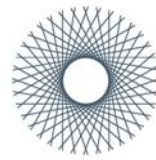


Health and Safety Policy



AGORA
LEARNING
PARTNERSHIP

DATE FIRST ISSUED: October 2024

DATE LAST REVIEWED:

NEXT REVIEW DATE: October 2025

APPROVED BY: Board of Trustees

APPROVAL DATE: October 2024

1. Policy Statement

The Trust Board of Agora Learning Partnership will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff a reference copy is kept in the staff shared drive and published on the Academy websites.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

2. Organisation

The overall responsibility for ensuring a safe and healthy environment within the academies rests with the Trust Board and Hertfordshire County Council Education Authority.

At an academy level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the academy.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the academy is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor at each Academy has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for schools.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the Board of Trustees health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to

all relevant people including contractors.

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governing Body/ Board of Trustees any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to site manager.

Responsibilities of other staff holding posts of special responsibility

- Apply the academy's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head and / or site manager of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.

- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academy's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3. Monitoring and Evaluation

This policy will be evaluated annually by the Trust Board.

APPENDIX SUMMARY

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Inspection /Maintenance of Emergency Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working
- Appendix 10 - Premises Equipment
- Appendix 11 - COSHH (Flammable and Hazardous Substances)
- Appendix 12 - Asbestos
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- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on Site
- Appendix 18 - Lettings / Shared Use of Premises
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RISK ASSESSMENTS

General Risk Assessments

The academy risk assessments will be co-ordinated by the Head Teacher (or nominated deputy) and the Site Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#).

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities have been assessed by the Head Teacher (or nominated deputy) and the Site Manager and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the staff shared drives these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

APPENDIX 2

OFFSITE VISITS

RESPONSIBILITIES

Educational Visits Coordinator

The Educational Visits Coordinator will ensure that:

- The risk assessment is complete and that the visit destination meets all H&S requirements
- Trip leaders are suitably qualified/experienced if acting as an instructor.
- All supervisors on the visit have sufficient expertise to supervise children and have appropriate clearance
- The Headteacher has approved the visit
- Parents have signed consent forms
- Arrangements have been made for all the medical needs and special educational needs of all the children
- Travel arrangements are confirmed and advised appropriately
- Appropriate insurance cover is held
- Address and phone number of the visit's venue and contact name(s) are distributed
- The names of all adults and students in the travelling group, the contact details of parents and next of kin of staff and volunteers are circulated appropriately.

Trip Leader

The Trip Leader is responsible overall for the supervision and conduct of the visit and should be appointed by the Headteacher.

The Trip Leader should:

- Inform the Trip Coordinator of the intended trip and complete all relevant documents
- Nominate and obtain authorisation for suitable members of staff to assist on the trip
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Consider the health and safety of the group at all times
- Check suitability of all pupils proposed for the visit
- Observe the guidance set out for teachers and other adults below
- Ensure that students understand their responsibilities (see below)
- Arrange a parents' information evening, if appropriate
- Ensure all information and documentation has been authorised by the Headteacher and submitted via EVOLVE to HCC as appropriate

Other teachers and adults involved in a visit

Teachers on academy-led visits continue to act as employees of the Academy Governing Body during and outside normal working hours.

Teachers and other adults on the visit must:

- Care for each individual student as any reasonable parent would
- Follow the instructions of the leader and help with control and discipline
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable
- Not transfer/handover a duty of care to a third party

Responsibilities of pupils

Pupils must:

- Not take unnecessary risks
- Follow the instructions of the leader and other adults
- Dress for the conditions and behave sensibly and responsibly
- Look out for anything that might hurt or threaten anyone in the group and tell the Trip Leader accordingly
- Not undertake any task that they fear may be out of their comfort zone or that they think will be dangerous

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be prevented from participating on the visit or may be sent home at the discretion of the Trip Leader. The curricular aims of the visit for these students should be fulfilled in other ways.

Risk Assessment

A risk assessment should always be completed in advance of a visit.

The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for this visit?

The Trip Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if appropriate.

The Trip Leader should consider the following when assessing the risks:

- The type of activity and the level at which it is being undertaken
- The location
- The competence, experience and qualifications of supervisory staff
- The group members' age, competence, fitness and temperament
- Students with special educational or medical needs
- The quality and suitability of available equipment
- Suitable conditions for the activity i.e. weather and timing

Exploratory visit

Wherever possible the Trip Leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and students in the group

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. Alternatively, assurances or recommendations from other schools or bodies, particularly where remote areas are involved, should be obtained.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays or travel abroad it is sensible to have at least one trained first-aider in the group. The Trip Leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services and the distance to the nearest hospital.

The minimum first-aid provision is:

- A suitably stocked first-aid box
- A person appointed to be in charge of first-aid arrangements
- An Accident Report Book

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The contents of a first-aid kit may depend on what activities are planned.

Supervision

It is important to have an adequate ratio of adult supervisors to students for any off-site visit.

The following should be considered:

- Sex, age and ability of group
- Special needs students
- Nature of activities
- Experience of adults in off site supervision
- Duration and nature of the journey
- Type of any accommodation

As a general guideline, the following ratio of adults to students should be followed, but each visit should be assessed on an individual basis through the risk assessment process.

	Residential Trips	Day Trips
EYFS		1:4
KS1	1:5	1:5
Lower KS2	1:6	1:8
Upper KS2	1:8	1:10

Where a high adult: pupil ratio is required or external trainers are required, it is not always feasible to use academy staff alone. All adult supervisors, including academy staff must understand their roles and responsibilities at all times, particularly students who may require closer supervision, such as those with SEN. Teachers retain responsibility for the group at all times.

The Trip Leader is responsible for checking any external trainers/supervisors have the appropriate clearance including valid DBS certification. For the protection of both adults and students, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

If the academy is leading an adventure activity, such as canoeing, the Governing Body must be satisfied that the Trip leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Trip leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

Preparing Students

Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. Children should be encouraged to participate during the visit but they should not be coerced into activities they fear.

Should the behaviour of pupils cause concern for their safety and others then consideration should be given for the withdrawal from an activity. On residential visits the Trip Leader may consider the early return home of a pupil depending on the circumstances.

Information to pupils

The Trip Leader will determine how information is detailed to pupils. Pupils should understand:

- The aims and objectives of the visit / activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- Why special safety precautions are in place for anyone with disabilities

- What standard of behaviour is expected from pupils
- Who is responsible for the group
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures

Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules

- All pupils and staff should wear seat belts
- Pupils should be aware of Safe Crossing procedures
- Appropriate access and securing facilities for those in wheelchairs
- Adequate supervision at all times when travelling
- Head counts are carried out when the group is getting off or on to transport

Students with special educational and medical needs

The Head Teacher will not exclude pupils with special educational or medical needs from academy visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures that may be need to be addressed at the planning stage. Where necessary, individual risk assessments should be carried out.

Communicating with Parents / Guardians

Parents should be aware that staff will be exercising the same care that a prudent parent would.

The following information should be advised to parents / guardians prior to a visit:

- Dates of the visit
- Times of departure and return
- Mode(s) of travel including the name of any travel company
- Details of accommodation with security and supervisory arrangements on site
- Names of leader, or other staff and of other accompanying adults
- Visit's objectives
- Details of the activities planned and of how the assessed risks will be managed
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested
- Clothing and equipment to be taken
- Money to be taken
- The information to be given by parents and what they will be asked to consent to
- Standards of behaviour expected

Parental consent

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the students in some other way, wherever possible. If the parents give a conditional consent, the Headteacher will need to consider

whether the child may participate on the visit or not.

Residential visits

Hostels and Hotels

The Academy will bear in mind the following:

- The Trip Leader should ideally have adjoining rooms with staff quarters next to the young people's – we will endeavour to obtain a room plan of the rooms reserved for the group's use in advance
- The immediate accommodation area should be exclusively for the use of the group
- Access by staff to student rooms must be available at all times
- Separate male and female sleeping areas for students and adults
- Ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel
- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors
- Ensure that locks / shutters etc. work on all the rooms used by the group
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables;
- Adequate lighting – it is advisable to bring a torch
- Provision for sick, disabled students or those with special needs
- Safety in rooms (electrical connections, secure balconies)

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

The Trip Leader should bear the following points in mind in the risk assessment of a coastal activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked;
- Ensure group members are aware of warning signs and flags;
- Establish a base on the beach to which members of the group may return if separated;
- Look out for hazards such as glass, barbed wire and sewage outflows etc;
- Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

Mountainous areas

Group leaders and other staff members in the party should be aware that when visiting mountainous/hilly terrain that these conditions pose particular risks to children that may result in death.

