



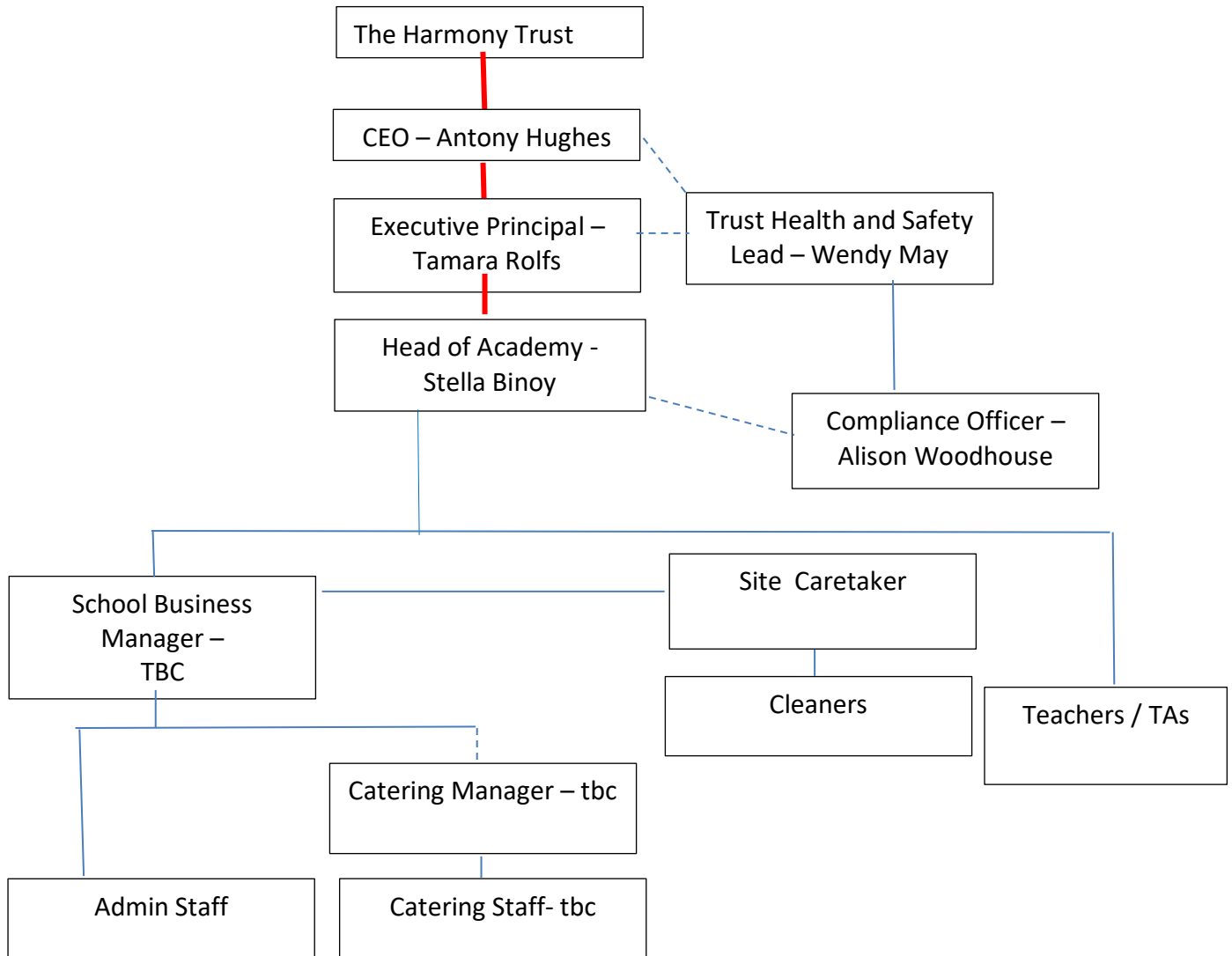
HEALTH AND SAFETY POLICY APPENDICES

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Appendix 1

Illustration of employee responsibilities - Hackwood Primary Academy



Main line of accountability ———

Support function to ensure compliance - - - - -

Appendix 2

Consultation with Employees

Employee representatives are the following senior members of staff:

Mr A Hughes	Chief Executive
Mrs T Rolfs	Executive Principal
Mrs Stella Binoy	Head of Academy
Ms A Woodhouse	Compliance Manager
TBC	School Business Manager

Consultation with employees is provided by the Executive Principal through sharing of documentation and questionnaires.

