



Health & Safety Policy

Review Cycle	Annually
Next Review	September 19
Approving Body	REAch 2

PART 1

Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Reach2 Health and Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the Health and Safety arrangements of the academy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature

Signature

Sean Russell Chair of Governors

Nicola Fisher Executive Headteacher

Date: September 2018

Date: September 2018

PART 2

Health, Safety and Welfare Policy - Organisation and Responsibility

1. RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body will:-

- Identify all Health and Safety Legislation applicable to the academy and make arrangements to ensure compliance with this legislation.
- Will hold the Academy to account for compliance with the Health & Safety Policy.
- Preserve, develop, promote and maintain the School's health and safety management system.
- Ensure that health and safety matters are taken into account when organisational decisions are made.
- Receive information to allow the governing body to monitor the effectiveness of this policy and management arrangements

2. RESPONSIBILITY OF THE EXECUTIVE HEADTEACHER AND SENIOR LEADERSHIP TEAM:

The Executive Headteacher and Senior Leadership Team are responsible for implementing this policy.

They will:-

- ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing auditing and self assessment. This must be integrated into general day to day management.
- ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- ensure emergency evacuations take place at least once a term and ensure that the results are recorded.
- ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively

In particular they will:

- provide reports to the governing body on a termly basis to allow the governing body to monitor the effectiveness of the health and safety policy and management arrangements
- and shall revise and amend them, as necessary, on a regular basis;
- make arrangements to draw the attention of all staff employed at the Academy to its H&S policies and procedures. This should take place during induction and upon any change of role.
- make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the Academy as necessary;
- make arrangements for informing staff and pupils, and other users of the academy of relevant safety procedures.
- ensure that regular safety inspections are undertaken;
- report to the governing body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- Must assign responsibilities for Health and Safety within the staff team which include premises manager, health and safety coordinator, educational visits co-ordinator, first aiders, and site safety maintenance and where necessary appoint competent contractors to advise and ensure all key health and safety and maintenance responsibilities are met.
- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary

3. RESPONSIBILITY OF THE HEALTH & SAFETY CO-ORDINATOR

The Health & Safety Co-Ordinator will:-

- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated.

- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Ensuring that all mandatory inspections are undertaken and ensure that any actions arising are dealt with

4. RESPONSIBILITY OF THE PREMISES MANAGER

The Role of Premises Manager has been designated to the Site Manager. The Site Manager will:-

- Maintain an understanding of REAch2 Health and Safety Policy arrangements and the premises manager responsibilities detailed within them, and an awareness of relevant premises related health and safety legislation, issues and procedures and operating within these requirements;
- Control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensure adequate security arrangements are maintained;
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arrange for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensure that plant and equipment is adequately maintained;
- Arrange for the regular testing and maintenance of electrical equipment;
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensure that all premises related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;

- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Maintain a health and safety file on the premises in relation to statutory checks such as playground equipment, fire equipment tests etc.
- Ensure that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;

5. RESPONSIBILITIES OF ASSISTANT HEAD TEACHER/SENCO

The SENCO will:-

- Co-ordinate the training for any staff who are required to administer specialist Medication such as epipens etc
- Ensure that emergency medication is stored in a secure accessible place and that it remains in date and on the premises at all times while pupils are on site.

6. RESPONSIBILITIES OF ACADEMY STAFF

- All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.
- Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises
- Irrespective of their position within the school, all staff are employees and therefore all the employee responsibilities within this Policy apply to everyone including students, pupils and volunteer helpers under their supervision.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the H&S Responsible Person or the Headteacher.

7. RESPONSIBILITIES OF ACADEMY STAFF WHO SUPERVISE PUPILS

Employees will take all reasonable steps to :-

- Undertake any necessary risk assessments when planning teaching activities which might pose a risk to pupils or others
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- exercise effective supervision over all those for whom they are responsible, including pupils;

- be aware of and implement safe working practices and to set a good example personally.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from Academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Staff member must have adequate business insurance and proof of this must be provided to the School Business Manager who will check that the vehicle being used has the relevant tax and MOT. Children will only be transported with parental consent.

8. RESPONSIBILITIES OF PUPILS:

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- Inform any member of staff of any situation which may affect their safety.

N.B. The Governors and Executive Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the Academy handbook.

9. RESPONSIBILITY OF VISITORS:

- Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the health & safety rules of the Academy.

