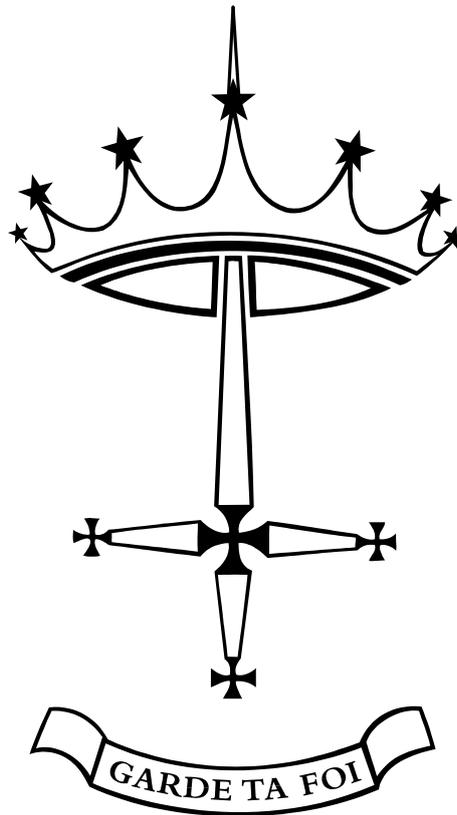


Health and Safety Policy

Saint John Houghton Catholic Voluntary Academy



SAINT JOHN HOUGHTON CATHOLIC VOLUNTARY ACADEMY

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

As an Academy the Governing Body is the employer and therefore liable for the employer's responsibilities as outlined in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other safety regulations made under the remit of the Health and Safety at Work Act 1974.

The Governing Body and Leadership and Management Team recognise and accept their responsibilities both under civil and criminal law. As responsible employers in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The Academy is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act 1974, this Academy Governing Body will ensure so far as is reasonably practicable that:

- the premises are maintained in a safe condition;
- safe access to and egress from the premises is maintained;
- all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for safe use, handling and storage of articles and substances at work;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that students, members of the public, contractors or any visitor to the Academy are or may be affected by the Academy activities being carried out on or within the Academy boundaries or otherwise, the Governing Body will make available the necessary information, instruction, training and supervision to ensure the safety of those affected. As an education provider where standards are set by example for students, this commitment is seen as especially important.

Within financial restraints dictated by EFA funding, the Governing Body will ensure, through the Leadership and Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- to take care of their own safety and that of others;
- to co-operate with the Governing Body and the Leadership and Management Team so that they may carry out their own responsibilities successfully;
- to comply with all relevant codes of practice and standards as necessary and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