Appendix 3

Safe Plant and Equipment (including gas and heating, electrical and fire systems)

Site Manager - tbc: Will be responsible for identifying all equipment / plant needing maintenance.

Site Manager - tbc: Will be responsible for ensuring effective maintenance procedures are drawn up.

Site Manager – tbc: Will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to: *Site Manager – tbc: – in emergency the Head of Academy – Stella Binoy*

Site Manager – tbc: Will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on academy premises and where appropriate, residual current devices should be used with all electrical equipment. Fixed wiring testing and portable appliance testing are undertaken on a regular basis (5 year fixed, 1 Year PAT unless specific needs of the academy deem more frequent inspection is required)

Statutory testing arrangements and ongoing inspections are documented on the online monitoring system. This includes maintenance and inspection of gas and heating systems (boilers), electrical systems (fixed wire, emergency lighting and PAT testing) and fire safety systems (alarm testing, extinguisher testing, sprinkler testing – where appropriate) – site manager to input information, monitored by Alison Woodhouse, Compliance Officer.

Appendix 4

Safe Handling and Use of Substances

Site Manager – tbc: Will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Site Manager – tbc: Will be responsible for undertaking COSHH assessments.

Site Manager – tbc: monitored by Alison Woodhouse, Compliance Officer: Will be responsible for ensuring that all actions identified in the assessments are implemented.

Site Manager- tbc: Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Site Manager – tbc: check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

Appendix 5

Competency for Tasks and Training

H&S Induction training will be provided for all employees by Health and Safety Officer. *Alison Woodhouse, Compliance Officer*

Job specific training will be provided or arranged by *Alison Woodhouse, Compliance officer.*

Specific jobs requiring special H&S training are: *Site Manager – tbc, SEN T.A's and academy fire Marshals*

H&S Training records are kept by *the Executive Principals and put onto the online system*

Appendix 6

Accident, First Aid and Work Related Ill Health

Currently as of November 2018 42/126 staff are Paediatric First Aid trained

The first aid boxes are kept in the following locations-

Kitchen

Nursery/Foundation Stage 2

Main office

First aid area for lunchtime

Basic kits in classrooms – plasters & wound dressings/wipes/Gloves/Forehead thermometers

Paediatric First Aid trained staff-

	Expiry Date
Stella Binoy	
Administrator	
TA2- Y3	
TA2- Rec	
Teacher- Rec	
Teacher Y3	

All medication must be locked up so there is a lockable drawer in the office and a lockable fridge in the office. This also means medicines which need to be refrigerated are stored correctly.

Appendix 7

Monitoring

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

- carry out spot checks regularly (*Compliance Officer - Alison Woodhouse & Site Managers – tbc*)
- conduct workplace inspections at a frequency of: *daily (Site Managers – tbc), half termly (Site Managers – tbc), termly (Compliance Officer – Alison Woodhouse), annual safety tours (Executive Principal – Tamara Rolfs)*
- submit health and safety reports at a frequency of: *termly (Alison Woodhouse - Compliance Officer)*
- conduct health and safety audits at a frequency of: *annually (Wendy May, Trust H&S lead to ensure this process is in place)*

Stella Binoy, Head of Academy is responsible for investigating accidents.

Stella Binoy, Head of Academy is responsible for investigating work-related causes of sickness absences.

Tamara Rolfs, Executive Principal is responsible for acting on investigation findings to prevent a recurrence.

