



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Health and Safety Policy	
Lead	Mr S Jefferies, Headteacher	
Governor Committee	Chair of Governors	
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1 Introduction

- 1.1 Henley in Arden School is responsible for the overall health and safety policy.
- 1.2 The Board of Governors and Head teacher are responsible for the local implementation of the Health and Safety Policy procedures, under the overall supervision of the Head Teacher.

2 Aims

- 2.1 Henley in Arden School aims to ensure that so far as is reasonably practicable:
 - All employees are safeguarded in respect of Health, Safety and Welfare whilst at work
 - All students and members of the public, including parents/carers, visitors and contractors employees who enter Academy premises, are not exposed to any Health and Safety risks during the course of their business
 - No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
 - All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.
- 2.2 The Academy's objectives are to:
 - Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
 - Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public;
 - Provide means of access to all students and adults regardless of disability and egress which are safe and without risks to health;
 - Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees and students;
 - Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
 - Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
 - Ensure that the Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them;

- Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels.

3 Responsibilities

3.1 This policy is largely dependent upon the total co-operation of every person who works in the Academy. Henley in Arden School expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

3.2 The Board of Governors has the overall responsibility within the Academy for:

- Ensuring the implementation of Henley in Arden School Health & Safety policies;
- Establishing, maintaining, monitoring and reviewing the Academy Health and Safety policy in order to meet the health and safety requirements;
- Agreeing and maintaining any necessary health, safety and security contracts with contractors;
- Appointing a member of the Board to be responsible for liaison on Health and Safety issues with the Head Teacher, Health & Safety Officer and Staff;
- Ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- Ensuring that standards of welfare are established and maintained for staff, students and visitors;
- Ensuring that staff are trained in Health and Safety as appropriate;
- Ensuring adequate resources to enable the Health and Safety policy to be carried out;
- Ensuring that Health and Safety issues are put on the agenda of all appropriate Academy Improvement board meetings in the Academy

3.3 Designated Governor Representative of the Academy Health & Safety

This member of Governing Body is responsible for:

- liaising with the Head Teacher, Operations Manager and the Health and Safety Officer (HSO) between meetings of the Board to ensure that the policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a term;
- inspecting the accident/incidents books on every inspection.

3.4 The Head Teacher

The Head Teacher will be responsible for the overall implementation of the health and safety policy.

The Head Teacher is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, students, visitors etc); ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- ensuring that the welfare of staff and students is seen as a priority by all staff;
- consulting with members of staff on health and safety issues; arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- identifying the training needs of all staff and students, and ensure, within the financial resources available, that adequate and appropriate training is provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out in a timely manner.
- delegating to the Operations Manager and the Health and Safety Officer (HSO) appropriate tasks for the day-to-day implementation of the policy;
- ensuring that parents/carers are kept informed on any health and safety issues and enlisting their support as appropriate;
- making an annual Status Review and presenting it to the Board of Governors; and otherwise keeping the governors informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

3.5 The Health and Safety Officer (HSO)/ Operations Manager

The Health and Safety Officer (who is the Operations Manager) will be responsible to the Head Teacher for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy is implemented;
- reporting directly to the Head Teacher on health and safety issues;
- liaising as appropriate with the Board of Governor member with health and safety responsibility and ensuring reports are received regularly by the Academy Board of Governors;
- ensuring that suitable and sufficient risk assessment are carried out, and appropriate controls are implemented;

- liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements;
- agreeing and maintaining any necessary health, safety and security contracts with contractors;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives and staff committee; advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Henley in Arden School Health & Safety policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers, understand and implement the Health and Safety policy as appropriate;

3.6 Staff with Departmental responsibilities will:

- be responsible to the Health and Safety Officer for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- make and regularly review a departmental health and safety policy;
- set up and implement safe methods of work;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;

- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use; make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled; and securely locked away when not in use
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the Health and Safety Officer (HSO).

The Academy will assign similar responsibilities to other staff as relevant.

3.7 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, and students in their care;
- carry out all supervisory duties before the beginning of the day, at break times and at such times as set out in the Academy's staff duties requirement and duty roster;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by Henley in Arden School and use all health and safety equipment provided;
- alert the Health and Safety Officer or Heads of Departments as appropriate to any potential hazard noticed;
- report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine;
- ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- participate in any relevant training.

