

Academy Health and Safety Policy

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1. Statement of Intent

- 1.1. The Harris Federation and its Principals believe that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

The Harris Federation are committed to:

- a) Providing a safe and healthy learning and working environment.
- b) Preventing accidents and work-related ill health.
- c) Compliance with statutory requirements as a minimum.
- d) Assessing and controlling risks from curriculum and non-curriculum work activities.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the organisation.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

Name: Sir Dan Moynihan **Signature:** *Electronically approved* **Date:** 13th December 2019
(CEO, Harris Federation)

2. Introduction

- 2.1. In order to achieve compliance with the Statement of Intent the Harris Federation and the Academy Senior Leadership Team (SLT) will have additional responsibilities assigned to them as detailed in this policy.

3. The Harris Federation

- 3.1. The Harris Federation has the responsibility to ensure that:
- A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students.
 - Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
 - A report to the Harris Federation Board on health and safety is completed termly.
 - The health and safety policy and performance is reviewed annually.

4. The Executive Principal/Principal/Head of Academy

- 4.1. The Harris Federation has the responsibility to ensure that:
- 4.2. In their capacity as the key people responsible for the effective management of health and safety, the Executive Principal/Principal/Head of Academy will ensure the effective implementation of this policy by ensuring:
- This policy is communicated to all relevant persons.
 - Appropriate information on significant risks is given to visitors and contractors
 - Appropriate consultation arrangements are in place for staff and their representatives.
 - All staff are provided with information, instruction and training on health and safety issues.
 - Risk assessments of the premises and working practices are undertaken.
 - Safe systems of work are in place, as identified from risk assessments.
 - Emergency procedures are in place.
 - Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
 - Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
 - Arrangements are in place to inspect the premises and monitor performance.
 - Accidents are investigated and any remedial actions required are taken
 - The activities of contractors are adequately monitored and controlled.
 - A report to the academy Full Governing Body on the health and safety performance completed termly.
 - Employees have sufficient experience, knowledge and training to perform the tasks required of them.
 - Clear procedures are created which assess the risk from hazards and produce safe systems of work.

- Sufficient funds are set aside with which to operate safe systems of work; where required this is supported by The Harris Federation.
- Health and safety performance is measured both actively and reactively.

5. Teaching/Non-Teaching Staff holding posts/Positions of special responsibility

5.1. This includes the Vice/Assistant Principals, Subject Coordinators/Departmental Leads, Site/Premises Manager, Resource Directors/Managers and Clerical Managers/Supervisors. They must:

- Apply the health and safety policies to their own department or area of work and be directly responsible to the Executive Principal/Principal/Head of Academy for the application of the health and safety procedures and arrangements.
- Develop health and safety procedures in accordance with the Federation's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to, or refer to the Executive Principal/Principal/Head of Academy any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

6. Special obligations of Class Teachers

6.1. Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Line Manager on health and safety equipment 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.

- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation from the Executive Principal/Principal/Head of Academy.
- Regularly check their classrooms for potential hazards and report any observed to the Site/Premises Manager.
- Report all accidents, defects and dangerous occurrences (including near misses) to the Health and Safety Lead.

7. Obligations of all employees

7.1. Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and well-being of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
- Complete health and safety training as required.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with the academy's procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- All employees, including governors who authorise work to be undertaken, or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

8. Obligations of Contractors

8.1. When the premises are used for purposes not under the direction of the Principal e.g. the provision of Academy meals, then, subject to the explicit agreement of The Harris Federation, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

- All contractors who work on academy premises are required to identify and control any risk arising from their activities and inform the Executive Principal/Principal/Head of Academy of any risks that may affect the staff, students and visitors.

8.2. All contractors must be aware of the academy health and safety policy and emergency procedures, and comply with these at all times.

- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Principal/Principal/Head of Academy or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

9. Students

9.1. Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe and follow standards of dress consistent with safety and/or hygiene.
- Observe and follow 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.