The trip leader should bear the following points in mind in the risk assessment when

visiting these areas.

- Weather forecasts should be checked in advance
- Alternative routes should be planned in case of sudden changes in conditions or an emergency
- Pupils should be advised of appropriate equipment to wear and to bring along with them (e.g. waterproof jacket)
- Appropriate maps of the area should be held
- Cliff edges can be dangerous and groups should keep to the paths at all times

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will not be allowed. In-water activities should take place only following completion of an appropriate risk assessment and measures have been put in place to control identified risks. Activities should be formal and supervised with a qualified life guard.

The use of the HCC Evolve system is recommended for all residential visits, HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and will be coordinated by the Site Manager. An annual inspection by the nominated Health and Safety Governor will also be conducted.

The person(s) undertaking inspection will complete a report in writing and submit this on the Every system. Responsibility for following up items detailed in the safety inspection report will rest with the site manager.

A named governor will be involved in monitoring the Academy's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible – the Head Teacher, Site Manager and Health & Safety Governor.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire Risk Assessment

The headteacher is responsible for ensuring the academy's fire risk assessment is undertaken by a competent person and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#)

The fire risk assessment is located on the Every system and will be reviewed on an annual basis.

Emergency Procedures

Fire and Evacuation

The Headteacher is the designated Fire Officer. Fire Wardens are responsible for designated areas of the site and report directly to the Fire Officer. The Fire Officer and Fire Wardens receive basic fire safety training. In the event of fire/evacuation, the Fire Officer is responsible for the coordination and safe movement of all individuals on the Academy site.

Written emergency procedures are detailed within the Critical Incident Plan. Fire instructions are detailed to all staff and also included in the induction process of all new teaching and support staff.

All contractors / visitors are required to sign in on arrival and are to be made aware of the fire and evacuation procedures. Fire and evacuation procedures are also displayed throughout the Academy site.

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

In the event of a fire / evacuation, a member of the support staff will call emergency services, as directed by the Fire Officer. Contact details for designated emergency personnel and key holders are maintained by the Site Manager.

Fire and Evacuation Procedures

Fire and emergency evacuation procedures are displayed in the staff room. A summary is posted in each classroom. These procedures will be reviewed at least annually.

Procedures during normal working hours

- In the event of a fire, the alarm will sound.

- Wardens should supervise the evacuation of their area in a quick, calm and organised manner. Staff, pupils and visitors should be directed to the assembly point detailed in the Fire Evacuation Plan which is detailed in every room.
- The Site Manager will review the main fire indicator panel and detect the source of the alarm. They or a designated Warden or member of staff will attend the area of concern. In the event of a fire, not controllable by local extinguishers, a 999 call will be made immediately and the building will be evacuated of all Fire Wardens.
- In the event of a false alarm, caused by a broken call point or a heat sensor malfunction, the Site Manager will, once a complete head count of all staff, pupils and visitors has been undertaken, co-ordinate a re-entry to the Academy buildings.

Procedures outside working hours

- Should the fire alarm sound, the monitoring company or responsible person will call the Fire Officer. The source of the alarm will be identifiable from the main fire indicator panel.
- In the event of a fire, not controllable by local extinguishers, a 999 call will be made immediately and the fire officer will wait on the premises for their arrival and direct them accordingly.
- Under no circumstances should any person on site place themselves in a position of risk or danger. If there is any doubt as to the location, source and intensity of the fire, the area should be kept clear until the fire services arrive.

Fire Drills

- Fire drills will be undertaken termly and results will be maintained in the fire log book.

Fire Fighting

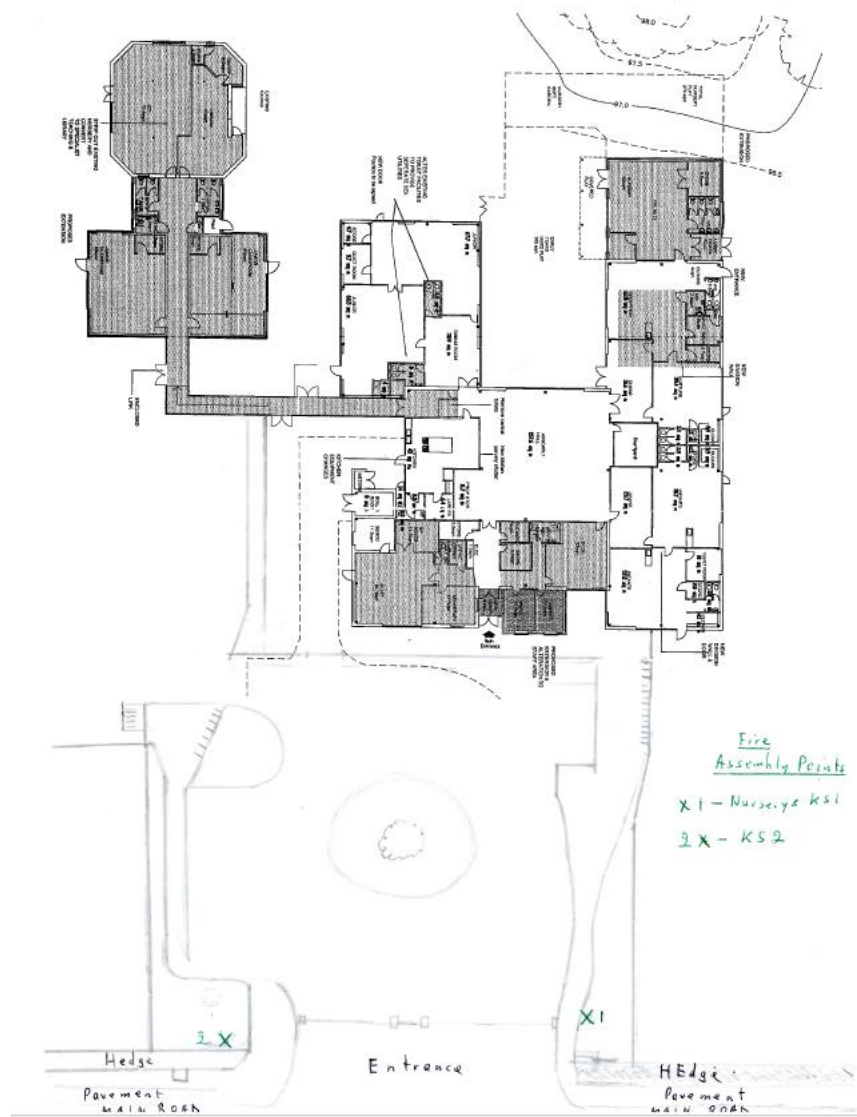
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire. If possible, a fire warden should be located to assist.
- Details of service isolation points (i.e. gas, water, electricity) are located in the Site Manager's Office.
- COSHH safety data sheets for chemicals and flammable substances are held by the Site Manager.

