to day responsibility for ensuring compliance with the Academy's Health and Safety procedure and taking effective action and/or immediately referring to the Head teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

Children and Parents:

Children and parents are responsible for following the Academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors:

Contractors will agree health and safety practices with the Headteacher before starting work and will not start work unless they have completed and signed an Elevate Authority to Work Form (ATW)

Before work begins the contractor will provide copies of RAMS, (risk assessments and method statements to the Academy when required), and provided up to date insurance certificate if applicable. On completion of the scheduled agreed work the contractor will be required to sign and date the Completion of works Form prior to leaving the Academy premises.

Site Security

Nominated personnel are responsible for the security of the Academy site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Key holders will respond to any emergency.

Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed annually by the appointed competent person employed by The North Yorkshire Education Services, (HandS) fire risk assessor.
- Emergency evacuations are practised at least once a term and will be documented on the Elevate "Every" database;
- The fire alarm is a loud bell or sounder and some may have strobe lights;
- Fire alarm testing will take place once a week using a different call point on each occasion and will be documented on the Elevate "Every" database.
- New staff will be trained in fire safety and all staff and children will be made aware of any new fire risks;

In the event of a fire, the emergency evacuation procedure is:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted;

Evacuation procedures will also begin immediately:

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them for use of small developing fires only without putting themselves or others at risk, or should their exit become blocked by fire and or smoke;
- Staff and children will congregate at the assembly points;
- Class teachers will take a register of children, which will then be checked against the attendance register of that day;
- The Headteacher or nominated Fire Warden will take a register of all staff;

- Staff and children will remain outside the building until the emergency services say it is safe to re-enter or the responsible person deems it safe to re-enter the building having swept all rooms;
- The Academy will have special arrangements in place for the evacuation of people with mobility needs (PEEP) and fire risk assessments will also pay particular attention to those with disabilities.

Arrangements

Elevate and its Academies recognise the importance of communication to staff, visitors, children, parents, volunteers, contractors etc., and will ensure that all staff are briefed and trained regularly in effective health and safety practice.

Risk Assessment:

The Academy uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Academy Senior Leadership Team, teaching staff and other unqualified staff at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed annually or where there is a change in circumstances or should an incident / accident occur referring to the risk assessment.

Working at Height:

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of all access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

The Academy will ensure work is properly planned, supervised and carried out by competent people with the skills, knowledge, training and experience to do the work.

In addition:

- Children are prohibited from using any stepladders / ladders;
- Staff will wear appropriate footwear and clothing when using step-ladders;
- Contractors are expected to provide their own stepladders / ladders for working at height;
- Before using a stepladder, staff are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons.
- Stepladders must conform to BS EN131 Professional standards. [HSE Guidance](#)

Pre-Existing Medical Conditions of Staff:

The Academy discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment will be completed and periodically reviewed by the SLT.

Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Additional Needs of Children:

Where a child has additional needs, a behaviour support plan will be in place and will be reviewed and updated regularly.

Children with Medical Needs:

- The Academy accommodates children with medical needs wherever practicable in line with legal frameworks for the health and safety of children and staff;

- Responsibility for children's' safety is clearly defined within individual care plans where necessary and each person involved with children with medical needs is aware of what is expected them; These will be shared with relevant members of staff to ensure clarity and continuity in order to maintain a safe environment for the child.
- Close co-operation between the Academy, parents, health professionals and other agencies help provide a suitable supportive environment for those children with special needs. **See Elevate Supporting Children with Medical Needs and Administering Medicines Policy.**

Working Risk:

The Academy ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. **See Elevate Lone Working policy.**

COSHH:

For Control of Substances Hazardous to Health (COSHH) used by the Estates Team, Caretakers, Cleaning staff, Kitchen staff and Grounds Maintenance staff risk assessments are completed by the appointed person / contractor when applicable. Material safety data sheets accompany the risk assessments that are updated and completed by the contractors and then checked by The Head of Health & Safety periodically. The Academy adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. **See Elevate Use of Chemicals at Work Policy.**

Relevant Elevate staff will receive COSHH training.

