



**Lakelands**  
Academy

## **HEALTH AND SAFETY POLICY**

**NEXT REVIEW:  
SUMMER 2022**

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## 1. Academy Health and Safety Policy Statement

The Academy Board of Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, visitors, contractors at the premises and those affected by the academy's activities elsewhere. Within the ethos of self-regulation the Board of Governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Board of Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and students, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, students, volunteers, visitors, contractors, at the academy premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Board of Governors and Headteacher will;

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regard to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Though a programme of induction, information sharing and relevant training to bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the academy's activities. The policy statement, organisation and arrangements will be reviewed annually and amended as often as necessary.

Approval of the statement of policy will be made by the Board of Governors at their meeting on 8<sup>th</sup> July 2021:-

Signed:  G Corfield (Chair of Board of Governors)

Signed:  H S Bellis (Headteacher)

Date: 08.07.2021

## 2. Health and Safety Representatives and Organisation

TITLE	NAME
Chairman of Board of Governors	Geoff Corfield
Academy H&S Lead Governor	Simon Jones
Headteacher	Sophy Bellis
NASUWT	Tim Purslow
Support Staff	Vacant
<b>Academy Health and Safety Coordinator</b>	Craig Simmons (Business Manager)
Site Maintenance Assistants	Elfyn Jones, Stuart Samuel & Charles Yale
Catering Manager	Kellie Curley (Shire Catering)
Office Management Team Leader	Sue Tinn

### Health, Safety and Welfare Advice and Training

Shropshire Council's Health and Safety Manager - Carol Fox	01743 252819
Lead Health and Safety Officer for Schools - Shelley Reid	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 255685

### Fire Control/Emergency Evacuation

Fire Safety Officer Shropshire Council (Pat Johnson & Ceri Flavell)	01743 260200
Nominated Premise Fire/Emergency Co-ordinator	Elfyn Jones
Deputy Fire/Emergency	Craig Simmons

### Reporting and Recording of Accidents etc

Persons nominated for overseeing the documentation of accidents, diseases, dangerous occurrences, and incidents of violence  
**Sophy Bellis & Craig Simmons**

### Health and Safety (First-Aid) Regulations 1981

First Aid Co-Ordinator(s): **Michelle Smith (Senior First Aider) & Nicky Cartwright**

**Certificated First Aiders:** Ceridwen Bailey-Williams, Rebecca Barnes, Alison Butler, Nicky Cartwright, Helen Cooper, Mollie Croxon, Hannah Davie, Anita Edge, Jonathan Evans, Angela Jones 1, Angela Jones 2, Elfyn Jones, Becky Lewis, Edward Palshis, Emma Parkinson, Joe Peebles, Tim Purslow, Stuart Samuel, Alison Skone, Josh Smallbone, Michelle Smith, Daniella Verrilli, Paula Vilhena and Charles Yale.

**Paediatric First Aiders:** Ceridwen Bailey-Williams, Rebecca Barnes, Alison Butler, Nicky Cartwright Mollie Croxon, Hannah Davie, Anita Edge, Jonathan Evans, Angela Jones 1, Angela Jones 2, Elfyn Jones, Becky Lewis, Edward Palshis, Emma Parkinson, Joe Peebles, Tim Purslow, Stuart Samuel, Alison Skone, Josh Smallbone, Michelle Smith, Daniella Verrilli and Charles Yale.

**Educational Visits and Risk Assessments Co-ordinator (EVC)** Craig Simmons

**Asbestos and Legionnaires Coordinator** Stuart Samuel

**Portable Electrical Appliance Testing Nominated Co-ordinator** Stuart Samuel

**Control of Substances Hazardous to Health Assessment Co-ordinator** Elfyn Jones

### **3. Responsibilities of Nominated Personnel**

#### **3.1 Academy Board of Governors**

- in conjunction with the Headteacher will be responsible for ensuring the formulation, annual review and appropriate subsequent amendment of the Academy Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the Health and safety Policy is translated into effective action at all levels within the academy;
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with academy rules are implemented and that staff and students are operating safe working practices;
- will ensure that Health and Safety matters are a termly agenda item on the Board of Governors' Finance, Staffing and General Purpose committee;
- in liaison with the Headteacher, will ensure that professional health and safety advice is available;
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator/Officer appointed for the academy premises;
- will make adequate financial provision for enabling the policy to be put into effect;
- will ensure the effectiveness of the policy and the safety performance of the academy is monitored on a regular basis;
- will ensure the health and safety policy is reviewed annually and amended whenever necessary;
- will promote a positive culture and an interest in health and safety matters throughout the academy;
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher;
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher.