10. Procedures and arrangements

10.1. **Introduction.** The following procedures and arrangements have been established at the academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

10.2. **Accident and Incident Reporting.** All accidents, incidents, near misses and dangerous occurrences must be reported as promptly as possible on the Federation Accident Report or Federation Incident/Near Miss forms. The academy is required to nominate a responsible person to report incidents/ accidents of a serious nature, as defined under the RIDDOR Regulations 2013, must be reported to the Health and Safety Executive (HSE) under the RIDDOR regulations 2013 <https://notifications.hse.gov.uk/riddorforms/Injury>

10.3. **Accident Investigation.** All accidents, however small, should be investigated and the findings recorded. Time allocated to each investigation will depend on the seriousness of the accident.

10.4. Academies are encouraged to use the Judicium Accident Investigation forms for short investigations and the Harris Federation investigation forms for more complex in-depth investigations. Copies of which can be found on SharePoint.

10.5. During or on completion of the investigation, a risk assessment should be carried out, or existing risk assessments amended to avoid reoccurrence.

10.6. **Accident Evaluation.** The academy Health and Safety Lead will undertake periodic evaluations of all reported incidents and near misses. This will allow the identification of patterns and trends and enable corrective action to be taken.

10.7. **Ill-Health Evaluation.** Ill-health is monitored in accordance with the Harris Federation Sickness and Absence Policy, with actions initiated if staff meet the appropriate trigger points.

10.8. **Active Monitoring.** Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

10.9. The form in which active monitoring takes place, within the Federation are:

- The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out by the external H&S Compliance Advisors (Judicium), Health and Safety Leads, Site/ Premises Manager, Academy Leadership, Federation H&S and Compliance staff and Governors.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- Safety tours and site walks, as above.
- Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.), annually as above.
- Regular reports to management meetings (Academy Governing Body).
- Compliance and Safeguarding Reviews
- Targeted Compliance Reviews
- Safeguarding Audits
- Other measures (accident monitoring, Environmental Health visits, OFSTED).
- Health and Safety as a standing agenda item at Department meetings.

10.10. **Behaviour Management.** All staff must be familiar with the Academy policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

10.11. **External Threats to the Academy.** It is a requirement that all Academies have considered the possible threat from a bomb, terrorist or intruder and have suitable lockdown and evacuation plans. These procedures must be shared with all staff.

10.12. **Business Continuity Planning.** The Federation's ability to react and recover from emergencies, or business disruption is critical to ensure the continued operation of the Trust and the delivery of its strategic objectives.

10.13. The Federation's Business Continuity Planning policy should be followed in the event of:

- Emergencies:
 - Terrorist threat
 - Student or staff fatality or serious injury
 - Severe weather damage
 - Major arson attack
- Business Disruption:
 - interruption to the delivery of key delivery services, activities

10.14. **Catering.** The Catering Manager is responsible for the safe operation of the catering facilities.

He/she must:

- Be familiar with the academy Health and Safety Policy.

- Prepare and provide to the academy risk assessments for all catering activities.
 - Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
 - Inform the Site/Premises Manager or Executive Principal/Principal/Head of Academy of any potential hazards or defects.
 - Be familiar with the current Food Safety legislation and the implications so far as the academy is concerned.
- 10.15. Academy staff must not use the catering facilities and equipment without the prior agreement of the Executive Principal/Principal/Head of Academy, Catering Manager and Federation's Head of Procurement, responsible for managing the catering contract.
- 10.16. **Cleaning and Maintenance.** The Site/Premises Manager/Health and Safety Lead is responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds in accordance with the Harris Federation policies and procedures for maintenance.
- 10.17. **Contractors.** The academy is responsible for the selection and management of contractors in accordance with the Harris Federation policy for Managing Contractors.
- 10.18. Contractors should be made aware of the academy Health and Safety Policy and their obligations under it before commencing any work on site.
- 10.19. Academy staff must be aware of this policy and report any concerns regarding contractors' activities to the Executive Principal/Principal/Head of Academy immediately.
- 10.20. **Curriculum Safety (including out of Academy learning activities).** Staff in collaboration with the Health and Safety Lead are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.
- 10.21. The risk assessments must be made known to all teaching and support staff, and reviewed regularly.
- 10.22. Guidance from AfPE, CLEAPSS, BAALPE, DATA and other lead bodies should be adopted as appropriate.
- 10.23. **Display Screen Equipment (DSE).** The Health and Safety Lead is responsible for ensuring that DSE assessments are completed for staff who regularly use laptops or desktop PCs. Laptops should not be used on laps, chair arms and other unsuitable surfaces by any member of staff. Eye care vouchers are provided for staff who are considered DSE users and can be obtained by contacting the Federation health and safety Team.
- 10.24. **Electrical Equipment.** The Site/ Premises Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.
- 10.25. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.
- 10.26. Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site/Premises Manager/Head of Department, who will arrange repair or replacement.
- 10.27. The Executive Principal/Principal/Head of Academy must ensure that all electrical equipment brought onto Federation premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