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Headteacher when required and circulated to all employees who work with hazardous substances. The use of substances should be kept to an absolute minimum.

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

Academy staff if required will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and will be locked away when not in use. Any hazardous products are disposed of in accordance with specific manufacturers disposal procedures.

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

[HSE COSHH Guidance](#)

Gas Safety:

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer;

- Gas pipework, appliances and flues are regularly maintained by the nominated contractor;
- All rooms with gas appliances are checked to ensure that they have adequate ventilation. [HSE Gas Safety Guidance](#)

Manual Handling:

- Risks of manual handling are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and documented using the manual handling risk assessment document and where appropriate training provided for staff. The Headteacher / most senior member of staff is responsible for assessing the appropriate approach to moving and handling tasks.
- **Staff must not take any risk of manual handling until they have received training.** It is then up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance;
- The Academy / Trust will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely;
- Staff and children are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- Take the more direct route that is clear from obstruction and is as flat as possible;
- Ensure the area where you plan to offload the load is clear;
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable. [HSE Manual Handling Guidance](#)

Display Screen Equipment:

- The majority of the staff within the Academy / Trust are not considered to be Display Screen Equipment (DSE) users;
- Headteachers / SLT ensure that DSE workplace risk assessments, where appropriate, are conducted for all users, they are reviewed annually or where equipment changes or office layouts change or when there are staff changes;
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Information regarding this entitlement can be requested from the Trust HR Team. [DSE DSE Guidance](#)

Asbestos:

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

Staff and contractors not trained to work with asbestos are not expected to work with or be exposed to asbestos. A limited number of staff whose normal duties may bring them into contact with existing asbestos containing materials (e.g. electrical, mechanical or building maintenance staff, Headteacher and relevant person in the Estates Team) will be trained in asbestos awareness.

The Board of Trustees recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice and Guidance in order to provide a safe and healthy workplace for all its employees, pupils and visitors to the Elevate's premises.

The Board of Trustees will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities to:

- Appoint an Asbestos Competent Person;
- Produce an Asbestos Management Plan including the implementation of an effective register of the areas of known asbestos in each Academy school building(s) so that appropriate measures, such as monitoring, encapsulation, sealing, labelling, inspection or removal of the material are undertaken;
- Periodically review this policy statement in the light of any legal changes, further information or incidents;
- Produce and maintain an asbestos register and make this available to staff, contractors and others who may be brought into contact with asbestos as part of their activities;
- Promote awareness of the hazards of asbestos and the management procedures through information and training;
- Prevent exposure to hazards associated with asbestos.

Responsibility for the implementation of this policy statement and the management of asbestos for all Academies' is delegated to the Academy Headteacher with support from The Head of Estates / Health & Safety, and NYES's Health and Safety Team where required.

- To minimise risk from asbestos containing materials on the Academy site, the Academy will maintain a safe and healthy environment by:
 - o Complying with the Control of Asbestos Regulations 2012.
 - o Removing if required in accordance with current Regulations;
- Where necessary communicating to all staff and visitors where asbestos containing materials are located within the Academy site;
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy and the action to take if they suspect they have disturbed it;
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work;
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe;
- A record is kept of the location of asbestos that has been found on the Academy site.
- An emergency procedure is in place and known by members of staff how to deal with an asbestos release. [HSE Asbestos Guidance](#)

Legionella:

- A water risk assessment must have been carried out by a competent contractor for each Academy premises, a copy is held locally with the Academy and a copy of the document is logged on the Elevate "Every" database system;
- The appointed contractor may delegate the responsibility for testing the water system, flushing of unused outlets and recording to their competently trained employee. The recording data will be held locally with the Academy as directed and checked by the Headteacher and monthly recording will be logged on the Elevate Every database.
- This risk assessment will be renewed periodically, should there be a significant change in occupancy and or numbers, should the existing water supply be extended to a new build foot print and it is deemed by a competent contractor that a new risk assessment is required or a problem is identified with the current water system.
- The Academy will address all high risk items documented on the risk assessment to reduce the risk of legionella bacteria to the occupants. The completed actions will be signed off by the Headteacher and or Head of Estates / Health & Safety.