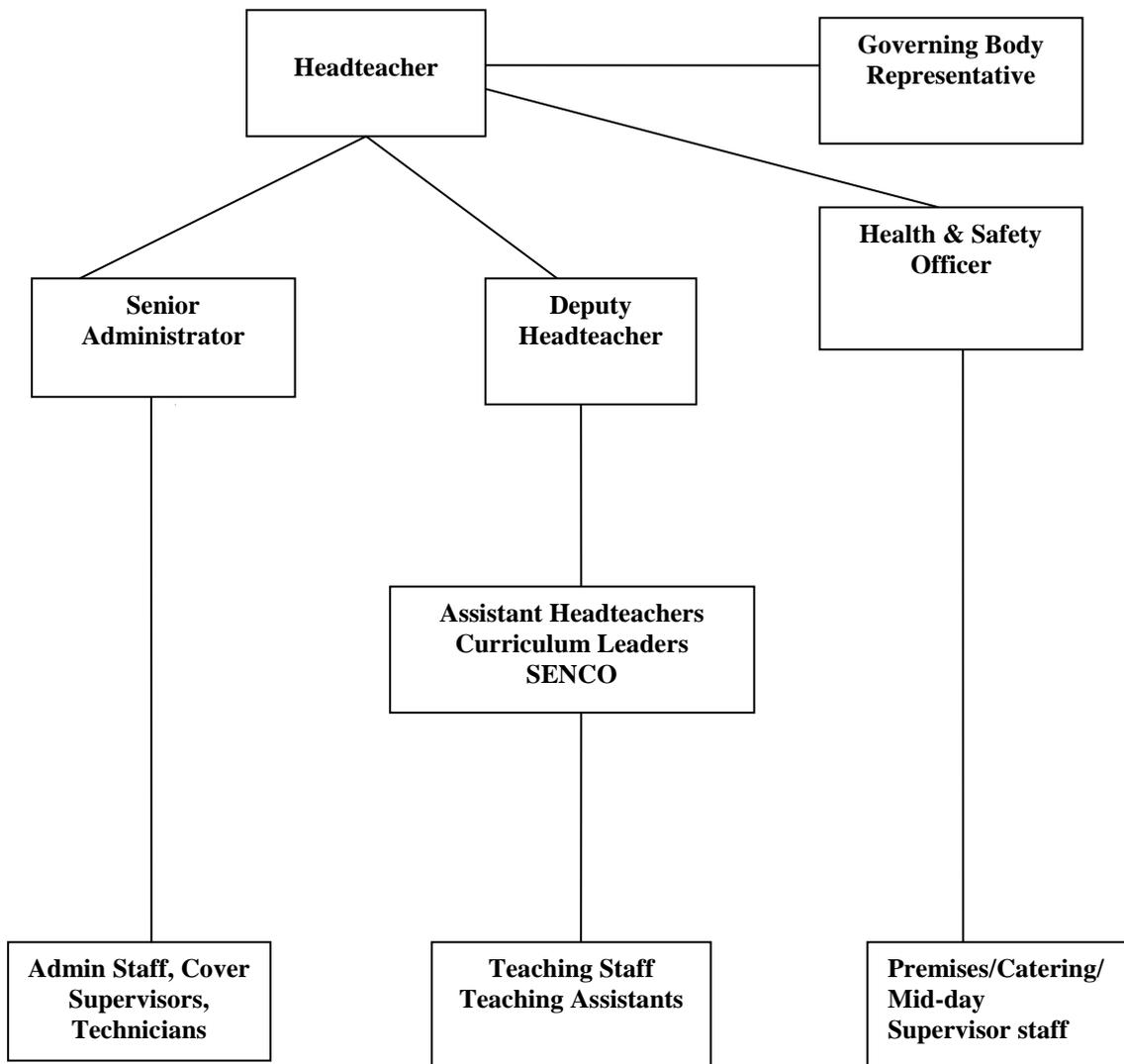
A copy of this statement will be provided to every member of staff. Copies will be posted on the staff noticeboards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the Academy Governing Body.

Agreed by the Governing Body:

Date for Review: March 2019

Signed by Chair of Governors:



Outline of Structure

As Employer, the Governing Body is ultimately responsible for the Health and Safety of its employees. As such, the Governing Body's creating an Effective Learning Environment Sub-Committee will:

- receive regular reports from the Headteacher on how effectively the Health and Safety Structure is operating; and
- maintain an effective overview of the success of the Health and Safety Policy and operating systems.

The Headteacher is ultimately responsible for ensuring that all members of staff:

- operate within Health and Safety guidelines;
- follow departmental procedures and safe working practices;
- promote a safe working environment for themselves, students and visitors.

The organisational chart on page 3 illustrates how responsibilities for cascading Health and Safety guidance will operate. Staff are responsible for ensuring that colleagues within their departments operate within Health and Safety guidelines, follow departmental procedures and safe working practices and promote a safe working environment for themselves, students and visitors.

Teachers are responsible for ensuring that they and their students work within Health and Safety guidelines, follow departmental procedures and safe working practices and promote a safe working environment for themselves, students and visitors.

The Health & Safety Representative will aspire to maintain safety performance to the highest possible standard throughout the Academy site. The representative should be advised of any changes, new equipment, etc., so that correct advice on safety matters can be provided.

Safety Officers based at Area Education Offices are available to assist safety representatives with appropriate information and guidance.

The Headteacher and the Health and Safety Representative will manage and monitor the Health and Safety Systems put in place within the Academy to ensure all employees, students and visitors are safe. The Headteacher will report back to the Governing Body with a statistical analysis of all incidents (broken down by staff, student and/or department), referrals to Occupational Health and Inspection/Service Reports. In exceptional circumstances the Governing Body will be made aware immediately of any serious Health and Safety concerns.