- 10.28. Staff must not bring electrical equipment into the Academy without the express permission of the Executive Principal/Principal/Head of Academy.
- 10.29. **Educational Visits and Journeys.** The Executive Principal/Principal/Head of Academy and the Educational Visit Coordinator (EVC) are responsible for ensuring that all academy trips are managed in accordance with the Federation Policy for Educational Visits. All teachers and trip leaders must be familiar with this policy.
- 10.30. **Fire Evacuation.** Academies are required to hold fire drills at least once every term. Each Academy must have its own dedicated Fire Evacuation instructions which are shared and known by all staff. Such instruction must set out the roles and responsibilities of key staff, such as fire wardens, Site/ Premises Manager, teaching staff, lead fire wardens etc and should identify what action to take:
- On the alarm sounding
 - Procedures for evacuation from the academy
 - Action at the assembly point
 - Contacting the emergency services
 - Arrangements for re-entry, controlled by whom?
- All building occupants must participate in the fire drill and follow the correct procedures.
- 10.31. **Back-up Alarm.** In the very unlikely event of a power cut, alarm failure and failure of the fire alarm battery back-up, fire air horns should be used. Plans and procedures for usage must be identified on the academy's Fire Evacuation instructions.
- 10.32. The Site/ Premises Manager is responsible for:
- The formal maintenance and regular testing of the fire alarm and emergency lighting.
 - The maintenance and inspection of the fire-fighting equipment.
 - The maintenance of exit/escape routes and signage.
 - Supervision of contractors undertaking hot work
 - Reporting all planned hot works to the Federation Finance team for approval from Zurich.
- 10.33. All staff must be familiar with the Academy Fire Risk Assessment and Fire Evacuation instructions.
- 10.34. **First-Aid and Supporting Students with Medical Needs.** A First Aid Needs Risk assessment has been completed for each Academy to ensure ample provision of trained personnel and First Aid supplies. There are separate policies for first aid and for supporting students with medical needs.
- 10.35. Academies are required to maintain the following lists:
- Trained First aiders (including qualification and expiry date)
 - Location of First Aid supplies (including person responsible for maintenance)
 - Administration of Medicines training, which includes the qualification and training date.
- 10.36. **Glazing Safety.** The design of the academies means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear at all times and must not have anything affixed to them.
- 10.37. All glazing is strengthened safety glass and will provide protection on fire routes.

- 10.38. **Hazardous Substances.** The Site/ Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Using the material safety data sheets provided by the manufacturer, COSHH assessments must be completed.
- 10.39. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 10.40. All staff are reminded that no hazardous substances should be used without the permission of the Site/Premises Manager who will complete an assessment for any authorised products.
- 10.41. Substances used in the practical curriculum are the responsibility of that department, and will normally be stored and used in accordance with CLEAPSS Hazcards.
- 10.42. Where an appropriate Hazcard is not available the appropriate Assistant Principal is responsible for ensuring that the substance is assessed. Using the material safety data sheets provided by the manufacturer a COSHH assessment must be completed.
- 10.43. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:
- Spirit based marker pens
 - Corrective fluid
 - Aerosol paints
- All the above should be used in a well-ventilated area.
- 10.44. Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV). No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.
- 10.45. **Hazard Reporting.** An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is encouraged to report any sub-standard condition or practice.
- 10.46. The reporting of hazards, in the main, should be done using the academy's agreed hazard/defect reporting procedures. Where All staff will be notified of these procedures at induction.
- 10.47. **Health and Safety Committees.** Arrangements for joint employer/employee discussions of health and safety matters have been set up for all staff.
- 10.48. Health and Safety is a standing item on the agenda of all meetings (Including all Governors' Sub Committees). The Governing Body's Finance and General Purposes Committee is the key forum at which Health and Safety issues are addressed and policies determined. In addition, the Academies' Staff Health & Safety Committee monitors Health and Safety at Work (HASAW) issues and advises and reports regularly to the Governing Body.
- 10.49. The Academy Staff HASAW Committee meets once a term and comprises the Executive Principal/Principal/Head of Academy, Health and Safety Lead, Site/Premises Manager, Office Manager, Director of Resources, Faculty Leads and the Academy union and safety representatives.
- 10.50. **Inclusion.** The Executive Principal/Principal/Head of Academy is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