APPENDIX 4(A)

FIRE WARDENS

Name of School	Fire Wardens
Alban Wood	Hazel Pinder John Robb Poorvi Sangani Zoe Beattie Amanda Harrop
Bromet	Matt Acornley Mrs Clarke-Bazile Mrs Dudley Mrs Turner
Creswick	Alan Pitcher Dawn Chaplin Rowan Thompson Rob Lock Lorraine Langham
Grange	Craig Maddox Cathy Pearse Spencer Rignall
Meryfield	Alex Gage Adam Hill Bhavini Patel Charlene Mallet Nicky Henson
Orchard	Eric Greenstreet Glen Griffiths Bradley Williams Catherine Williams Trudi Lincoln Tanya Simmons
Oxhey Wood	Jenny Morley Mick O'Sullivan Mikki Caplan Clare Cremore
Warren Dell	Carol Gammel
Waterside	Alex Worland
Wilbury	Chelsea Atkins Venita Banks Surinder Lall Katie Duncombe Smith Anthony Goddard

FIRE ASSEMBLY POINTS – ALBAN WOOD

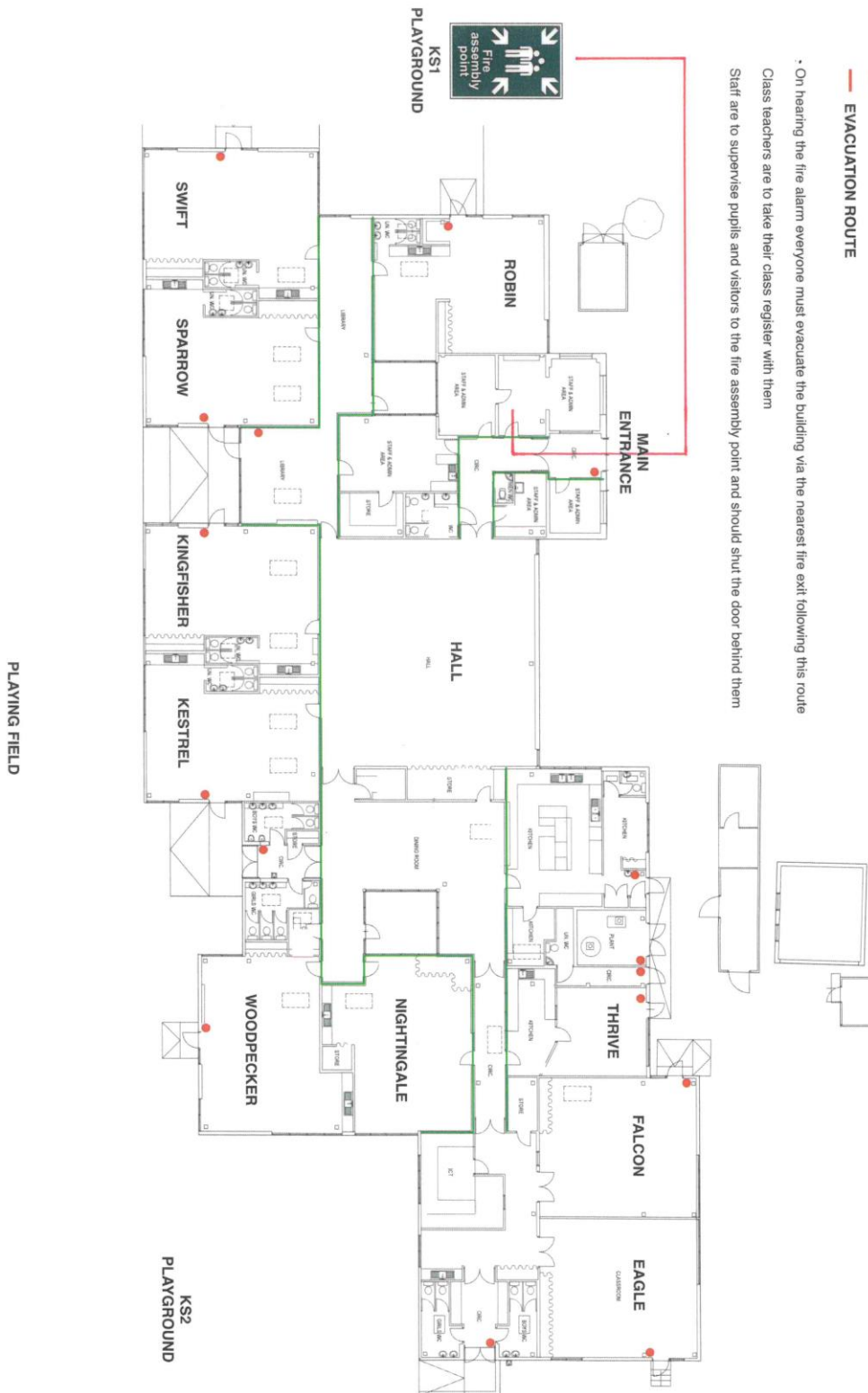


FIRE ASSEMBLY POINTS – BROMET

BROMET EVACUATION PLAN

- FIRE ALARM CALL POINT
- EVACUATION ROUTE

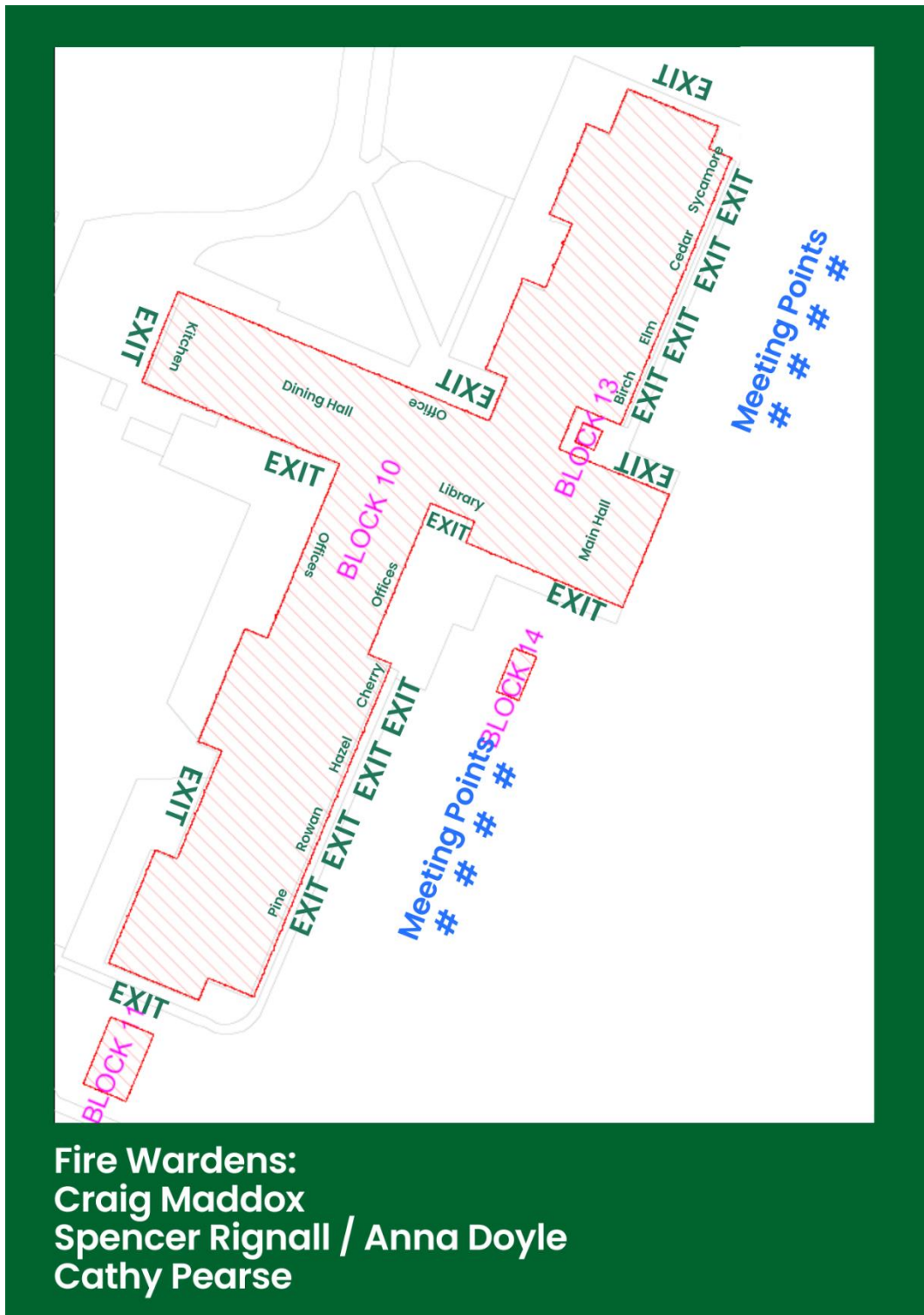
On hearing the fire alarm everyone must evacuate the building via the nearest fire exit following this route
 Class teachers are to take their class register with them
 Staff are to supervise pupils and visitors to the fire assembly point and should shut the door behind them