Please see online H&S system for details of inspections undertaken

Appendix 8

Emergency Procedures – Fire and Evacuation

Tamara Rolfs –Executive Principal is the Responsible Person for the building

Wendy May, Trust H&S lead is responsible for ensuring the fire risk assessment is undertaken and *Alison Woodhouse, Compliance Officer in conjunction with Stella Binoy, Head of Academy* ensures it is being implemented. The Fire Risk assessment will be reviewed every two years or sooner if needed / the building changes.

Alison Woodhouse, Compliance Officer is responsible for ensuring a Fire Action Plan has been completed.

Tamara Rolfs - Executive Principal is responsible for ensuring a fire evacuation procedure is in place.

Tamara Rolfs - Executive Principal ensures Fire wardens are in place (organisation of this task delegated to *Stella Binoy, Head of Academy*)

Escape routes and exits are checked by *Site Managers – tbc* daily

Fire extinguishers are maintained and checked by *an appointed contractor* at a frequency of once per year

Alarms are tested by an appointed contractor at a frequency of twice per year – **Elite Security arranged through Vinci tbc.**

Emergency evacuation / fire drills will be carried out at a frequency of at least: *termly*

Records will be kept *on the online system.*

A fire risk assessment is undertaken by a suitably qualified person and any findings acted upon in a timely manner. The fire risk assessment will be reviewed every two years, or sooner if there have been changes to the building which impact on fire procedures or further risks are identified.

Fire procedures are regularly reviewed and kept up to date.

There are trained fire marshals throughout the academy who each look after a specific zone.

ZONE NAME	SUB AREAS	FIRE MARSHALL
KITCHEN AND HALL	Kitchen, hall, hall storage rooms	Name – server tbc
SLT AND COMMUNAL	Head's office, main corridor, staffroom	Name – Stella Binoy
Main Reception	Main Office, Community room	Administrator tbc
Nursery/ FS2	Classroom, Disabled toilet, FS toilets	Name – tbc
Year 3 Classroom & Staffroom	Classrooms, library, toilets	Name – tbc

Updated June 2019

Fire evacuation procedures are clearly displayed throughout the Academy. Escape routes and exits are checked by the site staff. Fire extinguishers are maintained and checked regularly. Alarms are tested by the site staff at weekly intervals. Emergency evacuations / fire drills are carried out at termly intervals. Records are kept by *Stella Binoy- Head of Academy*

Head of Academy- Stella Binoy and Executive Principal- Tamara Rolfs have been shown how to reset the alarm and re light the gas after a fire alarm evacuation (when site managers are off site)

FIRE EVACUATION PROCEDURE

WHEN THE FIRE ALARM RINGS PLEASE FOLLOW THIS PROCEDURE:

DISCOVERING A FIRE/ IF EVACUATION IS NEEDED

- **Anyone** discovering a fire or if whole school evacuation is needed should break the nearest fire alarm panel to sound the alarm.
- All pupils and staff **MUST** vacate the building **by the nearest exit/ door**.
- **Office staff** will inform the fire brigade (if appropriate), take out the staff/visitor fire report, the padlock key, the fire box, the pupils' pink cards and a first aid pack.

CHECKING ROOMS/ AREAS

- **Office staff** will check the community room (including the stock rooms) and disabled toilet in the foyer as they leave and will shut all office doors.
- **The Head of Academy (and /or designate)** will take mobile phones and will check the staffroom and main corridor.
- **Year 3 teaching assistant** will check the Year 3 classroom, library and close doors to the corridors.
- **F1/ F2 teaching assistants** must check the teaching & learning areas, store rooms and toilet areas asap, before supporting the class teacher to evacuate the pupils.

- **Kitchen staff** will exit the building and operate cut-off switches (if applicable) as they leave the kitchen.

WHAT TO TAKE /NOT TAKE

- **Pupils and staff must not stop or return to collect anything**, including coats, belongings etc. The aim is to get everyone out of the building safely at optimum speed.