- 10.51. All teaching and support staff must be given information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal/medical needs.
- 10.52. Senior Leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety, unless this is unavoidable.
- 10.53. Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Executive Principal/Principal/Head of Academy.
- 10.54. **Lone Working.** Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 10.55. Site staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.
- 10.56. Lone workers should not undertake any activities which present a significant risk of injury. Lone Working Risk Assessments should be completed as required.
- 10.57. Avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
- 10.58. If it is necessary and you are required to work early in the morning or after normal working hours at night:
- give prior notice to Site/Premises Manager if you intend working late and indicate where you will be in the building;
 - make sure your colleagues know;
 - check where your colleagues are likely to be in the building;
 - make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
 - if possible, take a telephone into the room in which you are working;
 - if you are alone, consider locking yourself in;
 - report your departure when you leave the premises.
- 10.59. **Managing Medicines and Drugs.** Staff must notify the Executive Principal/Principal/Head of Academy if they believe a student to be carrying any unauthorized medicines/drugs.
- 10.60. The Federations First Aid and Medical Needs and Medicines Policies provide detailed guidance on the storage and administration of medication, all staff should be familiar with these policies.
- 10.61. **Maintenance and Repair of Equipment.** The detailed arrangements for the maintenance and inspection of equipment are described in the Estates Handbook and are under the control of the Site/ Premises Manager.
- 10.62. All faulty equipment must be taken out of use and reported to the Site/ Premises Manager. Staff must not attempt to repair equipment themselves.
- 10.63. **Manual Handling.** The academy will ensure that any significant manual handling tasks are risk assessed and these risks eliminated where possible.
- 10.64. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site/Premises Manager for assistance.

- 10.65. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 10.66. Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.
- 10.67. **Personal Protective Equipment (PPE).** The need for PPE is identified in Risk Assessments. It is the Executive Principal/Principal/Head of Academy responsibility to ensure adequate supplies of PPE are provided free of charge.
- 10.68. Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health. Any staff member or student who refuses to use the PPE will be subject to disciplinary action.
- 10.69. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager to ensure replacements can be ordered.
- 10.70. **Risk Assessment.** It is the Executive Principal/Principal/Head of Academy responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the academy.
- 10.71. There will be a regular programme of planned assessments to be completed in high risk areas such as Science, DT workshops etc. In other activity areas there will be annual risk assessments. Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.
- 10.72. The EVC will ensure that risk assessments are completed by staff leading academy visits which are then checked by the academy Health and Safety Lead.
- 10.73. Risk assessments must be completed for offsite academy trips, both residential and day trips. Further information can be found in the Educational Visits policy.
- 10.74. **Security.** CCTV systems, where installed, will be used to monitor incidents and may be used as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.
- 10.75. Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on academy premises. If transporting monies, staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.
- 10.76. All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The academy accepts no responsibility for items left unattended. In the event of a theft in the Federation, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.
- 10.77. It is the responsibility of the staff to take appropriate measures to maintain the security of any academy equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Executive Principal/Principal/Head of Academy When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.
- 10.78. **Severe Weather Conditions.** In the event of severe weather conditions, it is the responsibility of the Executive Principal/Principal/Head of Academy in liaison with the CEO and phase Director, to decide on closure on grounds of health and safety. In the event of a decision to close on these grounds, Governors will be informed.
- 10.79. **Smoking.** The Board and Executive Principal/Principal/Head of Academy have adopted a no smoking policy throughout academy premises, this includes the use of electronic cigarettes.