Part 3

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within Moor Green Primary Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

- If an accident occurs it must be reported in detail to allow investigation and follow up. Reporting forms are held in School Office. First aid support is available from qualified first aiders if needed.
- Pupil accidents should specify location and activity being undertaken. Where it is a serious accident involving the pupil being taken to hospital this must be reported to Reach2 Regional Director and a RIDDOR must be made.
- Adult accidents should be entered in the statutory accident book for Work and Pensions purposes by a qualified first aider. Any adult accident must be reported to Birmingham City County Council.
- The management team will review accidents on a termly basis for any emerging patterns or trends which require additional control, and report their findings to the governing body.

2. Asbestos

- The building does contain asbestos in some areas as confirmed in the asbestos survey which is located in the School Business Managers Office.
- Any person, including contractors carrying out work on the premises should have carefully considered the asbestos survey and signed the register contained within it.
- Any disruption to any asbestos on the premises should be reported to the Site Manager and School Business Manager immediately so that appropriate action can be taken.

3. Contractors

- Any contractor coming to work on the academy site must make arrangements in advance and have a meeting with the Site Manager or member of the SLT to agree their work arrangements to cause minimum disruption to the academy and prompt communication

about hazards and risks and how these will be managed. This discussion will be formalised in the Hazard Exchange process.

- Contractor activity will be monitored by the Site Manager to ensure agreed rules are followed.
- Ideally all contractors appointed will be
 - from the Reach2 approved list,
 - enhanced DBS child workforce checked and will be able to provide evidence that Safer Recruitment procedures are in line with Keeping Children Safe in Education 2018. If these are not provided contractors must be supervised at all times.
 - Wherever possible planned works will take place during school holidays or out of hours.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff will undertake any necessary risk assessments when planning teaching activities which might pose a risk to pupils or others. For example:

- Cooking
- Science
- Swimming
- PE
- Forest School
- Contact with Animals

These should be written assessments which are available to non specialists, teaching these subject areas and can be found in the Risk Assessment Files on staff shared drives on a computer. Paper copies are also available in the Staff Room.

5. Drugs & Medications

- The school will administer medications only after receipt of a written request from the child's parents (see appendix).
- Parents are encouraged to request GP's to prescribe medicines which do not require doses during the school day where possible to minimise the need for pupils to receive medication during the day
- Where necessary staff will receive specialist training to support pupils with medical conditions for example, epilepsy, asthma, allergies etc. This training is arranged, recorded and records held by the Assistant Head Teacher (SENCO).
- Care plans will be drafted in conjunction with parents and appropriate health professionals and shared with staff as appropriate. These will be regularly reviewed to ensure they remain valid.
- All medications and drugs are stored safely in the main office and accessed when required unless it is appropriate for pupils to carry their own medication or for emergency medication such as epipens which will be stored securely in the classrooms (inhalers). Cold storage will be provided as required.
- A written log of all medication administered to pupils in school is kept confidentially in the main school office.

- Emergency contact information for each child is held by the office and records updated as required.

6. Electrical Equipment [fixed & portable]

- All staff should undertake a visual check of electrical equipment prior to using it to ensure it is safe. Guidance can be provided by the Site Supervisor.
- Staff are prohibited from bringing in electrical appliances into school unless they have permission from the SLT and it has been PAT tested.
- The school will arrange for all portable electrical appliances to undergo testing on an annual basis.
- The hard wiring of the building will be inspected and tested every five years.
- Any unsafe equipment must be taken out of use and repaired or disposed of.
- Pupils using electrical equipment should be supervised.
- No staff must attempt repairs on electrical items unless they hold the appropriate competency certificate and can issue the appropriate certification following

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

- Staff should make themselves aware of the nearest emergency exit from their classroom and participate in fire drills.
- All exit routes are clearly marked with fire exit signage and emergency lighting will be activated if needed.
- The building is protected by a fire alarm systems which is serviced annually.
- The Site Manager is responsible for weekly and monthly tests of emergency lighting, smoke alarm and fire alarm system.
- The SLT organise termly fire drills and provide feedback from these drills.
- The school has a fire risk assessment and this is reviewed annually
- Suitable fire fighting equipment is provided on exit routes but staff first priority is to evacuate pupils and themselves safely
- Fire action notices are posted in each room identifying the fire evacuation procedure.
- The fire marshalls for the school are Nicola Millward and Michael Carella.