FIRE ASSEMBLY POINTS – CRESWICK



FIRE ASSEMBLY POINTS – GRANGE



Fire Wardens:
Craig Maddox
Spencer Rignall / Anna Doyle
Cathy Pearse

FIRE ASSEMBLY POINTS – MERYFIELD

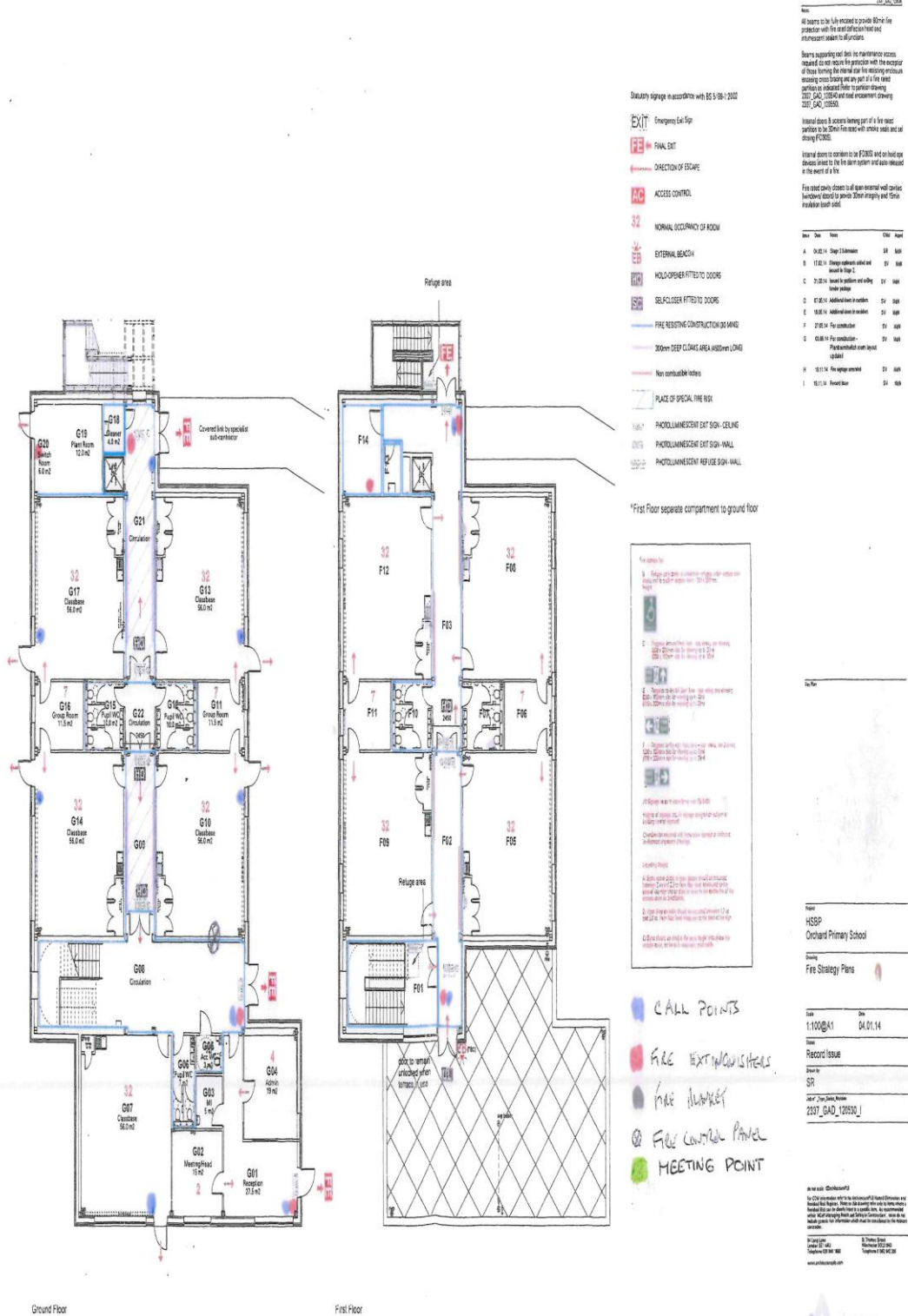
MERYFIELD PRIMARY SCHOOL FIRE ASSEMBLY LOCATIONS

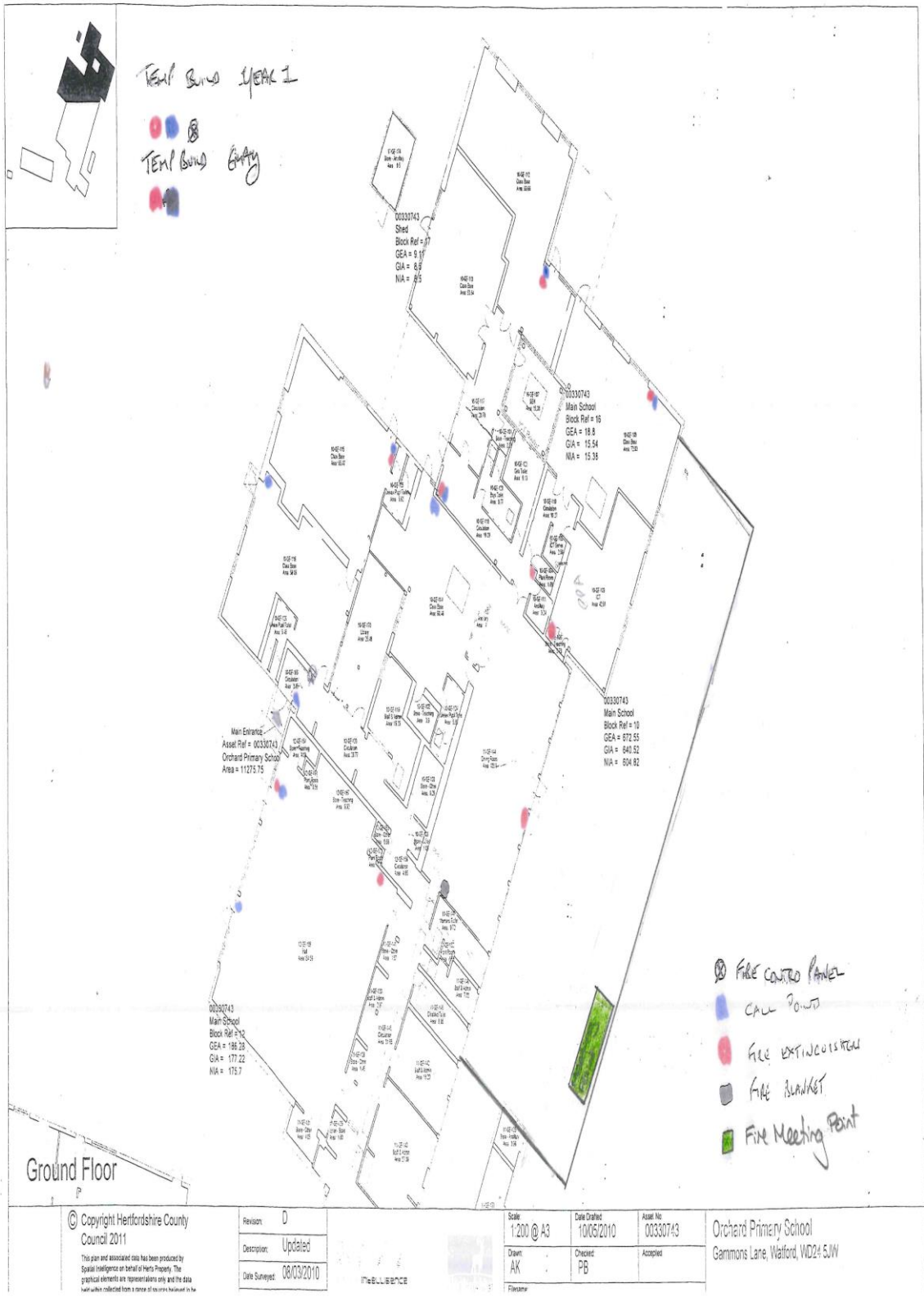
★ - School assembly points.

★ - Lettings assembly point.