- 10.80. All academy staff and parents will be informed and signs will be on display at main entrances to academy buildings.
- 10.81. **Staff Training and Development.** The Executive Principal/Principal/Head of Academy delegates responsibility for identifying and assessing the health and safety training needs of all staff to the Academy's Health and Safety Lead.
- 10.82. Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the academy's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits, assembly points and knowledge of first aid arrangements.
- 10.83. In addition to any induction information provided, all staff are required to complete health and safety and fire safety eLearning training at the start of their employment.
- 10.84. Training must also be given to all key staff and staff with special responsibilities, such as the Site/Premises Manager, Health and Safety Lead, First Aid staff and staff taking students on trips.
- 10.85. The Health and Safety Lead will keep a record of all staff who have been trained and the expiry dates of any certificates.
- 10.86. **Stress Management.** Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1992.
- 10.87. Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.
- 10.88. If you consider you may be suffering from stress for reasons connected with your workload, you should contact your Line Manager in the first instance who will deal with the issue in the strictest confidence and make all reasonable efforts to reduce work-related stress. All employees have access to an Employee Assistance Programme, further information can be found by contacting the Federation Human Resources Department.
- 10.89. No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the Academy doctor where appropriate.
- 10.90. On return to work for any period of stress-related illness, the Federation will take account of medical advice and the needs of the Federation when determining which duties are most appropriate.
- 10.91. **Transport.** Academies are required to maintain a list of all minibus drivers which includes their right to drive and training records. All staff driving Academy Minibus' are required to complete MIDAS training, or similar. All minibus drivers must have a full, clean driving license.
- 10.92. The Site/ Premises Manager is responsible for arranging the annual maintenance and MOT of the minibus/es and are responsible for ensuring the buses are clean and in good condition, at all times.
- 10.93. The Federation's policy on minibus usage can be found in the Educational Visits Policy.
- 10.94. All staff are responsible for reporting any damage or unsafe condition to the Site/ Premises Manager immediately.

- 10.95. **Visitors – Health and Safety.** Under the provisions of the Health & Safety at Work Act 1974, Harris Federation and its academies has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Federation they intend to visit. They are to obey all displayed warning notices and verbal instructions.
- 10.96. Contractors who arrive must have explicit permission from the Site/Premises Manager to carry out work. All necessary checks and potential hazards that may arise out of their work should be identified in advance - see Managing Contractors Policy.
- 10.97. All visitors are to be made aware of the emergency procedures on arrival to the academy
- 10.98. There are five categories of visitors to Harris Federation:
- VIPs/Educational Visitors
 - Casual Visitors
 - Ex-students
 - Intruders
 - Troublemakers
- 10.99. **VIPs/Educational Visitors.** Harris Federation and its academies will experience high levels of VIPs and Educational Visitors. Such visits need careful managing if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.
- 10.100. Where possible, staff should notify reception of any planned visits so that appropriate arrangements for their arrival and stay can be made.
- 10.101. **Casual Visitors.** As with all busy work places, there is a high level of casual visitors to the academies during the course of a normal working day. These could be parents visiting, engineers or commercial representatives going to particular areas within the Academy.
- 10.102. All visitors will be required to wait in the Reception , while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor.
- 10.103. For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through academy premises. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor’s Badge and to sign in.
- 10.104. **Ex-students.** Often ex-students make social calls to the Academy. A member of the SLT should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed in, a Visitor’s Badge is issued, and the visitor can proceed. Ex-students should not be permitted to wander the academy unsupervised.
- 10.105. In all cases, it is imperative that the visitor signs in and is issued with a Visitor’s Badge.
- 10.106. **Intruders.** All staff are asked to take careful note of the following advice, which may help when handling difficult situations if you are confronted by an intruder or intruders on our premises.
- Always aim to be welcoming and polite to all visitors.
 - If you see anyone you think should not be on academy premises, do not approach them directly on your own unless you feel It is safe to do so, always inform immediately, if possible, Reception, a member of SLT and a member of the site team, if you have located an intruder.