#### **3.2 The Headteacher**

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Board of Governors to ensure full compliance with all its requirements;
- will appoint an academy Health & Safety co-ordinator listed in the organisation section of the policy to deal with day to day Health and Safety issues;
- will periodically review the policy and draft amendments to it whenever necessary;
- will monitor the safety performance of the academy and take such steps as may be necessary to improve performance;
- will ensure that all employees are supplied/have access to with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position;
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- will be responsible for formulating and implementing a health and safety training policy for staff, in order for them to undertake their work safely;
- will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the academy premises are carried out. The assessments are recorded,

together with the significant findings of the assessment and any group of employees identified as being especially at risk;

- will promote a positive culture and an interest in health and safety matters throughout the academy;
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters;
- will provide ongoing recommendations and present reports on Health and Safety to the relevant committees of the Board of Governors;
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act;
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually;
- will be responsible for ensuring that the Asbestos Survey Report is reviewed and an Asbestos Management Plan is completed and reviewed annually.

### **3.3 The Academy Health and Safety Co-ordinator/Business Manager**

- will create a positive approach to accident prevention and the health and safety of staff, students and others on the academy premises;
- will carry out investigations and inspect the premises and activities annually in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc);
- working with the Site Maintenance Assistants\Cleaners will ensure that all electrical leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the academy Health & Safety Co-ordinator as soon as possible and a note made in the Defects Book for subsequent repair by a competent person;
- will liaise with outside Health and Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer etc;
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, students and others;
- health and safety issues which are dealt with by the appointed Academy Health and Safety Co-ordinator, may seek expert advice from the Corporate Health and Safety Team at Shirehall as and when required.

### **3.4 Heads of Curricular/Faculty Leaders**

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely;
- will initiate and maintain positive measures to raise the level of health and safety

- performance within the department;
- will ensure that all are conversant with current legislation affecting the Health, Safety and Welfare of staff, students and others;
- will advise the Health & Safety Co-ordinator and teacher of all matters requiring attention with regard to health and safety;
- will liaise on, health and safety matters as appropriate, with Local Authority Academy Improvement Advisers and Health and Safety Officers;
- will promote a positive culture and an interest in health and safety matters throughout the academy.

### **3.5 Teaching Staff**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- will co-operate with academy management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in Local Authority technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and BAALPE (British Association of Advisors and Lecturers Physical Education);
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator as appropriate.

### **3.6 Support Staff**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- will co-operate with academy management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher\delegated senior member of staff\line manager.

### **3.7 Site Maintenance Assistants**

- will ensure that staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, students and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Property specialists and consultants on matters of health and safety relating to electricity, gas, water supplies (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register. They must have attended the asbestos awareness training;
- will ensure that sufficient funding is in place for safety inspections and repairs to be carried out and the academy mini-bus to be maintained in a safe condition;



- will promote a positive culture and an interest in health and safety matters throughout the academy.

### **3.8 Students**

- will be instructed to take any action appropriate to circumstances and persons involved to avoid risk to health and safety of himself/herself, fellow students and others who may be affected by the activities involved;
- will observe standards of dress consistent with safety and/or hygiene;
- will observe all the safety rules of the Academy and in particular the instructions given by staff in an emergency;
- will use and not recklessly or intentionally misuse, neglect or interfere with anything provided for his/her safety.

### **3.9 Visitors/Volunteers**

- Visitors and volunteers (such as parent helpers etc.) have a responsibility to act in accordance with academy policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately;
- Visitors and volunteers are also expected to act only under the supervision of a qualified member of staff;
- Visitors are required to record their visit to the academy (electronic visitor's book) and the time they leave. This should include all visitors to the academy including Board of Governors, Parents/Carers, Volunteers, Service Providers, Contractors etc.;
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy;
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee;
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the academy premises, the person who is accompanying the visitor will take him/her to the fire assembly point;
- Should a lockdown situation occur and lockdown is activated whilst visitors are on the academy premises, the person who is accompanying the visitor will keep the visitor with them until the all-clear signal is given;
- Should an incident/accident occur involving a visitor an accident/near miss record should be completed and it should be reported to the Academy Health and Safety Co-ordinator as soon as is practicably possible.

Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures;
- Visitors adhere to the 'no smoking' policy;
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- Visitors record time of arrival and departure in the visitor's book;
- Where applicable visitors are provided with and wear identification badges;
- Visitors are accompanied or authorised to enter the premises;
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;

- Visitors report all accidents, incidents and near misses to reception who in turn immediately report to the Academy Health & Safety Co-Ordinator;
- Visitors wear protective clothing that is supplied when necessary.

#### **4. Board of Governors, Finance, Staffing and General Purpose Committee (Health and Safety)**

##### **Terms of Reference**

###### **Premises Terms of Reference:**

- To advise the Board of governors on priorities, including Health and Safety and compliance in relation to the maintenance and development of the school's premises;
- To oversee arrangements for repairs and maintenance;
- To review and approve the levels of insurance cover and management of the academy's assets including the asset management plan;
- In consultation with the Headteacher, to oversee premises-related funding bids;
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to board of governor's policy;
- To establish and keep under review any relevant policies including a written Health and Safety Policy which will be reviewed annually.

###### **Membership**

The Academy's Finance, Staffing and General Purpose Committee are responsible for matters relating to health and safety. Membership of the committee is reviewed annually at the Autumn Term Meeting of the Board of Governors and a nominated Governor to take a lead role in all matters relating to Health and Safety appointed.

#### **5. Academy Health and Safety Policy Arrangements**

##### **5.1 Access Onto and Exit from the Academy Site**

The academy premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians to inform them of the procedures when their child joins the academy and whenever necessary to ensure they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until they are inside the academy buildings or outside the academy buildings with the permission of a member of the academy staff.

##### **5.2 Accidents and Reporting**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

- all fatal and specified major injuries;
- any injuries that result in an employee not being able to work for more than 7 days;
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the academy or engaged upon an activity arranged by the academy e.g. students, visitors, service user, volunteers, contractors, agency, work experience.

The Corporate Accident Reporting System (CARS) form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, (See section 2), must immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the Council Accident Report Form (CARS). N.B. For reportable incidents the Corporate Health and Safety Team will notify the Academy of the outcome and provide a HSE reference/incident number. Further information is available on the Shropshire Council Intranet or Shropshire Learning Gateway.

### **Reporting an Incident Out of Hours**

It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0300 003 1647) or go online <http://www.hse.gov.uk/riddor/report.htm> online. Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.

- The Pink copy is retained for the academy files in the Administration office, Reception;
- The Yellow and White copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury.

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:-

- the time of the call;
- the name of the caller;
- what details were given of the event being notified.

Also see section 6.10 for recording minor injuries and first aid treatment.

### **Reviewing Accidents**

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both academy management and the Board of Governors' Committee with Health and Safety Responsibilities for consideration of further action.

**STAFF must be aware of the following:**

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included. This is essential for head injuries. Parent slips are kept by the accident book in the Administration office;
- Children's allergies are permanently on view to staff and supply teachers on the register sheet under column headed Quick Notes.

**5.3 Asbestos**

Staff will be made aware of the areas in the Academy where there is known asbestos. This is to ensure they understand how it is being managed and what to do in the event of an emergency.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Site Maintenance Assistants and the Business Manager.

The Asbestos Register is kept in reception and will be given to all contractors that will/or could potentially disturb the fabric of the building. The Asbestos Management plan is located in the front of the register.

**5.4 Bad Weather contingency plans See 'Critical Incident Plan'**

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been cleared/gritted. Staff will be notified of these areas and/or they will be cordoned off.

**5.5 Confidential Counselling Service**

The academy acknowledges that the Local Authority provides a confidential counselling service for all staff. Board of Governors commend the use of this service to staff. Staff can find out more details through their line manager.

**5.6 Contractors**

All contractors working on the academy premises are to report to the academy reception prior to starting work. They must read and sign the ASBESTOS register and will be expected to operate within the guidelines set.

All contractors will be informed of the Academy's emergency procedures.

For extensive work or high risk jobs the contractor must comply with current health and safety legislation. Close liaison between the Site Maintenance Assistants and contractors must be maintained.