FIRE ASSEMBLY POINTS – ORCHARD





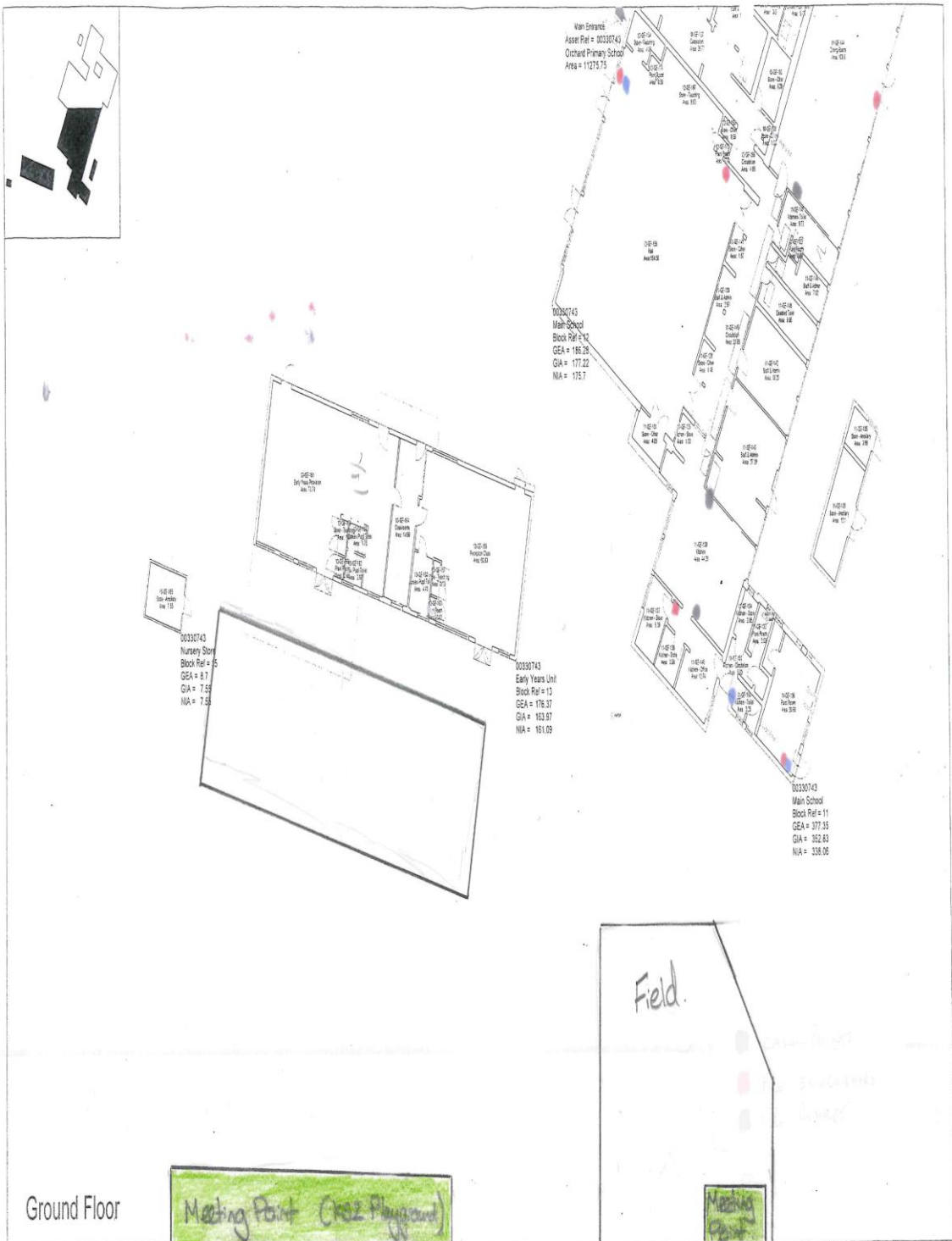
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Revision:	D
Description:	Updated
Date Surveyed:	08/03/2010

Scale:	1:200 @ A3
Date Drafted:	10/05/2010
Drawn:	AK
Checked:	PB

Asset No:	00330743
Accepted:	

Orchard Primary School
Gammons Lane, Watford, WD24 5JW

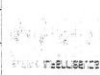


Ground Floor

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Revision: D
Description: Updated
Date Surveyed: 08/03/2010
HC



Scale: 1:200 @ A3
Drawn: AK
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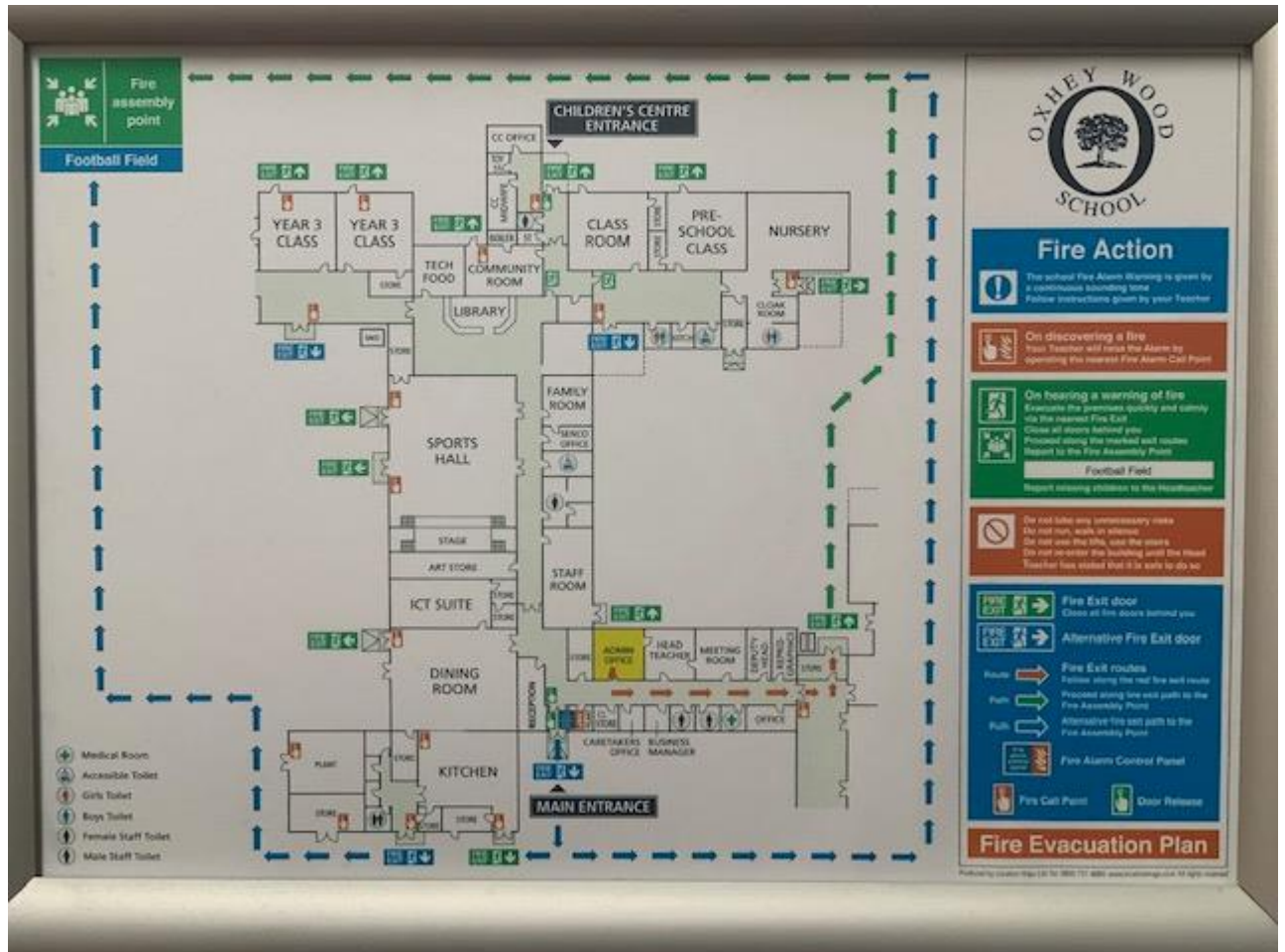
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Checked: PB