Responsibilities of Governing Bodies

The Governing Body of Saint John Houghton Catholic Academy is responsible for ensuring that health and safety is maintained within the Academy. In order to do this they must ensure that certain key elements are in place within the Academy. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular, the Governing Body will ensure that:

- The Academy has a health and safety policy (based on the Derbyshire Local Authority policy and guidance) which is implemented within the Academy and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the Academy through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The Academy considers health and safety as an on-going priority and ensures that health and safety obligations are included in Academy development plans.
- Health and safety responsibilities are allocated to appropriate staff within the Academy organisational structure.

- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- Advice is sought from Health and Safety advisors at the Local Authority as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out at the full Governing Body meetings, where health and safety is a standing agenda item.
- The Headteacher provides an annual report on the Academy health and safety performance to include, for example, the findings of risk assessments, accident statistics, any changes in working practices, any budgetary implications and any other relevant issues.
- Any guidance issued by the Local Authority is considered and action taken as necessary.
- They review annually the health and safety performance of the Academy and set targets for achievement for the next year.
- The Local Authority protocols relating to trips and visits are complied with and operated within the EVOLVE system.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in Academy. This includes ensuring there are arrangements in place for the safe use of the Academy after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher will ensure that:

- An Academy health and safety policy is developed with the Governing Body in line with the Derbyshire Local Authority health and safety policy and guidance and that this policy is fully implemented and monitored within their Academy.
- The policy is brought to the attention of all employees.
- The policy is periodically reviewed.
- Knowledge of health and safety issues is kept up to date.
- Individuals within the Academy staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the Academy health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Local Authority which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the Academy are carried out and that appropriate action is taken to deal with the findings of these inspections.
- The Academy has an appropriate number of people trained to carry out risk assessments.
- Risk assessments of all significant Academy related risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are implemented.
- Adequate resources are made available to ensure that the Academy meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and

temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in Academy.

- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, goggles, gloves, ladders etc.) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc., are carried out and the results are recorded and where appropriate acted upon.
- All parts of the premises and equipment for which the governors are responsible are regularly inspected and maintained in safe order.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it.
- Appropriate first aid provision is ensured and maintained.
- Any health and safety guidance received from the Local Authority is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

The Head Teacher 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 Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

Staff holding posts of Responsibility

As part of their day to day responsibilities they will ensure that:

- Safe methods of work exist and are implemented throughout their department
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff, pupils and others under their jurisdiction are instructed on safe working practices
- New employees working within their department are given instruction in safe working practice
- Regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery and equipment in the department in which they work is adequately guarded
- All plant, machinery and equipment in the department in which they work is in good and safe working order
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own wellbeing or the health and safety of
- All signs used meet the statutory requirements
- All health and safety information is communicated to the relevant persons
- They report, as appropriate, any health and safety concerns to the appropriate individual.

Responsibilities of the Health and Safety Officer

The Academy Health and Safety Advisor has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the Academy;
- To co-ordinate the general workplace inspections and performance monitoring process;
- To make provision for the inspection and maintenance of work equipment throughout the Academy;
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with CP Associates and contractors as appropriate.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters relating to their specific work place and the Academy generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Premises Manager

- To maintain an understanding of the health & safety policy arrangements and premises manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures operating within these requirements;
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the Academy. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that safe means of access and egress is maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing of and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests and fire extinguisher maintenance;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety Regulations;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;

Premises staff

It is the responsibility of the Premises staff to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, premises staff have a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set, and that all gates are locked.

Responsibilities of All Staff

- Apply the Academy Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- 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;
- 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 that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.;

Responsibilities of Employees

Under the Health and Safety at work Act etc. 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 health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school 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.
- Not use equipment which they have not been trained to use.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures and be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Insist on the use of protective clothing and guards where necessary.
- Make recommendations to the Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior permission.
- Report all accidents, defects and dangerous occurrences to their Curriculum Leader.

Students

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene.
- Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Arrangements for Health and Safety

Health and Safety Training

Health and safety induction training will be provided and documented for all relevant employees by the health and safety officer.