The above will be arranged prior to work commencing and during the work activity as appropriate i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

**Academy safety arrangements regarding contractors**

The academy will assess the safety credentials of a contractor and may choose contractors pre-approved by Shropshire Council and listed on their approved list.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the Academy's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and firefighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of academy activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

**(N.B. All contractors coming onto site should be notified of the details of fire, evacuation procedures, first aid and reporting an incident. Fire arrangements and evacuation procedures must be given to all visitors who come onto the site).**

### **5.7 Control of Substances Hazardous to Health (COSHH)**

**NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE ACADEMY UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.**

Whenever the academy intends to use, or create a substance that could be a risk to the health of staff, students and others, the Academy's COSHH Assessment Co-ordinators (NAMES listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others;
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Science Department/Site Office;
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments;
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures;
- ensure equipment is used as instructed;
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE).

**All Staff must be:**

- Alert to the potential dangers of items brought into the academy by students. Spirit based items are not allowed;
- The use of solvent based "Tippex" will be controlled by reception;
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Academy Health and Safety Co-ordinator.

### **Legislation**

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Site Maintenance Assistant's Office and the Cleaning Cupboards throughout the Academy.

N.B. Substances used by third party organisations i.e. Shire Services or other contractors will be controlled by their respective teams who will ensure that the assessments are carried out and their staff informed, trained and instructed. The Headteacher or delegated responsible person will need to ensure that these documents are in place and up-to-date on a regular basis.

### **5.8 Display Screen Equipment – (users of VDU's including computers and laptops)**

Guidance on the use of DSE equipment is available on request from the academy's Health and Safety Co-ordinator. This guidance includes a workstation risk assessments pack for use by staff classed as users (e.g. use a computer/laptop for 1 continuous hour or more at any one time during their working day), which on completion should be handed to the Health & Safety Co-ordinator.

The Office Management Team Leader/Business Manager will provide a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Office Management Team Leader/Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc. Further advice can be obtained from Shropshire Council, CYPS Health and Safety Coordinator, details in section 2.

### **5.9 Fire Safety**

The Fire Policy Statement is posted in Reception. This is reviewed on an annual basis unless there are significant changes before this.

An assessment on the risks of fire is carried out the Site Maintenance Assistants/external fire risk assessment consultant. As a result of the assessment, if any precautions are identified the academy treats them with high priority.

Notices of fire procedures are fixed to visible sites around the academy and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. Net2 Access Control equipment is fitted to the fire escape doors which include an overriding mechanical release.

The Site Maintenance Assistants undertake regular visual checks on all firefighting and detection equipment to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by a competent contractor.

The Site Maintenance Assistants are responsible for regular testing of fire alarms and emergency lighting as required by Regulatory Reform (Fire Safety) Order. Records are kept in the book found in the Site Maintenance office.

*Notices around school have the following information.*

### **FIRE ALARM/BOMB THREAT INSTRUCTIONS**

If you discover a fire press the fire alarm nearest to where you are:

- The alarm will sound – continuous bell;
- Students and staff will walk out of school by the nearest safe exit;
- During school hours (8.50am – 3.30pm) the main assembly point is the Top Yard;
- The Form Tutor (supported by their Head of Year) is responsible for getting their form group lined up in alphabetical order in an orderly way;
- The Form Tutor to take Attendance Register;
- Fire Wardens will sweep their designated areas and report to the person in charge;
- Teaching staff without forms please line up where indicated Staff 1 to be registered by A Parkhurst;
- TA's to line up where indicated staff 2 and registered by Alison Speake;
- Non-teaching staff, supply staff and visitors to line up where marked staff 1 and be registered to S Tinn who will also receive kitchen staff register and then report to A Parkhurst;
- Kettlemere Centre staff and students not allocated to a form group, to line up (where indicated with a K) and registered by J Metcalf who will report to A Parkhurst;
- **DO NOT PANIC** – walk quickly and quietly in line, **DO NOT** return to the classroom or cloakroom to pick up personal belongings;
- Await further instructions before returning to the building;
- On hearing a continuous pulse of bells, this signifies a Bomb Alert, collect personal belongings, if safe to do so, before leaving the building;
- The assembly point in the event of a bomb is the Field (Grass Hockey Pitch), on the left of the main drive.