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

Henley in Arden School recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk assessment and control measures.

- 3.8 The Health & Safety Officer has a duty to consider Health and Safety issues and to raise concerns and give advice as appropriate.

4 Consultation

4.1 Staff

Health and Safety will be a standing item on the agendas of all SOB (School Operating Board) meetings, Departments and Pastoral group meetings. Any points raised will be duly minuted and reported promptly to the Health and Safety Officer.

4.2 Students

Students also play a part in overall Health and Safety and welfare of the

Academy and will be encouraged to discuss Health and Safety issues at

School Council meetings, and raise concerns which will be reported to the Health and Safety Officer. Health and Safety will form part of a module in the PSHCE curriculum, so students can take ownership of our policy.

5 Organisation

5.1 Structure

Henley in Arden School Governing body has overall responsibility for the policies and procedures in the Academy;

- The Henley in Arden School Governing body with a Designated member for Health and Safety;
- The Head Teacher with overall responsibility for the implementation of the policy and reporting to the Governing Body;
- Health and Safety Officer (who is the Operations Manager) with responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Headteacher;
- Heads of Departments with responsibility for Health and Safety within their areas and for reporting to the HSO;
- Regular (at least termly) Department and Team meetings with reports going to the HSO;

6 Risk Assessment

- 6.1 All members of staff in charge of a departmental, 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.

- 6.2 The Academy's risk assessment pro forma must be used by all staff, and completed assessments must be sent to the HSO and made accessible to all relevant staff through the system management.
- 6.3 Risk Assessments are reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. It is normal practice to review them three times per year.
- 6.4 The HSO will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at academy level and which by any other outside contractors.

7 Security

- 7.1 The Academy's security arrangements for the areas below are contained in the Staff Handbook and are also available from the HSO:
- The site
The Academy internal grounds have controlled entry & exit gates.
 - The buildings
Are protected by a monitored burglar alarm system.

Are protected with a monitored fire alarm system. An internal & external monitored CCTV system is in use across the site.
 - Notices
Appropriate notices are displayed around the site for information purposes and to warn of dangers.
 - Control of visitors to the Academy
Visitors & Contractors must sign in and out and are issued with a visitor badge to be worn at all times.
 - Locks
keys are given to members of staff only.
 - Out-of-bounds areas
Are restricted to authorised personnel only
 - Dealing with trespassers
Any unauthorised persons must be escorted off the premises.
 - Security of staff and student property
Henley in Arden School accepts no responsibility for any loss or damage caused to property whilst on Academy premises. Any valuable items must be locked away where available.
 - Vehicles and cycles
Parking is provided for vehicles on site at owner's risk.
 - Movement around the site and buildings

Students can exit and enter through the side or bus bay gates at the start, lunchtime (with a pass) and at the end of the school day. Pupils should not enter or exit the school through the front gates. At all other times this must be through reception.

- Transport of school students in the morning and at the end of the day Students are escorted to the School bus at the end of the School day.

The School buses must park at the designated bus park.

Parents must park in the bus park when dropping off and picking up students at the start or at the end of the School day. Visitors & Contractors must report to reception.

- Responsibilities for security aspects
Operatons Manager

8 Health and Safety Management Arrangements

- 8.1 The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

9 Measuring Performance

- 9.1 The HSO will ensure that the following are carried out as appropriate,

- Regular documented audits
- Site inspections
- Review of risk assessments and the subsequent control measures
- Surveys by the health and safety committee
- Attendance at health and safety meetings
- Information coming out of department meetings, and how it is dealt with
- Results of any external reviews/investigations
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
- A system of reviewing and developing improvement plans as identified
- Sharing experiences, findings and good practice inside the Academy.

10 Status Review

- 10.1 The Academy will, at the end of each year or appropriate period, draw up a status report on each Safety Management Area covered by the Academy's review.

- A review of the overall fulfilment of risk assessments and other health and safety tasks as described in the policy

- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy or structure
- New processes and new technology
- External influences - legislation/guidance/British standards/auditors reports
- Proposals for improvements

10.2 The Head Teacher will ensure that copies of the Review will be shown at School Governors meetings, cascaded to all staff and to parents/carers where this is seen to be advantageous.