The health and safety officer are responsible for ensuring that all staff have been provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Accident and Incident Reporting

All accidents and incidents in Saint John Houghton Catholic Voluntary Academy will be reported and recorded in line with the Local Authority accident reporting guidance. In Saint John Houghton Catholic Voluntary Academy minor accidents will be reported in the accident book located on the reception desk. All major accidents will be fully reported on the Derbyshire County Council form B1510. The Headteacher may wish to make further enquiries and present a fuller report. A copy of the guidance procedures is outlined in Appendix (i)

Accident Investigation

All accidents requiring professional medical treatment (e.g. hospital/GP) will be investigated by the Academy health and safety officer/relevant personnel.

Administration of Medicines

The Academy will consider requests made by parents/carers in respect of the administration of medicines when:

- A child suffers from chronic long term illnesses/complaints such as asthma, diabetes or epilepsy
- A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
- The Academy has received a request from a parent/carers giving the instructions and a **Medication Record form** must be used whenever a parent/carer wishes medication to be administered and must be resubmitted when the prescription is renewed.

Medicines will be either self-administered in the presence of a designated person or will be administered by a designated person according to the dosage instruction provided by the parent/carer on the **Medication Record form**.

The Academy will not be held responsible for failure to administer medication or refusal by a student to take medication.

All medicines must be clearly labelled with owner's name, dosage and contents and kept in the reception office. If the Academy has concerns about the nature of given medication, it reserves the right to refuse their administration. Parents/carers will be advised of this immediately and will be consulted on alternative arrangements.

Staff are responsible for the safe keeping of their own medication.

Full details can be found in the Supporting Pupils with a Medical Condition Policy & First Aid & Prescription Medicines Protocol

Asbestos

The Academy holds a register of the areas where asbestos is known to be present. This is located in the caretakers' office. This register will be made available to all contractors who visit the site. Contractors will be asked to sign that they have seen the register and that they are aware of the areas where asbestos is present. They are instructed to stop work immediately if any suspicious materials are discovered and to notify the responsible person. The Headteacher, Premises Manager and Director of Finance are trained duty officers.

The Academy employs the services of a competent contractor to monitor and carry out visual recorded inspections of the site.

Legionella

St John Houghton Catholic Voluntary Academy complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

A water system hygiene test will be carried out on a weekly and monthly basis by the schools Premises staff.

The results of this test are to be kept in the water hygiene logbook which is located in the caretakers' office.

Six monthly and annual tests are carried out by contractors.

Communication

Communication between management and staff regarding health and safety issues will be in the form of a memorandum. Defects in equipment will be reported to the head of the department. Damage to the Academy premises will be reported to the Premises Manager.

Consultation with Staff

The Academy complies with the Health & Safety (Consultation with Employees) Regulations 1996 by:

- having Health & Safety as a standard item on the agenda of all staff meetings;
- circulating Health & Safety bulletins/memos to all staff; and
- where appointed, consulting with the Trade Union Safety Representative.

Contractors

All contractors must report to reception on their arrival, where they will be asked to sign in using the signing in system. Contractors will be issued with information on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors will follow their own safe systems of work but their working methods will take account of any impact on staff, students and other visitors on site. The Academy will provide details of its safe systems of work to the contractors where relevant.

The asbestos register must also be read and signed by all contractors working on the fabric of the building regardless of the nature of the work being undertaken. No work will be allowed to proceed without the appropriate signature in the asbestos register. All contractors will be escorted to their place of work on the site by the Premises Manager or caretaker.

Control of Substances Hazardous to Health (COSHH)

The requirement to assess hazardous substances either in use or created by Academy operations is a requirement of the COSHH Regulations. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Departments or within the Consortium of Local Education Authorities for Provision of Sciences (CLEAPSS) documentation for both Science and Design Technology.

Display Screen Equipment

Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers, laptops etc. All staff that use DSE in their daily work are entitled to apply for eye test vouchers.

Educational Academy Visits

The arrangements for managing educational visits and carrying out associated risk assessments can be found in full detail in the Educational Academy Trips and Visits Policy. These are managed through the Local Authority EVOLVE system.

Fire evacuation, Bomb threats and Lockdown procedures

The Academy carries out a full Fire Risk Assessment using the Local Authority recommended risk assessment template and guidance from the NaCTSO. As a result, an action plan has been drawn up and the following policies and procedures agreed:

- Fire Policy & Bomb threat Statement
- Fire Alarm & Bomb threat Procedure
- Evacuation of Rooms and Assembly Points

These policies and procedures are available in the Fire Safety file in the Academy office and are accessible to emergency services should they be required.