### **Fire Drills**

Will take place every half term. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers along with their students remains to evacuate the premises, which should **NOT** then be re-entered until given the all-clear that it is safe to do so by the Business Manager;
- The Fire Brigade will be summoned by the Business Manager, but in circumstances where the Business Manager is not at the academy the Assistant Business Manager will deputise;
- Fire Wardens will sweep their designated areas and report to the 'Person in Charge', usually the Business Manager, who is the lead Fire Warden. Maps of the Fire Evacuation Sweep Routes can be found in Reception;

- The Attendance Administrator will take the registration sheets and electronic reports from the visitor management system with them on evacuating the premises and give them to the ALs/HOY's, Form Tutors and other designated roll call staff on the top yard;
- A roll call will be taken when all have reached the main fire assembly point;
- All visitors/contractors report their presence on site to the academy receptionist and sign in/out using the electronic visitor management system. Reception staff must remind visitors to read the emergency arrangements. These can be found on the back of the visitor's badge;
- Special consideration must be given to staff, visitors and students with special needs and disabilities. If the lift is accessible and is safe to exit on ground floor, then it is to be used and exit via normal means. If inaccessible then use the fire escape and external stairs aided by mobility marshalls who have been trained to assist wheel chair users and those less able in case of a fire. Mobility marshalls will check if wheel chair users require assistance. (Fire Risk Assessment Forms - 4. Identifying People at Risk: Control Measures: Existing or Required);
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions;
- The academy premises are organised in such a way as to ensure that adults and students can circulate in a safe manner;
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired as soon as a fault has been reported.

## **6.00 First Aid**

The academy will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and students should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the academy at all times, including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the academy and the child will be accompanied to the doctor's or hospital by a member of staff.

The academy seeks to ensure that at least 15 members of staff have received training on a first aid course.

The training can be provided by any approved first aid provider. Copies of the First Aider's certificates are held in the First Aid File in Reception or see section 2 for names of all the First Aiders within the academy.

### **First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations in the following areas; Reception, Science, Food Technology, Physical Education, Design and Technology, Wellbeing Centre, SEN, Kettlemere Centre, English, Dining Room kitchen, Modern Foreign Languages & IT. Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are stored in the locked



cupboard in the First Aid Room. Michelle Smith is responsible for ensuring these are replenished as soon as possible after use;

- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition;
- Notices are posted in prominent positions throughout the academy giving locations of first aid equipment and the names of the first aiders. The names of the persons nominated to deal with first aid are displayed in Reception, in various places throughout the academy and section 2 of this Health and Safety policy.

### **Recording First Aid Treatment**

Records of all incidents treating students, staff and visitors including contractors for events that do not arise out of a fault of the premises/activity etc. will be made in the academy accident/incident book. All other incidents will be recorded on the CARS forms and the pink copies of the CARS forms will be kept securely filed away in Reception, Administration Office. See section 5 5.2 Accidents and reporting for further information on accident/incident reporting.

### **Administration of Medicines**

First Aid does not include administering medicines to students. Staff will require additional training and consent from parent/carer to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents/carer and the academy nurse.

Staff can be with the student as he/she administers their own medicine. Any member of staff witnessing the student taking their medicine must sign a form to confirm this. Wherever possible, 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked drawer within Reception, Administration Office or can be found stored in the fridge in the Staffroom if needed to be refrigerated.

Parents/Carers will need to fill in a consent form asking for medicine to be stored in the academy. Parents/Carers must be made aware they will be responsible for making sure the medicine is kept within date.

### **6.10 Housekeeping**

The academy has adopted policies and practices which lead to a safe working environment and expects good housekeeping to be practiced at all times and sets a good example to the students.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Maintenance Assistants and/or a cleaner should be contacted immediately to assist;
- All rubbish and wastepaper will be disposed of every day so as to minimise the amount of combustible material held inside the premises in case of a fire;
- All storage areas will be kept orderly, safe and provided with easy access;
- The academy premises will be cleaned to an acceptable standard on a daily basis by academy cleaning staff;
- Hygiene standards are of the highest attainable delivered by all staff serving dinners;

- All academy staff are responsible on a daily basis for reporting Health and Safety issues direct to the Academy Health and safety Co-Ordinator.

### **6.11 Lone Working**

Working alone - wherever possible this must be avoided.

It is recognised that, from time to time, it may be necessary for academy employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the academy on their own.

In such circumstances, the academy will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staffroom.

Any staff wishing to work outside normal academy hours must have prior agreement/permission from the Headteacher or Business Manager.