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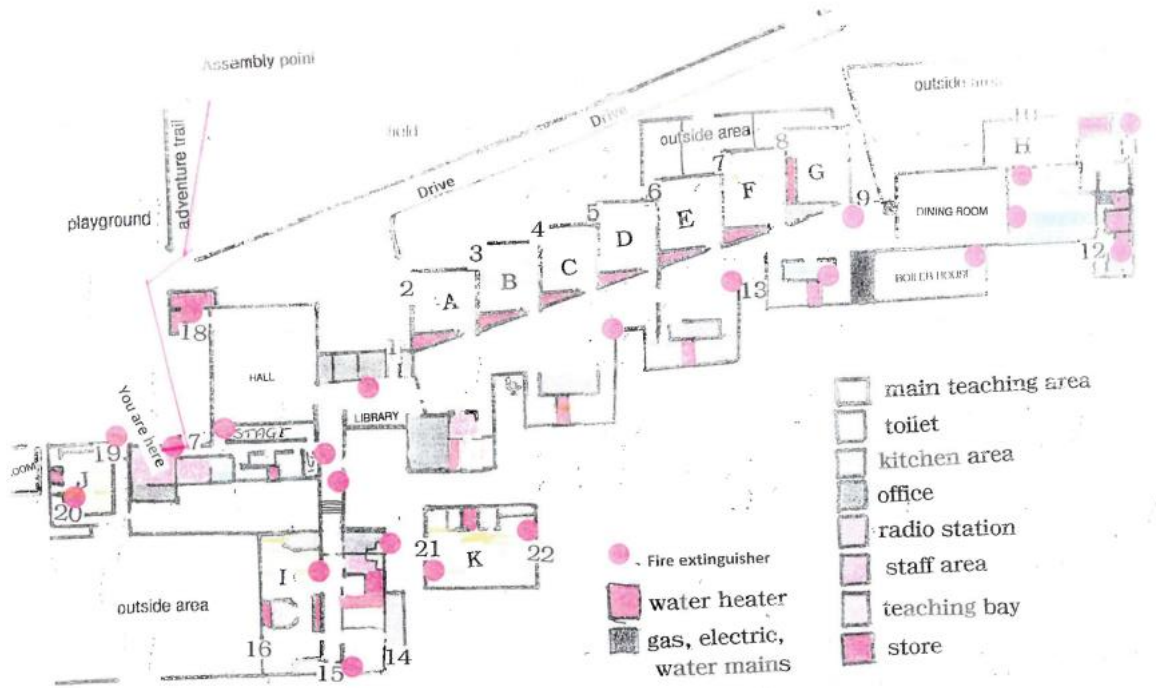
Orchard Primary School
Gammons Lane, Watford, WD24 6JW

Floor Plans (Sheet 1 of 3)

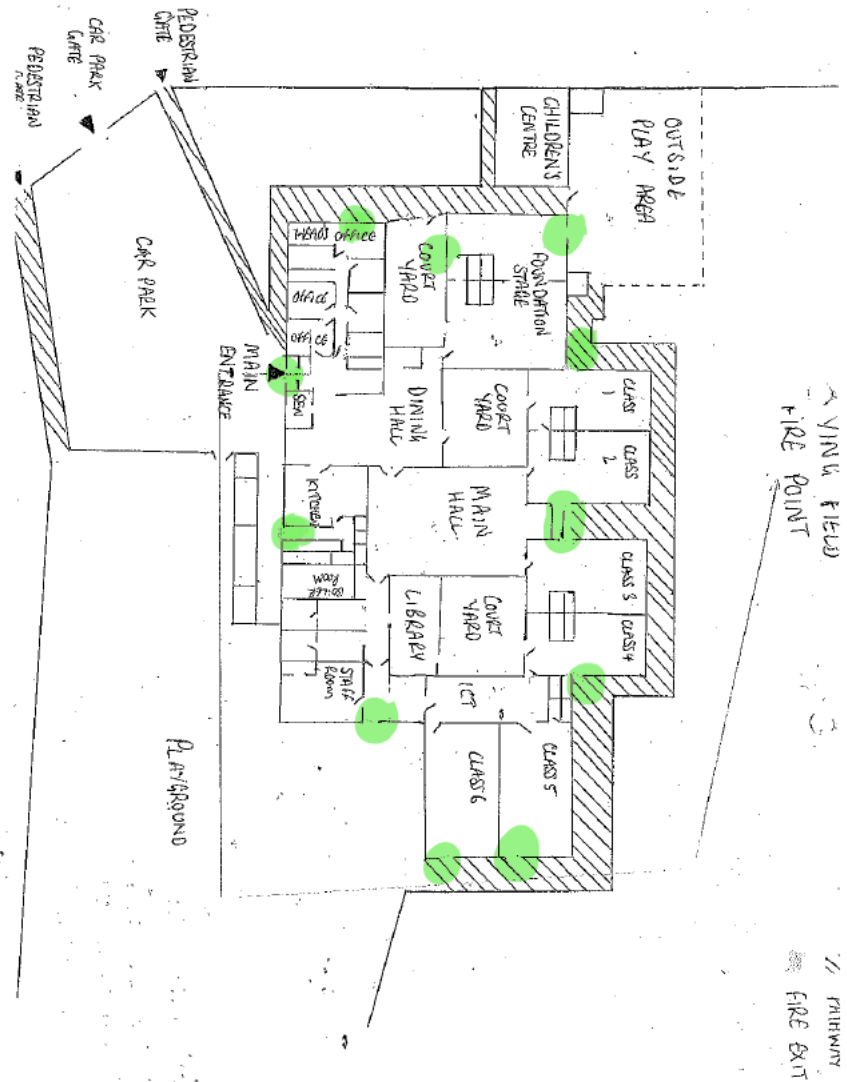
FIRE ASSEMBLY POINTS – OXHEY WOOD



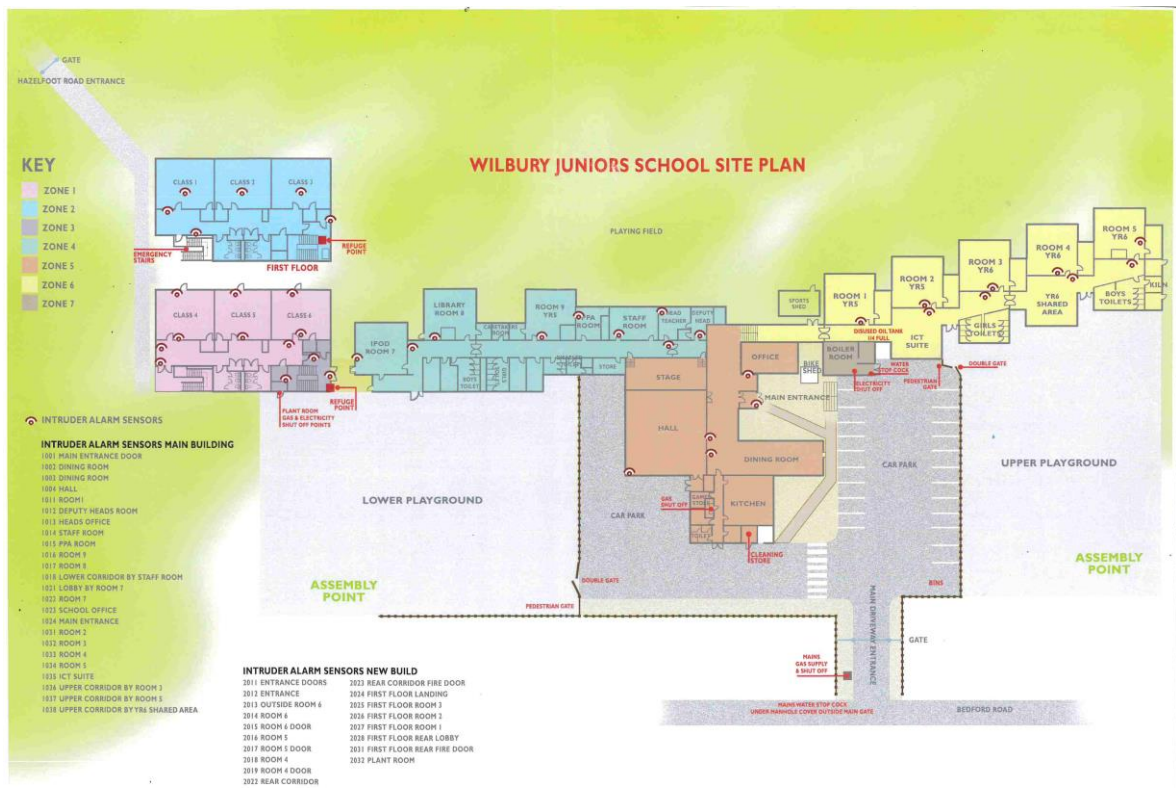
FIRE ASSEMBLY POINTS – WARREN DELL



FIRE ASSEMBLY POINTS – WATERSIDE



FIRE ASSEMBLY POINTS – WILBURY



APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the site manager and a record maintained on the Every system.