10. First Aid

The school has assessed its first aid needs and staff have been trained in the provision of first aid. (a full list of first aid trained staff is displayed at various points around the School and can be obtained from the school office).

- Medical supplies are held in KS1 near to Year 2 classroom, KS2 next to the Year 3 classroom and the main school office medical room and there are first aid bags for use in the playground and on educational visits.
- Nicola Millward is responsible for checking boxes on a monthly basis and the School Business Manager will order supplies as required.
- If the emergency services are required the first aider will contact a member of SLT who will advise the office to contact the emergency services.
- The Head of School or an appropriate member of the Senior Leadership Team or teaching staff would act as loco parentis and accompany the child to hospital if parents don't arrive before the ambulance leaves.
- First Aid training is recorded in a central record and is updated regularly and monitored to ensure that refresher training is undertaken when required.
- A list of First Aiders is displayed in several locations around the School detailing the name and location of the first aiders.

11. Glass & Glazing

All glass posing a risk as defined by the Workplace Regulations is safety glass and if broken will be replaced to the same standard.

12. Hazardous Substances (COSHH)

- The school will procure where possible the non-hazardous cleaning substances and other chemicals, e.g. paints. Safety data sheets will be obtained for products and an assessment made to ensure that substances are stored, used and disposed of safely
- Substances MUST not be decanted into other containers.
- All cleaning and other hazardous products must be stored in locked areas, with any flammable substances in flammables containers.
- The Site Manager is responsible for carrying out COSHH assessments and training will be provided to them.
- Catering and Cleaning Services are commissioned through the Local Authority who are responsible for carrying out their own COSHH assessments on materials they use.
- Protective clothing is provided where required by assessments or in accordance with Safety Data sheet information.

13. Health and Safety Advice

Health & Safety advice can be obtained through Reach2.

14. Housekeeping, cleaning & waste disposal

- The school contracts cleaning staff in the evening who may respond to spillages etc.
- In the event that no support staff are available, staff are responsible for making safe any spillage. Cleaning supplies are kept in cleaning cupboards and warning signs must be placed to identify slippery floors.
- Rubbish is cleared on a daily basis and stored securely in a compound until it is collected.
- Arrangements are in place for the disposal of clinical and other hazardous waste.
- There are arrangements to clear key paths and grit these in times of snow and ice and a gritting plan will be displayed in the staff room.

15. Handling & Lifting

The school will takes steps to reduce the manual handling required by staff by:

- Purchasing items in smaller manageable quantities
- Requiring suppliers to deliver to point of use
- Providing trolleys to aid the movement of equipment, stationary through the school.
- Where any significant handling task is identified and individual risk assessment is required and steps will be taken to avoid, assess and reduce the load concerned, taking into account individual capabilities and skills. The need for manual handling training of inanimate objects and for people moving will be identified and provided as it emerges. When training and general manual handling risk assessment in place.

16. Jewellery

Children are discouraged from wearing jewellery and is NOT permitted to be worn in PE.

17. Lettings/shared use of premises

- The school is not currently letting the building for community or commercial purposes. Should the school decide to do so it will only let the building for commercial and community purposes so long as hirers submit a copy of any risk assessments for activities to be carried out in the school building and the school is confident that these pose no risk to the building.
- Hire agreements must be completed at all times
- Hirers will be notified of their health and responsibilities including responsibility for raising the alarm, school security, public entertainment licenses etc.

18. Lone Working

A lone worker is an individual who spends some or all of their working hours working alone without direct supervision. This may occur:

- During normal working hours at an isolated location within the normal workplace,
 - When working outside normal business hours. These are deemed to be from between 6pm – 7.30 am
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- No staff member should work alone unless they have the permission of the Executive Headteacher or a member of the SLT. Individuals must ensure that they have informed a responsible adult that they are working alone in the Academy and carry a mobile phone with them at all times.
 - ALL lone working activities will be risk assessed. Risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:
 - Risk of violence - All jobs involving an element of lone working will be assessed for any risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
 - Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
 - Work at height - Working at height will NOT be undertaken when working alone.
 - Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
 - Access and egress - Some lone working may require access to locations that are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.
 - Staff are required to lock themselves in the buildings when lone working.
 - Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during Academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
 - Staff are required not to handle cash when lone working.
 - Late meetings must finish promptly and not leave one member of staff alone on site.
 - Staff must not approach, or let into the buildings, unauthorised persons when lone working.