- The risks from legionella are mitigated by the following:
 - Training for key personnel,
 - recorded regular monitoring temperature checks,
 - heating of water to the correct bands of temperature,
 - disinfection of showers,
 - release of water spray properly controlled
 - regular flushing of systems / unused outlets (eg external taps)
 - water hose pipes coiled after use
 - no standing water
- [HSE Legionella Guidance](#)

Radon:

To ensure the health and safety of all employees, children, visitors and contractors, the Trust commits to managing and mitigating the risks associated with radon exposure. Radon is a naturally occurring radioactive gas that can pose serious health risks, particularly in buildings located in high-risk areas or that have lower ground cellars. All Elevate Academies fall into the lowest or low category meaning they have below 1% or 1-3% radon potential. The Trust will conduct regular radon risk assessments, monitor radon levels in all relevant buildings, and implement effective control measures where necessary. The Trust will maintain thorough documentation of all assessments and mitigation actions. [HSE Radon](#)

Service and Building Contractors:

- To have regular access to the Academy site as specified by a contract;
- The contract will specify what work is expected of them and what they can expect from the Academy;
- Contractors follow their own safe systems of work and their working methods including the supplying of RAMS, (risk assessments and method statements to the Academy, appropriate levels of in date insurance cover when required).
- They take into account how they will impact upon staff, children and other visitors on site;
- The Academy will provide details of safe systems of work to the contractors where relevant and all contractors where relevant and all contractors are consulted over emergency arrangements.

Lettings:

- The Academy will ensure that, in any instances of letting premises, the hirer has appropriate in date public liability insurance in place in order to indemnify the Academy from all such hirer's/tenant's claims arising from negligence;
- If any part of the Academy is let, the Headteacher and Administrative staff are satisfied via the agreement that the hiring organisation will use the premises in a safe manner;
- A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken. **See Elevate Lettings policy.**

Cleaning:

- A cleaning schedule is in place delivered by an external contracting company which is monitored by the responsible person with assistance of the Estates team;
- All waste is disposed of according to appropriate health and safety guidelines;
- Deep cleaning is undertaken on a regular basis where necessary;
- The Academy will ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as step-ladders etc.
- All members of staff and children adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Caretaking / Grounds Maintenance:

Elevate and its Academies identify risks associated with Caretaking and Grounds Maintenance and mitigate the risks through the risk assessment process.

Severe Weather including:

Adequate arrangements are in place to minimise the risks from severe weather conditions including floods, snow and ice on the Academy site e.g. access / egress routes. Risk assessments are carried out and reviewed and emergency plans developed to determine what type of action needs to be undertaken during adverse weather conditions.

Infectious Diseases:

The Academy follows [National Guidance produced by the UK Health Security Agency](#) (UKHSA) encompassing Health Protection Agency and Public Health England in regards to infectious diseases. Namely:

Handwashing

- Wash hands with liquid soap and water and dry with paper towels or the use of electric hand dryers;
- Always wash hands after using the toilet, before eating or handling food, and after handling animals;
- Cover all cuts and abrasions with waterproof dressings.

Coughing and Sneezing

- Cover mouth and nose with a tissue;
- Wash hands after using or disposing of tissues;
- Spitting is discouraged.

Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing);
- Wear goggles if there is a risk of splashing / spitting to the face;
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the Environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
- Make spillage kits available for blood spills.

Laundry

- Wash laundry in a separate dedicated facility;
- Wash soiled linen separately and at the hottest wash the fabric will tolerate;
- Wear personal protective clothing when handling soiled linen;
- Bag children's soiled clothing to be sent home, never rinse by hand.