ESCAPE ROUTES & ASSEMBLY POINTS

- **F1/F2** – exit to the MUGA via the planned escape route. Pupils line up and class teacher must check the number of pupils corresponds to the total in the class, using the plastic register to check total numbers where possible. The class teacher will then lead the pupils to the field.
- **Year 1, 2 & 3 will assemble in the MUGA.** Class teachers must check the number of pupils corresponds to the total in the class, using the plastic register to check total numbers where possible. Once it is known that all pupils are present, class teachers lead the pupils to the field.
- **Kitchen staff** exit via the nearest exit and assemble on the field.
- **Office staff & visitors** must evacuate the building via the nearest exit and assemble on the field.

ISSUES

- If any pupil or person is identified as **'missing'** the Head of Academy or designate/ fire warden (wearing a high visibility jacket) **MUST** be informed immediately.
- No-one must return into the building until the Head of Academy/ designate/ fire warden deems the building safe. The fire brigade will advise of this.
- In the event of an evacuation needed away from the school premises, the Head of Academy/ designate/ fire warden will advise of this. All pupils, staff & visitors must exit the school premises via Starflower Way, take a left turning and **assembly by the pond tbc.** The critical incident plan will then be followed. This is to be found in the fire box.

REMEMBER
Do not try to tackle a fire yourself.
When the alarm sounds, the kitchen shutter closes. The Main Entrance door opens & internal fire doors close but you can go through any of them.
Always use the <u>closest exit</u>- fire doors with security tags can still be pushed open.
Wait for authority from SLT before going back inside.

[Updated June 2019](#)

Appendix 9

School Security

Security of the school is maintained by: -

	Yes	No
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Perimeter fencing	✓	
Duty Officers stationed within individual buildings		N/A
External Doors being locked during school hours	✓	
CCTV	✓	
Signposting	✓	
Security lighting	✓	
Other security measures(please give details) Gates	✓ Lockable	

The main gates/ barrier are staffed between **8.30-8:50 and 3.00-3.30** when the movement of pupils/parents is at its highest.

The gates leading onto the playground and to the Nursery/F2 are locked between 9.00am and 3.05pm.

The main doors open at 8.45am.

Staff are expected to challenge unknown adults who are in school without a visitor's badge. Children are reminded in class, and using signs, that they must not open doors to anyone.

Appendix 10

Educational Visits / Extra Curricular Activities

The Educational Visits Co-ordinator (EVC) for the school is *Stella Binoy*. All educational visits must be authorised by the Executive Principal in advance.

Risk assessments are sent to the EVC and are then agreed by the Executive Principal. The Evolve system is used to log all trips.

Appendix 11

Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park. Vehicular access will not be permitted when children are entering or leaving school.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Appendix 12

Occupational Health Services and Stress

Occupational health services are provided via a service level agreement with the HR Service. Any individual requiring their services will be referred in the first instance to Human Resources. A HR Adviser will then pass on details of the case to Occupational Health who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

Appendix 13

Asbestos & Legionella

Asbestos and legionella surveys will be undertaken at Hackwood Primary Academy.

There is no asbestos at Hackwood Primary Academy.

A 'responsible person' must be identified at each academy with responsibility to carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the online H&S system. (*Site Manager- tbc*)

Other checks (bi-annual/annual) will be carried out by *an appointed contractor* as part of the school maintenance contract.

Legionella is monitored through external risk assessment and internal monitoring (monthly – *site manager tbc*). Actions are followed up in a timely manner. **Please see the online system for details of legionella testing**

Appendix 14

External Groups / Activities

External groups currently use academy premises

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by *Stella Binoy, Head of Academy*.

All extra-curricular groups using academy premises must abide by academy health and safety rules.

Groups that use academy premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

When a school chooses to exercise powers to provide or arrange the provision of extended services, to its local community, the trust is responsible for the delivery of those services. Agreed responsibilities, liabilities and accountability must be in place.

Appendix 15

Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The academy will address bad behaviour, bullying and harassment involving pupils by *implementing the agreed behaviour policy*.

The academy will address good pupil behaviour by *implementing the agreed behaviour policy*.

Please also see the Academy Behaviour policy for dealing with violence and aggression

Appendix 16

Animals on site

Trained animals and pets are allowed on site at the discretion of the Principal. In all cases, a risk assessment will be completed and safeguards put in place (eg washing hands, appropriate cleaning etc).