Fire & Bomb threat and Lockdown Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures is made available to all contractors/visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

First Aid

The medical room is situated in the reception area.

Only qualified first aiders should administer treatment. The names of staff that are qualified as first aiders are listed in the medical room.

A nominated person is responsible for ensuring that the first aid boxes are restocked and that first aid supplies are available. First Aid boxes are stocked and cleaned at start of a new Academy journey and will be cleaned and re-stocked on return.

The Academy meets the requirement to provide an easily accessible first aid box or, during off site activities, a travelling first aid kit.

The Academy will also have available a first aid box accessible after normal hours when staff are on the premises.

Access to a telephone in the main office is available during all times when the premises may be occupied.

Contents of the First Aid Box

- First Aid Guidance Chart
- 20 Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- 2 Sterile eye pads, with attachment
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized, individually wrapped, sterile, unmedicated wound dressings (approx. 20cm x 8 cm)
- 2 large individually wrapped, sterile, unmedicated wound dressings (approx. 13cm x 9cm)
- 3 Extra-large individually wrapped, sterile, unmedicated wound dressings (approx. 28cm x 17.5cm)
- Disposable gloves
- Aprons, plastic bags should also be available.
- Gloves should always be used where body fluids of any kind are involved.

Travelling First Aid Kit

- (a) The following contents should be included as a minimum
 - i. First Aid Guidance Chart
 - ii. (6) Individually wrapped sterile adhesive dressings (assorted sizes)
 - iii. (1) large sterile, unmedicated dressing
 - iv. (2) Triangular bandages
 - v. (2) Safety pins
 - vi. Individually wrapped moist clean wipes

Disposable gloves, apron and plastic bags should also be available.

Housekeeping

Controlling the environment, e.g. temperatures, humidity, noise, dust, lighting, ventilation.

Maintenance of welfare facilities e.g. toilets, showers and washing facilities.

Inspection and maintenance of all electrical portable tools, maintain records. Procedure of reporting unsafe equipment. Time and date of report, time and date of repair and test. All unsafe equipment must be quarantined and labelled as unsafe until repairs have been carried out.

Below is a list of the equipment and practices for which records are maintained.

- Firefighting equipment
- Fire Alarms
- P E Equipment
- Electrical Equipment (portable) and machinery
- Ladders/step ladders
- Personal protection equipment (PPE)
- Local Exhaust Ventilation LEV
- Fume Cupboard
- Pressure Systems
- Fixed Electrical Systems

Inspection of the Premises

Inspections of the Academy premises are carried out by the Headteacher and the Health & Safety Governor, annually, as outlined in the Health, Safety and Risk Management Handbook and appropriate action is taken to deal with the findings of the inspection.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk and harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place. An outline of the procedure for lone working can be found in Appendix (ii)

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- avoid as far as reasonably practical manual handling operations which involves a risk of any person being injured;
- make suitable and sufficient assessment of hazardous manual handling operations that cannot be avoided, taking account of the task, load, working environment and individual capabilities;
- reduce the risk of injury to any person to the lowest level reasonably practicable;
- consult, inform and train employees involved in manual handling operations.

Mechanical/Electrical

Staff should visually check all electrical equipment before use. All portable electrical appliances should have a PAT sticker attached. If the item is damaged, does not appear to have a PAT sticker, the wire is loose in the plug or worn then the item should not be used and the issue reported to David Marlow or the Business Manager in his absence.

PAT testing is done on a rolling program. A copy of the annual report on all portable electrical appliances within Academy is kept in the Fire Safety Management folder in Academy main office. Annual reports of mechanical equipment are kept in the Maintenance folder also located in the main office.

Academy Minibus

Drivers of the minibus must hold a Derbyshire County Council Minibus permit. The driver is obliged to carry out the safety checks detailed on the daily/weekly log prior to their journey.

Seat belt will be worn by all passengers during the journey.

Monitoring and Auditing

Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually achieved.

Audits should take place to ensure the continuous monitoring process is adhered to. Records of the testing and inspection of equipment and maintenance work carried out is maintained as part of Saint John Houghton Catholic Voluntary Academy health and safety management system. See Appendix (iii) for the Health and Safety Management Plan Monitoring Schedule.