11 Staff Training and Involvement

11.1 All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

11.2 The Senior Leadership Team undertakes to keep staff informed of any changes through Health and Safety Committee, if formed, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

11.3 The Academy undertakes to provide extra training for staff where a need is identified

11.4 The Academy Health and Safety Officer is responsible for involving external trainers where necessary.

12 Equal Opportunities

12.1 In making, reviewing and implementing this policy the Academy's equal opportunities policies must be taken into account.

12.2 In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to make use of the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate by the Disability Group via audit.

13 Monitoring and Review

13.1 The Governors Delegated Member will oversee the implementation of the Henley in Arden School Health & Safety policies.

13.2 The Governing Body will receive termly reports on health and safety and security in the Academy from the Head Teacher.

13.3 The Head Teacher has the responsibility for monitoring the implementation of the policy and for ensuring that the Academy's procedures are fit for purpose.

- 13.4 The Head Teacher will keep the Governing Body up to date with changes in Health and Safety law, regulations and guidance and any changes in the Academy organisation that require a fresh look at Health and Safety.
- 13.5 The HSO is responsible for monitoring the implementation of the policy and reporting to the Head Teacher.

APPENDICES

1 Accident / Incident Management Policy

- 1.1 All accidents/incidents must be reported immediately to the School Secretary and the Health and Safety Officer.
- 1.2 This includes:
- a) **Accidents** – where an accident has occurred and harm / injury is sustained
 - b) **Incidents** – where an accident has occurred and harm / injury is not sustained
 - c) **Near miss** – where an incident occurred which could have (under similar circumstances) become an accident
- 1.3 The HSO together with the Governor responsible for Health & Safety will carry out investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the relevant Head of Department.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

- 1.4 The HSO has the responsibility for reporting under RIDDOR Regulations.
- 1.5 The HSO will inform the Head Teacher of any such events.
- 1.6 The HSO will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

2. Administration of Medication Policy

- 2.1 Aim:

This policy aims to:

- provide a clear policy and set of procedures which will be understood and accepted by staff, parents/carers and students, and which provide a sound basis for ensuring that students with medical needs receive proper care and support at the Academy.
- set out the necessary safety measures to support students with medical needs (including long term or complex needs.);
- define individual responsibilities for student's safety;
- explain the procedures to ensure the safe management of any medications.

- 2.2 Responsibilities:

- 2.2.1 Parents/carers

- Parents/carers are responsible for making sure that their child is well enough to attend the Academy.
- Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours.
- Under arrangement made by the Academy, parents/carers should provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at the Academy
- Parents/carers are responsible for ensuring that these details are up to date.
- Parents/carers are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.

Where appropriate, parents/carers should be involved in drawing up a Healthcare Plan for their child.

2.2.2 The Academy

- No members of staff are obliged to give, or oversee the giving of, medication to students. Only Academy staff members, who are authorised and trained in the giving of medication, or trained volunteers working under the Academy HSO, are authorised to give or oversee the taking of, medication.
- The Academy will only oversee the administration of medicines prescribed by a qualified medical practitioner.
- The Academy is responsible for requesting information concerning details of all students' medical conditions and treatment/care.
- The Academy will make its own arrangements for administering medication in line with the government guidance in, *Managing Medicines in Schools and Early Years*.

2.2.3 The Head Teacher is responsible for:

- ensuring that appropriate procedures are in place;
- ensuring the formulation of individual Healthcare Plans where necessary;
- appointing appropriately trained staff;
- in consultation with the trained staff, for drawing up and implementing emergency medical procedures and First Aid arrangements;
- ensuring that staff who agree to accept responsibility for administering prescribed medication to a student, have proper training;

- ensuring that all parents/carers are aware of the Academy's Policy and Procedures for dealing with medical need; and ensuring that arrangements are in place for requesting and receiving information from parents/carers.

2.2.4 The HSO is responsible for:

- Putting appropriate arrangements in place in consultation with the Office staff;
Arranging regular reports from the person appointed to oversee the taking of medication by students;
- Ensuring the suitability of the procedures and reporting on progress to the Principal.