Any defects on the system will be reported immediately to the alarm contractor or electrical engineer.

Details of the fire alarm maintenance contract are held on Every.

Smoke and heat alarm detectors are tested on a quarterly basis by the site manager.

INSPECTION OF FIREFIGHTING EQUIPMENT

All firefighting equipment on site is subject to an annual maintenance service.

The site manager will undertake a weekly check to ensure that all firefighting equipment remains available for use and operational and without evidence of tampering.

Firefighting equipment identified as defective (including needing recharging) is to be immediately removed from service and reported to the site manager, who will notify the contractor for replacement.

EMERGENCY LIGHTING SYSTEMS

Lighting systems will be checked monthly by the site manager and annually by a contractor under the terms of the service agreement to include a full discharge test and certification.

Test records are to be detailed on the Every system.

MEANS OF ESCAPE

Daily checks are undertaken by the site manager for any obstructions on exit routes and to ensure all final exit doors are operational and available for use. All staff have a shared responsibility to ensure that escape routes inside and outside the Academy are kept clear.

APPENDIX 6

FIRST AID AND MEDICATION

Please also refer to the **Supporting Students with Medical Conditions Policy**

The Trust has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

Academy	First Aiders
Alban Wood	Hazel Pinder, Carolyn Grange, Leah McKinney, Amanda Harrop, Sarah Russell, Judy Bowie
Bromet	Miss Clarke-Bazile, Miss Richman are both first aid at work trained. All staff have basic first aid training
Creswick	Kath Daly, Lorraine Langham, Karen Luckins, Sarah Newton, Tara Collins, Donna Overton, Ann Burd, Marcia Mohammed, Helen Flynn, Sophie Mayers, Danielle Alexander, Haley Ashby, Katie Rhodes-Winsor, Alex Smith
Grange	All staff have completed the basic first aid training on National College. Paediatric first aiders, Nicola Marvell, Angela Curd, Laura Young
Meryfield	Nikki Humberstone, Julie Gray, Donna Lepelley, Emma Humphrey, Amanda Savill, Lume Morina, Anita Gal Kertesz, Tracey Barnes, Lea Walker, Amy Moffat, Suzan Faraj, Meera Bharadia, Kika Philippou, Rebecca Manczak, Vicki Hussein, Jaime Murphy, Etleva Hajri
Orchard	Anita Markham-James, Eric Greenstreet, Donna Heppel, Meena Khokher, Bernie Newlan, Julia Dival
Oxhey Wood	35 members of school staff have paediatric first aid training. Details are below.
Warren Dell	18 members of school staff have paediatric first aid training. Details are below.
Waterside	Lauren Clare, Julie Foyle, Kay Newvell-Taylor, Gail Powell, Chris Rogers, Carrie-Anne Sturmey, Frances Jones, Gemma Woods, Cheryl Girdlestone, Helen Weymouth

Wilbury	Mrs Watkins, Mr Rust, Mrs Jaszewska, Mrs Leung-Smith, Mrs Stewart, Miss McCandless, Mrs Osei-Hyiaman, Mrs Duncombe-Smith, Mrs Ankers, Miss Smith, Miss Bullen, Mr Fox, Mrs Warby, Mrs Hill, Mrs Kelly, Mrs Cadwallader, Mrs Twena, Miss Chowles, Mrs Lall, Mr Goddard
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OXHEY WOOD FIRST AIDERS

First Aid Trained Staff List		
Name	Level	Expiry Date
Manija Akbari	PFA	Mar 2025
Kyra Baynes	PFA	Oct 2026
Victoria Beadle	PFA	Mar 2027
Lesley Burn	FAAW	April 2025
Anca Camen	PFA	Sept 2025
Kimberley Clark	PFA	Sept 2025
Fay Coleman	PFA	Sept 2025
Angela Day	PFA	May 2026
Jodie Doheny	PFA	Mar 2027
Nabilla DouDou	PFA	Mar 2025
Julie Du-Rieu	FAAW	Sept 2025
Treleasha Farmer	PFA	Mar 2027
Toni Farrell	PFA	Sept 2025
Susana Ferreira	PFA	May 2026
Anneliese French	PFA	Sept 2025
Mariana Goncalves	PFA	Oct 2026
Tara Grimwood	PFA	Mar 2027
Katie Keane	PFA	Nov 2024
Samantha Kennedy	PFA	Nov 2024
Amy Knight	PFA	Apr 2026
Stephanie Lee	PFA	May 2026
Mirela Matmuja	PFA	Oct 2026
Kelly McDonald	PFA	Nov 2024
Klodjana Ndrejoni	PFA	Nov 2024
Vlora Reqica	PFA	Sept 2025
Sam Richardson	PFA	Sept 2025
Marcela-Daniela Rus	PFA	Mar 2027
Charley Scott	PFA	May 2026
Sarah Smith	PFA	Mar 2027
Sandra Smulskyte	PFA	Feb 2025
Dipika Soneji-Patel	PFA	Oct 2026
Sarah Stanton	PFA	Mar 2027
Veronica Suatean	PFA	Oct 2026
Emily Walford	PFA	Apr 2025
Alison Williams	PFA	Mar 2027

FAAW = First Aid at Work
PFA = Paediatric First Aid

WARREN DELL FIRST AIDERS

PAEDIATRIC FIRST AIDERS 2024/25

Griselda Burhani	Jackie Mole
Maria Curtin	Ellie Morley-Birch
Ria Bignell	Gemma Palmer
Katy Carson	Adina Popescu
Emma Dynan	Francis Rogers
Diane Exler	Kathryn Toms
Rachel Gammell	Courtney Valentine
Vicki Lawless	Agnieszka Zakrzewska
Sarah Lloyd	
Drew Low	

Pre-school, Nursery and Reception First Aiders

Kayleigh Clarke	Joanne Roscam
Rio Griffin	Carol Smith
Rebecca Hunt	Louise Scott
Kelly Hooker	Katherine Toms
Pauline Harris	Rebecca Terry
Grace Lardner	Fatemah Ravji
Louise Nugent	

MSA's First Aiders

Elsa Shane	Fay Thompson
Sharon Henderson	Kim Toner

Diabetes Trained

Ellie Morley-Birch	Lauren Moran
Kayleigh Clarke	Adina Popescu
Rebecca Hunt	Joanna Roscam
Kelly Hooker	Louisa Scott
Rachel Gammell	Rebecca Terry
Rio Griffen	Fatemah Ravji
Grace Lardner	

The headteacher will ensure that trained first aiders have a current certificate recognised by the HSE, that refresher training is organised and that new persons are trained should first aiders leave.

FIRST AID BOXES

First aid boxes are located at the following points:

Alban Wood	Oxhey Wood
Welfare Room	KS1 & KS2
Kitchen	Cookery Room
First Aid Bag in each Classroom	Staffroom
	Cabinet in Reception
Bromet	Cabinet in Nursery
Main Office	
Dining Hall	Warren Dell
Mobile Kit for Break and Lunch	Years 1 - 6 have their own first aid bag
	Cherry tree 1 & 2 have their own first aid bag
Creswick	Reception, Nursery, Pre-school & SRP have their own first aid box.
Every Classroom	Main first aid room

Main Office	Beside staff room
Studio	first aid cupboard by the toilets opposite cherry tree 1 class.
Thrive	
Grange	
Outside Cedar classroom	
Main Hall Office	Waterside
First Aid Room	Medical Room
Outside Rowan Classroom	First Aid Bag in each Classroom
	Staff Room Exit
Meryfield	
Every Classroom	Wilbury
Library	Medical Room
Both Halls	Staff Room
	Year 3 block (downstairs)
Orchard	Year 4 block (upstairs)
First Aid Room	Reprographics Room
Main Office	Medical bags in each Classroom for Break and Lunchtimes
D&T Suite	
Kitchen	
First Aid Bag in each Classroom	

A check of the contents will be undertaken each term to ensure that all first aid boxes are complete and replenished as necessary.