Personal Protective Equipment (PPE)

Departments should identify where PPE is required. The use of this should form part of the risk assessment and stored appropriately.

Premises

Organisations hiring the Academy facilities outside normal working hours are issued with the document 'Conditions of Hire of Academy Facilities' which includes conditions of hire and health and safety guidelines.

Risk Assessments

Curriculum Leaders or department managers are responsible for the planning of and the implementation of risk assessments within their area, and ensuring that any such risk assessment is adhered to by the staff within that department. These are reviewed annually.

Security

All visitors to the Academy should sign in at the reception. Please refer to Saint John Houghton Catholic Voluntary Academy 'Visitors to the Academy Policy'.

Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term, is the responsibility of the Assistant Headteacher in charge of Continuing Professional Development. All training is recorded on the Academy management information system.

Waste Management

The Academy waste will be collected and disposed of by Wards Recycling Ltd and PHS Hygiene Ltd. All Ward Recycling waste bins will be secured, in the designated, area away from the Academy building.

Working at Heights

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last few years there have been 5 deaths and over 3,000 injuries in the education sector.

Tasks involving working at heights are reviewed at least annually.

ACCIDENTS AND REPORTING PROCEDURES**Appendix (i)****Major Accidents**

Major Injury Category under Riddor (Reporting of Injuries, diseases and dangerous occurrences Regulations 1985)

The following will be reported as fully as possible on the Derbyshire County Council B1510 form. The Headteacher may wish to make further enquiries and present a fuller report:

- a) fracture of the skull, spine or pelvis
- b) fracture of any bone
 - i. in the arm or wrist, but not a bone in the hand; or
 - ii. in the leg or ankle, but not a bone in the foot
- c) Amputation of: -
 - i. A hand or foot: or
 - ii. A finger, thumb or toe, or any part thereof if the joint or bone is completely severed
- d) the loss of sight of any eye, a penetrating injury to an eye, or a chemical or hot metal burn to the eye.
- e) Either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- f) Loss of consciousness resulting from lack of oxygen;
- g) Either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion through skin;
- h) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
- i) Any other injury which results in the person being admitted immediately into hospital for more than 24 hours

All accidents must be logged.

In the event of an accident or dangerous occurrence, the following actions should be taken:

Procedure for dealing with major accidents:

1. Ensure you are in a position of safety.
2. Ensure the situation is controlled so that anyone summoned to attend to any injured person is not put in a position of danger e.g. isolate equipment if appropriate.
3. Summon appropriate aid to deal with any injuries e.g. first aider, doctor, emergency services.
4. Control the situation in order to prevent further injury e.g. fence off area if appropriate.
5. Inform parents/guardians. Records at Reception Desk.
6. A member of staff should accompany pupil(s) who are taken to hospital for treatment
7. If the accident is the result of faulty/dangerous equipment: -
 - i) Portable appliance must immediately be removed from service, labelled as being "out of order"
 - ii) Fixed machinery must be isolated from the main switch and locked off with a padlock
 - iii) If necessary, a full investigation must be carried out and the cause of the accidents recorded
 - iv) All major accidents must be reported to Headteacher and caretaker to carry out the necessary procedures.

Procedure for dealing with Minor accidents: i.e. cuts, grazes etc.

All minor grazes, cuts, etc., will be dealt with in the Academy medical room by one of the "First Aiders". These accidents will be reported in the minor accident booklet which can be found on the Academy Reception desk.

GUIDANCE ON LONE WORKING**Appendix (ii)**

Any member of staff working outside of normal hours or during Academy holidays, should try to ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers.

If a member of staff is working alone in any area of the Academy then the following precautions should be taken:

- Complete the ‘Signing in/Out Sheet’ on arrival and departure. The book is located in the General Office
- The Premises Manager or caretaker can be contacted via their mobile phone
- Carry a mobile phone with you. A Academy mobile or two-way radio is available for you to borrow if you do not have your own, and this is kept in the caretakers’ office
- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Avoid working outside of the main building
- Lock the doors and close the windows to prevent intruders
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, always carry a torch
- When leaving limit the amount you are carrying to have one hand free
- Ensure someone knows where you are and your estimated time of arrival home
- If you arrive at Academy and find any sign of intruders, do not enter the building. Instead, call the Police
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task