Also see section 5.20 for academy security and staff/Board of Governors responding to call-outs

### **6.12 Manual Handling**

The academy recognises that manual handling does take place within the academy and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

#### **General Manual Handling Guidance for all Staff**

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start;
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help;
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so;
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly;
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

### **6.13 Mini-Bus use.**

- The Academy follows the guidance from Shropshire Council and also has its own Driving at Work Policy;
- The academy mini-bus must only be driven by authorised drivers. The authorised drivers list is kept in the finance office;
- Staff authorised to drive the academy minibus must have also satisfied the pre-use checks required by the academy and fill in the log book;
- Before transporting students on academy business using their own vehicles teachers, parents, volunteers and others must fulfil the requirements of the academy driving at work policy which also requires drivers to confirm that they are appropriately licenced to drive and that their vehicle has appropriate insurance and current MOT and tax. Volunteers will be carefully vetted by the academy before they are permitted to drive students in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary;
- The driver is responsible for making sure that students have a seat belt and use it at all times and if necessary use booster pads. Vehicles without seat belts **will not be used**;
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other students' cars. Parents, volunteers or others driving students will not be allowed to travel alone with a student. The party leader will arrange a central dropping point for all students rather than individual home drops.

### **6.14 Out of Hours Use of Academy Premises**

Consideration will be given to persons using the premises outside academy hours in order to ensure their safety.

A responsible person will be nominated to represent the academy and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the academy to ensure it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

Staff should be made aware of Shropshire Council guidance for Extended Schools which includes additional health and safety measures that are necessary. Staff should refer to the Academy Educational Visits Policy or seek guidance from the Academy Educational Visits Co-ordinator who is the Business Manager.

### **6.15 Parental/Adult Help**

- All parents and adults must be DBS checked if they offer to help with clubs, transport or any other academy activity;
- When using their own car they must prove that their insurance is validated to take children on academy business and the car is roadworthy, taxed and MOT where appropriate;

### **6.16 Personal Protective Equipment (PPE)**

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or students as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

### **6.17 Portable Electrical Appliance Testing**

The Headteacher or delegated responsible person (see section 2 of this policy for named individuals) are responsible for ensuring that all portable electrical equipment is tested by an approved contractor.

A register of all such electrical equipment used in the academy is kept in the Site Maintenance Assistants' office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into the academy by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Academy Site Maintenance Assistants will be responsible for co-ordinating the registration, inspection and testing of equipment and the removal and withdrawal of any equipment failures.

All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

### **6.18 Risk Assessment**

The academy will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the Academy's approved risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the Academy's Health and Safety Co-ordinator.

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit;
- All P.E. activities have been risk assessed including the use of the outdoor play equipment;
- Arthog Outdoor Education Centre does its own risk assessment which staff are familiar with. They will check the control measures to ensure they correspond with the Academy risk assessment.

For staff who do not feel confident to undertake a risk assessment there is additional guidance in Appendix 2. Otherwise, the member of staff can discuss this with their Line Manager/Faculty Leader or Educational Visits Co-ordinator.

### **6.19 Academy Security (Safeguarding)**

Safeguarding audits will be undertaken by the academy annually. These audits support the following daily processes.

- The receptionist monitors those that come to the door at reception before deciding who to let into the building. If staff know they have visitors attending they must inform Reception in advance;
- All visitors sign in and out and wear badges of identification or a visitor's badge;
- The main doors have good locking mechanisms;
- The academy is alarmed;
- All authorised staff are issued with electronic security badges which allow access to the academy buildings. Access levels and time zones differ for each department within the academy; staff are allocated to the appropriate department. The Site Maintenance Assistants and Business Manager have a set of keys to access the academy at any time and to activate the school's electronic security system;
- The Site Team Leader has a full inventory of key holders and keys that have been allocated;
- Anyone working with or giving lifts to the students has been DBS checked;
- All electrical devices are tested in accordance with guidance;
- The edges of the steps around the academy are marked with yellow lines;
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staffroom;
- A HSE Health and Safety Poster is displayed in the staffroom.

The Site Maintenance Assistants are responsible for the security of the academy at the end of the day by ensuring that doors, windows, skylights etc are secured.

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

### **Responding to Call Outs**

Academy staff who are nominated or identified as out of hour's key holders will sometimes be required to attend site following the activation of the alarm and must follow set procedures. They will not know what situation they will find and consequently systems need to be established to reduce the potential for them to be harmed.

The systems that are in place are the following:

Elfyn Jones, Charles Yale and Stuart Samuel (Site Maintenance Assistants), and Craig Simmons (Business Manager) are the academy's nominated representatives who will respond in the event of an out-of-hours call out or see section 2.

The Academy have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

The academy has introduced call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

#### **a) Police Attendance**

In any call out situation where 'body heat' is detected by the alarm system the Police are automatically telephoned to attend the academy along with the nominated representatives.