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy;

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
- Remove clinical waste with a registered waste contractor;
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Animals

- Wash hands before and after handling any animals;
- Keep animals' living quarters clean and away from food areas;
- Dispose of animal waste regularly, and keep litter boxes away from children;
- Supervise children when playing with animals;
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet;

Children Vulnerable to Infection

Some medical conditions make children vulnerable to infections that would rarely be serious in most children. The Academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent or carer will be informed promptly and further medical advice sought. The Academy will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion Periods for Infectious Diseases

- The Academy will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 1;
- In the event of an epidemic/pandemic, the Academy will follow advice from the UK Health Security Agency UKHSA about the appropriate course of action on preventing the spread of infections, which diseases to vaccinate for, how long to keep children away from school, managing infectious diseases and cleaning the environment.

First Aid:

The Academy follow the statutory requirements for first aid and provide suitably trained staff.

Equipment:

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

Electrical Equipment:

- The Academy take appropriate measures to make sure that all electrical equipment
- is safe and suitable for the purpose intended;
- All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable;
- 5-year fixed wire testing of circuits is completed in each Academy by a competent contractor;
- Fixed Appliance Testing (FAT) will be carried out annually;
- Portable Appliance Testing (PAT) will be carried out by a competent contractor bi-annually.

- Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT and FAT testing and fixed wiring inspections) are recorded and held in the premises file and a copy is uploaded on the Elevate “Every” database.
- Any child or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- Any potential hazards will be reported to the Headteacher immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

PE Equipment:

- Is inspected on an annual basis by a competent contractor, reports of any high risk repairs are effected as soon as possible and until such a time the equipment is placed out of use.
- Children are taught how to carry out and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher and or Head of Estates.

Specialist Equipment:

- Parents are responsible for the maintenance and safety of their children’s wheelchairs / medical aids in use during school times. In the Academy, staff promote the responsible use of wheelchairs;
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders as necessary. Where necessary risk assessments are completed and shared with relevant members of staff.

Off-Site Visits:

When taking children off the Academy premises, the Academy will ensure that:

- Risk assessments are completed where off-site visits and activities require them;
- All off-site visits are appropriately staffed;
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of children along with the parents’ contact details.
- The Academy purchases an SLA with North Yorkshire Council to seek competent advice and has access to their database named “Evolve” to input trips and risk assessments.
- In accordance with training, all relevant trips should be logged on the “Evolve” database by the nominated visit leader.
- Should considered high risk trips take place the NYC competent person will liaise with the Headteacher to provide additional technical support to ensure safety.
- There will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. **See Elevate EVC and Children Off Site policy.**
-

Violence at work:

Elevate and its Academies believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards the staff. All staff will report any incidents of

aggression or violence (or near misses) directed to themselves to their line Manager / Headteacher immediately. This applies to violence from children, visitors or other staff.

See Elevate Expected Behaviour from Parents and Visitors policy.

Smoking / Vaping:

Smoking / Vaping is not permitted anywhere on the Academy premises.

New and Expectant Mothers:

Risk assessments will be carried out whenever any employee notifies the Academy that they are pregnant and will be periodically reviewed by both parties. [HSE Guidance Link](#)

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

Some specific risks are summarised below:

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

Occupational Stress and Wellbeing:

Elevate and its Academies are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Elevate has a Health and Wellbeing policy and actively takes measures reduce occupational stress. Systems are in place within the Academy for responding to individual concerns and monitoring staff workloads. Advice can also be sought from HR.

Accident Reporting:

Accidents:

- The Academy recognise the main cause of accidents is slips, trips and falls;
- It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear;
- The responsible person ensures regular inspection of communal areas;
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher using the Elevate “Every” database Issues tab, for which all staff have access;
- All staff are expected to be vigilant and aware of possible hazards. —
- As much detail as possible will be supplied when reporting an accident, to include where possible photographic evidence;
- Information about injuries will also be kept in the child’s educational record;
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of in accordance with **Elevate Retention of Data policy.**

Reporting of an Accident:

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it;
- For minor injuries and head bumps staff should complete the forms in their H&S folder. The form is held locally in the Academy.