- Where possible, try to keep them in sight. If it's impractical to notify anyone send a note with a student, rather than reporting in person.
 - Where possible. remain present whilst the SLT member asks them in a friendly way their reasons for being on site. The SLT member should guard against questioning someone based on stereotyped assumptions about people based on their appearance.
 - If satisfied that they are on legitimate business, accompany them to Reception to collect a Visitor's Pass and sign in.
 - NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke a hostile reaction. If they refuse to leave, the SLT member should not attempt to force them to leave but dial 999 to call the police.
 - If the person is unable to offer an acceptable reason for remaining, the SLT member should politely ask them to leave in a clear and firm way. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.
- 10.107. To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's badge should be displayed at all academy entrances.
- 10.108. If the Police are called because of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.
- 10.109. Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the Police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Accident/Injury form and returned to the Health and Safety Lead.
- 10.110. The Harris Federation will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.
- 10.111. **Troublemakers.** The Federation Board has authorised the Executive Principal/Principal/Head of Academy), in exercising day to day management of the academies, to determine who should have access to the premises. The Board have determined that no one (including governors, staff, students or parents) has an unrestricted right of access to the Federation premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the Academy as determined by the Executive Principal/Principal/Head of Academy.
- 10.112. Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Site/ Premises Manager or his representative.
- 10.113. Harris Federation buildings and their grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Executive Principal/Principal/Head of Academy, or deputy in charge). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off Federation premises, could be an offence. The Executive Principal/Principal/Head of Academy, or deputy in charge will exercise professional judgement in deciding whether to involve police in incidents of this nature.

- 10.114. Whether an individual is trespassing, the Governors have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a “troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises.
- 10.115. **General precautions.** Any members of staff going off and returning to site must ensure that they sign in and out.
- 10.116. All visitors to the Academy must sign in and sign out, so that a list of visitors in the building is available at any time.
- 10.117. Any organisation/ events, which use the premises out of working hours, especially where visitors to the academy are involved, will be subject to procedures for the specific event/s. The key individual organising the event, will check procedures with the Site/ Premises Manager or nominated member of staff in charge of lettings/ events, to ensure health and safety arrangements including fire safety/evacuation, potential hazards and first aid are considered, agreed and disseminated to all appropriate staff.
- 10.118. **Working at Height.** The Site/ Premises Manager is responsible for the purchase and maintenance of all ladders, steps and access equipment in the Academy. All access equipment must conform to the appropriate standards.
- 10.119. The Site/ Premises Manager is responsible for completing site related risk assessments for all working at height tasks in the Academy. Where working at height is completed by other academy staff, risk assessments should be completed by the academy’s health and safety lead.
- 10.120. Staff are reminded that ‘working at height’ applies to all activities which cannot be undertaken whilst standing on the floor.
- 10.121. If staff are required to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.
- 10.122. Staff must not work at height alone. Staff planning to work at height must first complete working at height training and then seek support and assistance from the site team.
- 10.123. **Work Experience Placements.** Prior to work experience placements being agreed, the academy should take reasonable steps to establish what the student will be doing and what arrangements are in place for managing risk (which should include, but not limited to: induction, training, supervision, site familiarisation and any protective equipment needed).
- 10.124. As part of the pre-visit assessment, academies must routinely keep records of student contact information on the database for Work Experience and those of their named person contactable in emergency.
- 10.125. Academies are required to work with families to ensure employers know in advance about students who may be at greater risk, due to health conditions or learning difficulties for example, allowing the employer to take these needs into account.
- 10.126. In the event of an incident or situation that puts students at risk whilst on work experience, the work experience coordinator will contact the work placement. The purpose of the call is to ensure that the employer makes arrangements for the students’ safety and their safe return home. Further investigation will be required by the academy to establish if the placement is still considered suitable.
- 10.127. The Work Experience Organiser, or Head of Faculty for work related learning will ensure contact is made with work experience Students and their placement providers, during their placement, to ensure their wellbeing.

10.128. For safety reasons, students must contact the Academy if they do not attend a placement.

10.129. If a student cannot be contacted, the Work Experience Co-ordinator will make initial contact with the parents. In the absence of the Work Experience Co-coordinator, contact will be made by the Head of Faculty for work related learning.

10.130. **Additional guidance for work experience organisers can be found here:**

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>