19. Maintenance / Inspection of Equipment (including selection of equipment)

- The Buildings manuals identify all equipment within the structure of the building and arrangements are being made for periodic servicing and maintenance of these by 3D

Facilities.

- Any new equipment or machinery purchased by the academy must have its maintenance requirements identified and plans made for this.
- Records are kept of all maintenance visits and servicing by contractors. These are held by the Site Manager.
- A schedule of essential maintenance and servicing is currently held in the School Business Managers Office.

20. Monitoring the Policy and results

The academy will monitor the effectiveness of these arrangements and the policy by:

- The SLT reviewing this policy every year involving the staff team and Link Governor and amending as necessary. The policy should be approved by the Governing Body.
- By completing the termly Premises Checklist and implementing any actions identified
- By participating in an internal audit carried out by Reach2's competent person
- By reporting our performance to Governors
- By structured monitoring of our activities by the H&S Link Governor who will then be able to report back to the Reach 2 Board.

21. Poster on Health and Safety Law

Is available to staff in the staff room and is also displayed in reception. The Business Manager is responsible for any amendments to the information on it.

22. Personal Protective Equipment (PPE)

The need for personal protective equipment will be identified by risk assessment for tasks and processes. Where the need is identified, for instance, for protective clothing, this will be provided free of charge by the employer.

20. Reporting Defects

- Any minor defects or building concerns should be reported to the Site Manager and recorded in defects book for remedial action. This is found in the Main Office.
- The Business Manager will monitor progress in addressing these concerns.
- The Business Manager should be notified of more complex issues which may require longer term planning or contractors' involvement to redress issues
- Staff must take steps to warn others of any immediate hazards, for example by placing warning signs which can be found in the cleaners store.

21. Risk Assessments

- All Staff are responsible for identifying risks to pupils, premises and employees and are responsible for the development of written risk assessments with the staff concerned for significant risks or where legislation dictates they are required e.g. for computer use.
- Relevant risk assessments will be discussed with staff during induction and staff are expected to follow those control measures identified to keep themselves, pupils and premises safe.
- Risk assessments can be found in the Staff Room and staff shared areas on the computer drive
- Risk assessments will be reviewed annually by the School Business Manager or designated person unless a change of process, equipment or personnel dictates an earlier review.
- Individual risk assessments will be developed by teaching staff/SENCO for any pupils who are more vulnerable through disability, ill health or behaviour. Line managers with staff who may become more vulnerable through pregnancy, disability or ill health.

22. School Trips/ Off-Site Activities

Teachers planning educational visits must obtain permission for the intended venue from the Head teacher and ensure they carry out all documented planning of the visit including:

- pre-approval
- risk assessment of travel and activities at the venue,
- obtaining permission from parents,
- costing
- staffing ratios
- qualifications of those supporting activities
- using approved transport, etc.
- first aid requirements

The Academy's Educational Visit's Co-ordinator is the Head of School who will check the arrangements and complete the final sign off.

23. School Transport – e.g. minibuses

- Any school transport hired by the school must have seatbelts for every child and drivers must be DBS checked and have in place the necessary Public Liability Insurance.
- No staff member can transport a child in their own vehicle without appropriate DBS check, insurance (business use), and child seat if needed due to the size of the child.
- Parental consent must be obtained.

24. Smoking

Moor Green Primary Academy is a non smoking site. No smoking is allowed on the premises.

25. Staff Consultation and Communication

- Health and safety will be a permanent agenda item on all staff (teaching and non teaching) meetings to allow staff to raise any concerns and make suggestions for improvements.
- Information on health and safety can be found on the staff room notice board.
- Risk assessments can be found in the Staff Room.
- The Defects report book can be found in the main office
- Health and Safety issues and progress will be reported to governors on a termly basis by the Executive Headteacher and Link Governor.

26. Stress and staff Well-being

Staff are encouraged to identify any areas of concern that are affecting their mental or physical wellbeing at an early stage to allow for appropriate support to be planned.

- Individual risk assessments will be developed by line managers with staff who may become more vulnerable through pregnancy, disability or ill health including mental ill health. Where necessary staff will be referred for Occupational Health support.

27. Supervision

- **All** staff working in school are subject to a Disclosure and Barring Service (DBS) Check which will be applied for prior to employment. A further DBS check will be required every 3 years thereafter.
- Pupils will be supervised at all times during the school day in the classroom, at playtime, at lunchtime and during any afterschool activities.
- During out of school activities pupils will be supervised at all times and a risk assessment will be undertaken for all out of school activities to ensure that the appropriate levels of supervision and DBS checks are in place.