The Academy will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) [HSE Riddor Guidance](#)

- Injuries of a serious nature ie. i.e. hospitalisation required, paramedic on site, or dentistry work is required the accident should be reported using the NYC H&S B-Safe portal;
- As the person in control of the premises, the Headteacher has the responsibility to report any work-related deaths, certain injuries to children, members of the public and self-employed people on their premises, and dangerous occurrences (some near miss incidents) that occur on the premises;
- The NYC Duty Officer will make the decision on behalf of the Academy to report the incident / accident to HSE. Will compile the HSE RIDDOR report on behalf of the Academy, the Headteacher / Elevate Head of Health & Safety to confirm the accuracy of the report and agree to that it is submitted to the HSE within the time constraints;
- Should submission take place, a copy of the report with the reference number will be forwarded to the Headteacher and the Head of Health & Safety;
- Should an investigation be deemed necessary, the NYC Duty Officer will recommend to the Headteacher who may seek independent assistance from Elevate Head of Health & Safety or their NYES H&S Advisor to assist with the investigation and findings.

Each Academy is allocated a NYES H&S Advisor that works with the Headteacher and their details are held locally.

Notifying Parents

The Headteacher will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable. A copy of the head bump form will be copied and given to the parent / carer informing them of the injury and additional instructions of what to do should the injury deteriorate.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the Local Authority/child protection agencies of any serious accident or injury to, or the death of, a child while in the Academy's care.

Training:

The staff are provided with health and safety training as part of their induction process and updated periodically.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. However, if an employee is unsure or feels it would be dangerous to perform a specific task then it is the duty of the employee to report this to their line manager.

Monitoring:

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, children, contractors and other visitors.

Regular safety inspections are carried out by nominated person/s in the Academy. All hazards and risks associated with the premises/departments/ grounds are monitored and controlled using “Every” compliance software.

The Academy is committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the Performance Management process consider health and safety performance and address areas of concerns with employees.

Appendix 1: Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from UKHSA. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 2: Academy Health and Safety Statement of Intent AND Academy Responsibilities

THIS IS THE ACADEMY'S HEALTH AND SAFETY STATEMENT OF INTENT

Aspin Park Academy

Statement of Intent is:

- To implement the requirements of Elevate Multi Academy Trust's Health and Safety Policy;
- To ensure adequate arrangements are put in place for the health, safety and welfare of staff and children;
- To ensure adequate controls of health and safety risks are provided arising from our work activities;
- To ensure employees are consulted on matters affecting their health and safety;
- To co-operate with Elevate and NYES (HandS) H&S Team in matters relating to health and safety;
- To ensure safe plant and equipment are provided and maintained;
- To ensure the safe handling and use of substances;
- To ensure information, instruction, and supervision for employees is provided;
- To ensure all employees are competent to do their tasks, and to ensure they receive adequate training;
- To ensure measures are put in place to prevent accidents and cases of work-related ill health;
- To ensure safe and healthy working conditions are maintained;
- To annually review and update the responsibilities set out below.

Signed: E. Meadus

Headteacher

Signed:
Governors

D. Wilson

Chair of

Date: **4.9.2024**

Review date: **4.9.2024**

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Mrs Emma Meadus

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Responsibility: Mr D Wilson, COG and Health & Safety Governor

All employees have to:

- co-operate with their line managers and Elevate on Health and Safety matters;
- not interfere with anything provided to safeguard their Health and Safety;
- take reasonable care of their own health and safety and of others; and
- report all Health and Safety concerns to an appropriate person.