#### **b) Lone Person Attends**

This is the least favoured option and would not be recommended, where reasonably practicable, this should not occur) In the event of this occurring procedures must be in place so that the individual on site keeps in contact with another colleague or someone will take steps to contact police should the individual not return at a given time on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home. Also see section 5.12 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in the Site Maintenance Office. Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

### **6.20 Arrangements for the Supervision of Students.**

The academy will be open from 8.50am to 4.30pm on weekdays during term times. Between these times supervision will be provided. Students will not be allowed on site outside these times. Parents are informed of the details of the academy arrangements at the beginning of the academy year and reminders sent throughout the year when necessary.

The academy arrangements must contain the following:

- Supervision ratios & locations between academy opening and lesson start time;
- Supervision ratios & locations at break and lunchtimes;
- Supervision ratios & locations between end of lessons and academy closing time;
- Areas to be used by students outside lesson times.

The drop off and collection point for students is the bottom of the main drive. Students with special educational needs i.e. medical/behavioural maybe collected at Reception by arrangement with a parent/carer.

Senior staff are responsible for any students who aren't collected on time. Students wait in Reception or in the Health & Wellbeing Centre if the wait is considerable. Reception is manned until 5.30pm.

## 6.21 Violence

The Academy follows Shropshire Council's Policy and Guidance on Violence at Work.

Those named in section 2 of this policy are responsible for ensuring that **All** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse see 5.2. for accident reporting;
- are aware of arrangements available to victims of violence at work;
- that they have meetings with potentially hostile/aggressive parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

## 6.22 Visits and Journeys

Shropshire Councils Visits and Journeys Guidance is used and the Educational Visits Coordinator (EVC) is listed on page 5 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed correctly.

### Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity;
- They will complete a risk assessment form and return it to the EVC for approval;
- They will read/be aware of the academy's Educational Visits and Journeys Policy;
- They must ensure the ratio of adults to children will comply with current guidelines and approved by the EVC Co-Ordinator\Headteacher;
- They must get the consent of every child's parents/guardian before taking them on a visit. In addition, parents/carers may be requested to sign a consent form on entry to the academy or at the beginning of the academy year for regular visits that are organised as part of the curriculum;
- On a visit which will extend beyond the academy day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay;
- First aid provision will be provided suitable for individual trips;
- Teachers must remind children to wear seatbelts;
- DBS checks will be required for parents/helpers/volunteers.

Documents to support the organisation and risk assessment of trips can be found on the academy T drive in the Educational Trips folder.

## 6.23 Work Equipment

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment;
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment;
- The equipment will be maintained to ensure the equipment remains in good condition by the Site Maintenance Assistants/or will be under contact for maintenance and repairs by the supplier or approved maintenance contractor.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The Academy keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Site Maintenance Office.

## 7. Monitoring and Review

Internal monitoring and review of the Health and Safety policy and procedures will be undertaken on an annual basis.

The Headteacher and the Finance, Staffing and General Purpose Committee will be responsible for annually reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment and thereafter making appropriate recommendation for approval to the Board of Governors.

The Academy will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports;
2. All advisory reports received;
3. All termly audit reports (where appropriate);
4. The annual audit report;
5. Incident reports i.e. near misses and violence;
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the Finance, Staffing and General Purpose Committee so that any review of policy that may be necessary or contemplated can be informed by them.

Signed:  G Corfield      Chair of Board of Governors

Signed:  H S Bellis      Headteacher

Date: 8 July 2021



# Fire Safety Policy Statement

A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book.

**Name of academy or premise: Lakelands Academy**

**Name of the responsible person: Mrs Sophy Bellis Headteacher**

The Headteacher/Board of Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 these responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment;
2. appropriate fire precautions\*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

**The following are provided to meet the requirements of the relevant legislation:**

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

**Our fire safety management plan incorporates:**

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:

H S Bellis Headteacher

Date: 8 July 2021

**N.B.** \* & \*\* Guidance for the fire safety management plan and systems can be found at [www.firesafetylaw.communities.gov.uk](http://www.firesafetylaw.communities.gov.uk)

## **GUIDANCE NOTES ON COMPLETING A GENERAL RISK ASSESSMENT**

### **Introduction**

An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.

The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.