28. Swimming Pool Operating Procedures (where applicable)

If teachers accompany children to swimming lessons off-site they must make themselves aware of the normal and emergency operating procedures for the pool being attended. See also Educational visits section.

29. Training and Development

- New staff will receive a health and safety induction which will be recorded.
- Where a certain level of competency is required:(e.g. use of hazardous substances, work at height, use of VDU's) training needs will be identified and training arranged.
For example:
 - First Aiders

- Administering medication to children
 - Fire Marshalls
 - Premises Manager
 - Educational Visits Co-ordinator
- Training needs will be discussed and training evaluated to identify value gained for the individual and the academy during performance appraisal discussions.
 - Relevant risk assessments will be discussed with staff during induction and staff are expected to follow those control measures identified to keep themselves, pupils and premises safety.

30. Use of VDU's / Display Screens / DSE

- Staff who are regular users of computers, tablets, laptops etc. (continuous use for more than an hour a day) are required to complete a self-check list every two years to identify any concerns with equipment or environment that may affect their health.
- Guidance on good ergonomic posture is available to staff and eye tests will be paid for by the Academy every two years. Where the test results in the need for corrective appliances solely for VDU use the Academy will contribute to the cost of basic corrective appliances.

31. Vehicles on Site

- Staff must park their vehicles in the designated car park.
- Access to the site is controlled by an electronic gate and intercom and camera.
- Vehicle speeds are limited to 5 miles an hour.
- All delivery drivers and contractors have to report to reception
- Children awaiting transport for visits will be accompanied by teachers and escorted onto vehicles.

32. Violence to Staff / School Security

- Access to the site is controlled by an electronic gate and intercom and CCTV.
- All visitors must report to the reception desk and must sign in and be given a visitors' badge. Visitors will be accompanied at all times unless DBS checked.
- Access to the school is restricted to fob holders only.
- Activities involving cash reconciliation must take place in a room away from public areas which can be secured. Cash must be securely kept in the school safe. (See also Lone Working.)
- Any instances of verbal or physical violence must be reported immediately to the SLT for remedial action.

33. Working at Height

- Staff must obtain the necessary working at height training to stand on chairs, tables etc. to carry out work on displays etc.
- Any staff member required to use access equipment must have appropriate training in the use and maintenance of this equipment by a competent provider. Where necessary external contractors will be used for high level cleaning and maintenance requirements.

34. Water Hygiene

- To protect against the risks of legionella and scalds the Academy has a water safety risk assessment. 3D Facilities undertakes regular temperature checks and flushing activities to ensure there are no risks to pupils or staff.
- The water system is regularly tested by an external contractor, and the risk assessment updated regularly by a competent external company.
- Any external contractor working on the water system must record their activities in the water system log book and refer to it before commencing work.

35. Work Experience

Where work experience placements are offered to external students/volunteers etc. the Head of School or the Business Manager will make arrangements for a “mini induction” of essential health and safety information. Work experience trainees/volunteers must be supervised at all times and not be left unaccompanied with pupils.

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Subject	Measure	How reported
Preventative maintenance – Building equipment	100% essential maintenance activities undertaken	Via Site Manager and SLT to Governing Body
Fire Safety	3 x fire drills per academic year	Via Business Manager and SLT to Governing Body
	Fire risk assessment in place – reviewed annually and actions complete.	Via Business Manager and SLT to Governing Body
Risk assessment	100% educational visits have risk assessments and HT approval Premises and Pupil and Staff ra in place where required and reviewed annually.	Via Business Manager and SLT to Governing Body
Water safety	Risk assessment and essential checks undertaken in line with the schedule.	Via Business Manager and SLT to Governing Body
PAT Testing	Risk assessment and essential checks undertaken in line with the schedule.	Via Business Manager and SLT to Governing Body
External Fixed play equipment & Internal	Risk assessment and essential checks undertaken in line with the schedule.	Via Business Manager and SLT to Governing Body
Policy monitoring	Termly checks take place by SLT	Via Business Manager and SLT to Governing Body
	Self audit checklist	Via Business Manager and SLT to Governing Body
	H&S governor has completed 3 monitoring visits per term	Via H&S Governor to Governing Body

Please refer to the Health and Safety Guidance Policy for full details on health and safety checklists and procedures.