AEDs (Automated External Defibrillators)

AEDs are located at the following points:

Academy	Defibrillator Location
Alban Wood	Outside the Medical Room
Bromet	Outside the Staff Toilets
Creswick	Next to the Main Entrance Pedestrian Gate
Grange	In the Main Office
Meryfield	In the main reception area
Orchard	Outside the Medical Room
Oxhey Wood	In the First Aid Room
Warren Dell	In the Medical Room
Waterside	First Aid Room
Wilbury	Reprographics Room

The AED's are checked on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)

Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate Academy policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

All non-emergency medication kept in the Academy is securely stored with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

In accordance with HCC Accident/Incident Reporting Procedures employees follow the following procedures:

Injuries, accidents, dangerous occurrences, and near misses must be reported to HCC via solero: http://www.thegrid.org.uk/info/healthandsafety/reporting_accident.shtml

All incidents that are reported to the HSE must also be reported to the LA's Health and Safety Team using the online forms via Solero. www.intra.thegrid.org.uk/solero/

The HSE website provides further guidance on what to report; www.hse.gov.uk/riddor/what-must-i-report.htm

Further guidance on investigating and reporting incidents can be found in the in the Education Health and Safety Manual – accidents: <http://www.thegrid.org.uk/info/healthandsafety/accident.shtml>

Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and Academy Governing Body Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/>

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

In every case where an incident is reported to the HSE the LA Health and Safety Team must be also advised using the online forms via SOLERO – see above.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Trust Board, academy governing bodies and academy senior management teams review the academy health and safety policy annually.

The academy governing bodies meet regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by academy management.

Any Trade Union appointed safety representative may attend a committee meeting by prior arrangement in order to raise, report on or discuss specific health and safety issues.

Communication of Information

Information and guidance on how to comply with the HCC's health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in various locations around the academies.

Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in response to any significant change
- Training in specific skills needed for certain activities (e.g., use of hazardous substances, work at height etc.) matched to their work and responsibilities
- Refresher training where required

Training records will be kept by the headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in an Academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the headteacher's / site manager's permission and notify them on each occasion when lone working will occur
- Ensure that they do not put themselves or others at risk (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#))
- Ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt uncomfortable. Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 10

PREMISES EQUIPMENT

All staff are required to report any problems found with plant/equipment, damaged electrical apparatus or wiring – including portable equipment and permanent wiring to the site manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

Planned maintenance / inspection

Regular inspection and testing of Academy plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance is the responsibility of the headteacher this is achieved by the use of the Every system.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the site manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and must be subjected to the same tests as academy equipment.

An electrical installation condition report (fixed wire test) will be conducted every 5 years. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when supervised. This equipment will be checked daily by the site manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

The site manager will conduct and record a formal termly inspection of the equipment. The equipment is serviced annually.

The site manager will identify all work equipment and record the details in an Equipment Register. He/she will ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users. The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair:

EQUIPMENT	RESPONSIBLE PERSON WHO CAN ASSESS RISK	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD
Access equipment e.g. ladders	Site Manager	Site Manager	Site Manager / Approved Supplier	Ladders: daily when in use / termly
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager	Site Manager / Approved Supplier	Prior to use and subject to manufacturers guidelines
Grounds maintenance equipment	Site Manager	Site Manager	Site Manager / Approved Supplier	Prior to use and subject to manufacturers guidelines
Gas appliances (includes academy catering equipment, boilers)	Site Manager	Catering staff, staff under supervision	Supplier or gas safe registered contractor	Annually
PE & play equipment	Site Manager	Pupils under supervision	Approved contractor and/or insurance company	Annually
Portable Electrical Equipment	Staff / Site Manager	Staff / pupils under supervision	Approved contractor	Annually
Fixed Wire	Site Manager	n/a	Approved contractor	Five Yearly
Lifts / lifting equipment	Site Manger	Staff	Approved contractor	Lifts: annually Hoists/slings for people: 6 monthly
Fire Alarm System	Site Manager	Headteacher/site manager	Approved contractors	Extinguishers: annually Fire Alarm: Weekly Fire Alarm Service: Annually
Fire Drill	Headteacher	n/a	n/a	Termly
Water Systems Testing	Site Manager	Site Manager	n/a	Monthly
Asbestos Inspection	Site Manager	n/a	Site manager and approved contractor under HCC guidelines	Annually

PAPERWORK REVIEW	RESPONSIBLE PERSON	INSPECTION PERIOD
Health and Safety Policy	Headteacher / COO / Trust Board	Annually
Risk Assessments <ul style="list-style-type: none"> • Teaching • Non-Teaching • Manual Handling • DSE • Pregnant Workers 	Headteacher / Site Manager	Annually
COSHH Assessments	Headteacher/Site Manager	Annually
Offsite Visits	Headteacher	Annually
Fire Risk Assessments	Headteacher/Site Manager	Annually
Review of Training <ul style="list-style-type: none"> • First Aid • Health & Safety 	Headteacher/Site Manager	Annually
Equipment Inventory Review	Head Teacher	Annually/as and when new equipment is purchased
Critical Incident Plan	Head Teacher	Annually

APPENDIX 11

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

The establishments nominated person(s) responsible for substances hazardous to health is the site manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

The exceptions to the above are materials used by the cleaners, risk assessments and records for which are kept by the cleaning contractor.

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the academies in accordance with HCC's asbestos policy. The academy's most recent asbestos management surveys are logged on the Every system.

The academy's asbestos log (including academy plans, asbestos survey data and a site-specific management plan) is held in the site office.

The Headteacher will ensure that **all** academy staff (and others such as catering and cleaning staff who may not be employed directly by the academy) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the academy's asbestos authorising officers who will contact HCCs Asbestos Team for professional advice asbestos@hertfordshire.gov.uk.

The academy's asbestos authorising officers are the site manager and nominated members of the senior leadership team and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or academy staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the academy's asbestos management plan.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

- The academy's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

CONTRACTORS

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures and local management arrangements.

The site manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

APPENDIX 14

WORK AT HEIGHT

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role. See also [LA455 - The Ladder Association](#)

The academy's nominated person responsible for work at height is the site manager.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and the ladders are checked termly
- All equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- Any risks from fragile surfaces are properly controlled.

APPENDIX 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Those manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the site manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available via the [Grid](#).

All staff who use computers daily, as a significant part of their normal work should follow the guidelines in the afore mentioned manual (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g., admin /office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the academies is restricted to academy staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

At all academies separate pedestrian and vehicle gates are provided. The pedestrian gates open at drop off and collection times. Both sets of gates remain closed throughout the school day only accessible via an intercom, except at Waterside Academy where the gate is a manual gate.

A risk assessment is in place for pedestrian / vehicle segregation at all academies.

Access to the academies must be kept clear for emergency vehicles.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher.

They will ensure a signed letting agreement is completed specifying the academy's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the academy.

The academy will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the academy reserves the right to impose restrictions in order to ensure health and safety.

Any hirers of the academy premises are responsible for ensuring that they use them correctly.

The Governing Body recognises its duty as controller of the premises and will ensure that:

- Premises hired are in safe condition and fit for the purpose of the hire
- Arrangements for emergency evacuation are adequate
- Fire fighting equipment is in place and operational
- Proper physical security arrangements are made
- Insurance requirements are met.

This guidance should be read in conjunction with the Trust Lettings Policy.

APPENDIX 19

STRESS / WELLBEING

The Trust Board and Academy Governing Bodies are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards

Provision is made for all staff whose health affects their work, especially if stress related.

Provision may include:

- an employee assistance programme (Legal and General)
- a mental health first-aid programme and a team of trained mental health first aiders
- procedures for reporting and handling inappropriate behaviour
- a lifestyle management programme
- a stress management/handling pressure programme
- special leave arrangements such as career breaks / sabbaticals
- opportunities for flexible working
- support for workers with disabilities
- training and support

Our academies have signed up to the Education Staff Wellbeing Charter, which is a declaration of support for, and set of commitments to, the wellbeing and mental health of everyone working in education.

The aim is for us to use the charter to:

- Show staff that we take wellbeing seriously
- Open a conversation with staff about wellbeing and mental health
- Create a staff wellbeing strategy
- Create a wellbeing-fostered culture

This guidance should be read in conjunction with the Trust Wellbeing Policy.

APPENDIX 20

LEGIONELLA

All academies comply with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

The site manager is responsible for ensuring that the identified operational controls are being conducted and recorded on the Every system.

This risk assessment will be reviewed on a regular cycle.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after academy holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

<p>ACADEMY SWIMMING</p>

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the academy's policy.

The academy will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the academy will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

INFECTION CONTROL

The academies follow UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the academy will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.