It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are considered to be high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

### **Completing a Risk Assessment**

#### **1. (Section A) Outline of the Task/Activity being assessed**

Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

**Specific Legislative Requirements** Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

#### **Directorate/Workplace (School)/Team and Reference Form No.**

Each assessment should be given a reference number and an index kept of all assessments. The location of the particular work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

#### **2. Section 2 The risk matrix to assist in assessing the level of risk.**

#### **3. Section 3 This is the main area for identifying the potential hazards.**

#### **Level of Skill/Training required**

Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

#### **Chemicals/Materials involved**

If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

#### **Specific Work Equipment**

Any tools or work equipment required to carry out the work activity should be included in this section. However this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

### List the Main Hazards identified:

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified;

- Chemicals
- Dust/Fumes
- Fire
- Slipping/tripping hazard
- Moving parts of machinery
- Vehicles
- Work at height (Use of ladders)
- Electricity
- Noise
- Manual handling (WRULDS) Work Related Upper Limb Disorders.
- Poor lighting
- Play equipment
- Sporting activities

**Who will be affected?** List groups of people who are especially at risk from the significant hazards which have been identified; e.g.

- Office staff
- Cleaners
- Member of the Public
- Contractors
- Maintenance Staff
- Staff with disabilities
- Visitors
- Lone Workers

### Control Measures, to reduce the risk

The main objective is to establish if the hazard can be removed altogether and if this is not practicable how the risk can be controlled to prevent harm.

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls may be accepted standards or standards laid down by legal requirements.

A systematic approach to reducing the risk of harm is;

- Remove the risk completely;**
- Consider less risky alternative work methods;**
- Prevent access to the hazard (e.g. by guarding);**
- Organise work to reduce exposure to the hazard;**
- Issue Personal Protective Equipment.**

### Manual Handling Risk

Consider if the work activity that is being assessed would create a manual handling risk to employees. If so categorise the operation in to high/medium/low risk and establish if a more detailed assessment is required. It should be noted that significant Manual Handling Operations should in addition be assessed in order to comply with the Manual Handling Operations Regulations. Staff may require specific training.

### Personal Protective Equipment Required

the last form of control should be Personal Protective Equipment. If no other control measures can be found the equipment required to protect against harm should be detailed.

### Monitoring and Review

Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

It may be advisable to set targets for a complete review of the assessment. Normally, unless working arrangements or legislation changes there should be little need to undertake this, however, it may be a satisfactory way of keeping abreast of future developments.

The assessment should be authenticated by signing and dating the document.

A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

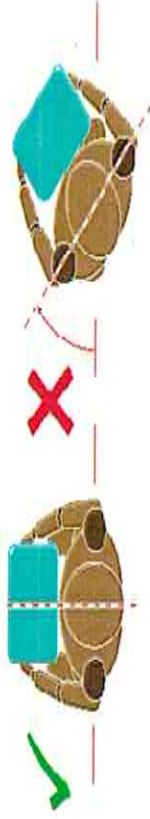
Please ensure all risk assessments are reviewed to meet the specific requirements of your school.

# Good Manual Handling Techniques

Think before lifting / handling



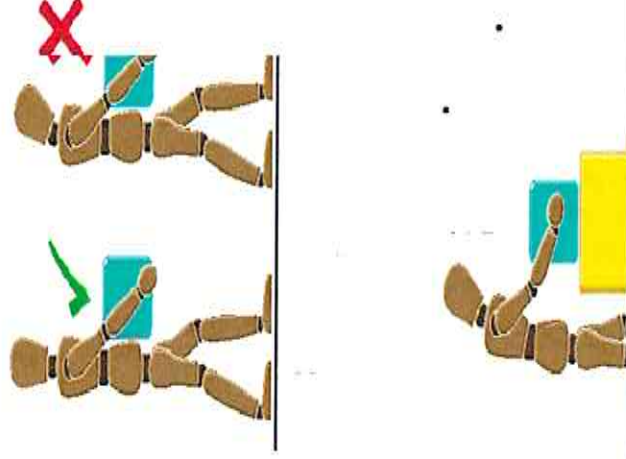
Avoid twisting the back or leaning sideways.



## General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

	Women		Men	
Shoulder height	3kg	7kg	10kg	5kg
Elbow height	7kg	13kg	20kg	10kg
Knuckle height	10kg	16kg	25kg	15kg
Mid lower leg height	7kg	13kg	20kg	10kg
	3kg	7kg	10kg	5kg



Don't try further while lifting.

**Note**  
Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the Headteacher to ensure that all measures so far as is reasonably practical have been taken.