ARRANGEMENTS: HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

**Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator
and the staff member undertaking activity**

The findings of the risk assessments will be reported to:

All staff and relevant volunteers where required

Action required to remove / control risks will be approved by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

**Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator
and the staff member undertaking activity**

The person responsible for ensuring the action required is implemented is

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

**Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator
and the staff member undertaking activity**

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

**Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator
and the staff member undertaking activity**

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS: CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Union representative to be documented if applicable

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefings and when applicable displayed on the staffroom noticeboard

Training Days

ARRANGEMENTS: SAFE PLANT AND EQUIPMENT

Identifying equipment / plant, which will need maintenance is the responsibility of:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

The person responsible for ensuring that all identified maintenance is implemented is:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

Problems with plant/equipment should be reported to:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

Checking plant and equipment Health and Safety standards before purchase is the responsibility of:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

ARRANGEMENTS: SAFE HANDLING AND USE OF SUBSTANCE

Identifying substances which need a COSHH assessment is the responsibility of:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

The person(s) responsible for undertaking COSHH assessments is/are:

Emma Meadus – Headteacher

Helen Windsor – Deputy Head

Kate Klippel – Assistant Head, EVC co-ordinator

DBE Services

3rd Party Cleaning Contractors – Betterclean

Caretaker from Betterclean

Elevate Estates Maintenance

Elevate Estates Team

Elevate Head of H&S

Caterers – Mellor's

Ground Maintenance – Nurture

Sports equipment provider – Sports and Playground Services (Play Safe)

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Emma Meadus – Headteacher
Helen Windsor – Deputy Head
Kate Klippel – Assistant Head, EVC co-ordinator
DBE Services
3rd Party Cleaning Contractors – Betterclean
Caretaker from Betterclean
Elevate Estates Maintenance
Elevate Estates Team
Elevate Head of H&S
Caterers – Mellor’s
Ground Maintenance – Nurture
Sports equipment provider – Sports and Playground Services (Play Safe)

Checking that substances can be used safely before they are purchased is the responsibility of:

Emma Meadus – Headteacher

Helen Windsor – Deputy Head

Kate Klippel – Assistant Head, EVC co-ordinator

DBE Services

3rd Party Cleaning Contractors – Betterclean

Caretaker from Betterclean

Elevate Estates Maintenance

Elevate Estates Team

Elevate Head of H&S

Caterers – Mellor's

Ground Maintenance – Nurture

Sports equipment provider – Sports and Playground Services (Play Safe)

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS: INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in:

In the School Office

In The Kitchen

Health and Safety advice is available from your NYES (HandS) Advisor / Elevate Head of Health & Safety :

Name: Mrs J Morris

NYC HandS Advisor (07788564532)

Name: Terry Bland, Elevate Head of H&S

Supervision of young workers and trainees will be arranged / undertaken / monitored by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

ARRANGEMENTS: COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

NYC HandS Advisor for Fire Awareness / Working at heights / Manual Handling

Job specific training will be provided by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

NYC HandS Advisor for Fire Awareness / Working at heights / Manual Handling

Health & Safety Training Requirements:

Asbestos / Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Step-Ladder use

The Use of Ladders (Strictly Estates Team named persons received external face to face training accredited)

Manual handling

Educational Visit Training

Training records are kept:

In a secure cupboard in the Admin Office

Training will be identified, arranged and monitored by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

NYC HandS Advisor for Fire Awareness / Working at heights / Manual Handling

ARRANGEMENTS: ACCIDENTS, INCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

Locations of First Aid Boxes:

School Office

Kitchen

All Classrooms

Owls Club

Portable kits in the School Office for trips

Defibrillator Location

School Office

Key stage 2 building in the entrance area

The first aiders are:

First Aid at Work and Paediatric First Aid Trained Staff-

1. K Klippel
2. H Windsor
3. H North
4. D Mould
5. B Leigh
6. C King
7. M Wallis
8. F Pitts
9. N Dodsworth
10. A Turner
11. E Hunt
12. L. Selway
13. J. Hebden
14. H. Sculthorp
15. K.Bolton
16. H. Stephens
17. L. Tremble

All accidents and cases of work-related ill health are to be recorded in the accident book.
The book is kept:

School Office

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYES HandS H&S Team is:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

ARRANGEMENTS: MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing

Asbestos monitoring and inspection

Fire testing of emergency lighting and call points

Termly visual H & S inspection carried out by an Academy Governor

Academy NYC NYES (HandS) H&S termly visits to complete –

- **Paperwork audit**
- **Premises inspection**
- **Renewal of the Academy fire risk assessment**

Portable appliance testing & Fixed appliance testing

5-year Electrical Wire Testing

Extraction fans maintenance

Condition survey carried out every 3 years by a competent contractor

Prioritised programme of risk assessment

Gas safe inspection including pressure test

Boiler room annual inspection

Gullies & Gutters checked and cleaned at least twice yearly

Pest control

Sports and Gym, outside play equipment inspection

The person responsible for investigating accidents is:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

**Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator
with support of the NYES (HandS) Advisor if required**

The person responsible for investigating work-related causes of sickness absences is:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

The person responsible for acting on investigation findings to prevent a recurrence is:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

ARRANGEMENTS: ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Name: Mrs E Meadus - Head Teacher

The Asbestos Risk Management file is kept in:

The School Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

In the Asbestos Folder in the School Office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

The School Administrator

Asbestos risk assessments will be undertaken by:

Approved contractors during schemes of work agreed by the Elevate Estates Team Elevate Estates Team

At the direction of Head of Estates / H&S

External consultants in use are A1 Environmental Services, EM1, AL Consultants

Visual inspections of the condition of ACM's will be undertaken by:

Elevate trained Maintenance Team

Records of the above inspections will be kept in:

The named Academy Asbestos Management folder stored in the office

ARRANGEMENTS: LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Name: Mrs E Meadus - Head Teacher

Nominated Caretaker delegated to the Academy from Betterclean &

M Meikle, Trust Site Supervisor

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder held in the office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Name: Mrs E Meadus - Head Teacher supported by The Trust Estates Team

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder held in the office

ARRANGEMENTS: WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Risk assessments for working at height are to be completed by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Equipment used for work at height is to be checked by and records kept in:

Name: M Meikle, Kept in the School Office
Trust Site
Supervisor

ARRANGEMENTS: EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Name: Mrs E Meadus - Head Teacher

Name: Mrs H Windsor – Deputy Headteacher

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Governors for national residential visits-

Trustees for overseas residential visits

The Educational Visits Co-ordinator(s) is/are:

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Risk assessments for off-site visits are to be completed by:

The named Group Leader in charge of each visit and agreed by

Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator

Elevate's Policy, Procedures & Guidance for Educational Visits are kept in:

Online in a secure area of Teams policies & Procedures

Details of off-site activities are to be logged onto Evolve by:

The Named Group Leader with assistance from the School administrator

ARRANGEMENTS: EMERGENCY PROCDEURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Name: Mrs E Meadus - Head Teacher

Escape routes are checked by/every:

All staff	Daily
------------------	--------------

Fire extinguishers are maintained and checked by/every:

Name of contractor – Walker Fire	Annually
Name: M Meikle, Trust Site Supervisor	Termly

Alarms are tested by/every:

Name: Mrs H Windsor – Deputy Headteacher	Weekly
Name: Mrs K Klippel – Assistant Headteacher, DDSL, EVC Co-ordinator	
Name the contractor: Monks / LTL	Bi-Annually

Emergency evacuation will be tested:

Termly

APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

Allergen Policy
Child Protection and Safeguarding Policy
Disruption & Closure Policy
Safeguarding Audit
Lockdown Policy & Procedure
Disaster Recovery Procedure / Business Continuity
Educational Visits & Children Off Site Policy
Display Screen Equipment Policy
Emergency out of Hours Policy
EVC Policy
Events Policy
Fire Safety Policy
Supporting Children With Medical Needs Policy
First Aid Policy
Intimate Care and Nappy Changing Policy / Policy
Laptop and Tablet Policy
Lettings policy
Lone Working Policy
Midday Supervisor Policy
Missing Child & Late Collection Policy
Snow and Ice Policy, gritting Plan
Use of Chemicals at Work Policy
Use of Sunscreens Policy
Working at Height Policy
Drivers Policy and Handbook