2.2.5 Working in conjunction with the Admin team, the Pastoral Team are responsible for:

- collating information provided by parents/carers;
- administering all prescribed medication;
- administering any non-prescription medication;
- ensuring the safe storage;
- providing Academy staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual students; and
- will report regularly to the HSO.

2.2.6 The members of staff in charge of particular activities are responsible for ensuring that appropriate arrangements are made for students with medical needs during:

- Educational Visits/Learning Outside the Classroom
- Sporting activities

2.2.7 All staff are responsible for:

- knowing the arrangements and following the procedures; and
- reporting any problems to the School office or the person appointed to oversee the administration of medication.

2.3 Equal Opportunities

In making, reviewing and implementing of this policy the Academy will have regard to its equal opportunities policies, and in particular will have regard to the needs of any student with disabilities.

2.4 Monitoring and Review

- The Head Teacher in conjunction with the HSO will determine the monitoring and review arrangements in the Academy.

The Academy Governing Body will consider the working of the policy and make any relevant recommendations to the Head Teacher via the HSO.

- The Head Teacher will report on the management and progress of the policy to the Governing Body annually.

3. Anti-Bullying Policy

Bullying of students is covered in detail in the Henley in Arden Anti- Bullying Policy. Please refer to that document. Copies of this document can be found on the school web site and in the school office.

4. Asbestos Policy

The Academy HSO is responsible for making appropriate arrangements for:

- ensuring that an asbestos survey has been carried out by a specialist company, any that annual reviews are made in line with the company's recommendations;
- taking appropriate control measures to prevent asbestos fibres from being released by ensuring that;

asbestos containing materials have been removed;
asbestos containing materials have been encapsulated;
asbestos containing materials have been sealed to prevent contact;
access is denied to asbestos containing materials;
asbestos containing materials are properly identified; and

- ensuring that no building maintenance work is carried out without reference to the asbestos register and survey report;
- ensuring that awareness training is given to all staff who are likely to come into contact with asbestos containing materials, including:

identifying asbestos;
different types of asbestos; the health hazards posed by asbestos;
safe methods of work and safe disposal;
legal requirements.

- carrying out annual surveys and recording these in the management system;
- ensuring that the log of the monitoring is kept up-to-date on the Atlas system.

5 Caretaking and Cleaning

- 5.1 The persons responsible for all caretaking and cleaning tasks must be competent. They must be appropriately trained in the tasks they are required to carry out.
- 5.2 They must have appropriate job descriptions setting out the limits of their management responsibilities.
- 5.3 They will be responsible to the HSO for the discharge of their responsibilities.
- 5.4 It is the responsibility of the Business Manager to ensure that:

- the Academy's policy is followed;
- equipment and materials are of a suitable standard and sufficient quantity;
- suitable risk assessments of areas, equipment, materials and personnel are carried out and appropriate controls put in place;
- caretakers and cleaners are competent;

- 5.5 The Academy will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.
- 5.6 Additional cleaning will be provided when necessary to clear up spillages or other soiling. **Additional signage will be required for others to observe and use caution.**
- 5.7 All workplaces must be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, in order to avoid accidents.
- 5.8 Care must be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.
- 5.9 Use of Chemical Cleaning Agents: The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate. **All cleaning staff will be provided with appropriate training including appropriate COSHH training courses where necessary.**

6 Contractors

- 6.1 Contractors will be selected on the basis of competence and suitability to undertake the required work.
- 6.2 The HSO will be informed of any proposals to engage a contractor.
- 6.3 All contractors will be required to submit a copy of their Health & Safety Policy and Risk Assessments, **copies of insurance certificated and other compliance documentation and first aid certificates** to the person managing the contract before the contract commences. **Including.**
- 6.4 Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.
- 6.5 All contractors carrying out work at the Academy will be required to report to the School Office on arrival (before work starts) and departure.
- 6.6 All contractors will be CRB checked in line with the government guidance (currently set out in 'Safeguarding Children and Safer Recruitment in Education') unless isolated from pupils by way of security fencing or under the supervision of appropriately checked staff.

Responsibilities

6.7 The HSO has the responsibility for signing off the health and safety arrangements as suitable and satisfactory. The HSO may obtain appropriate professional/expert advice if he/she deems it necessary.

6.8.1 The Head Teacher, assisted by any relevant trained person (e.g. architect) will agree a system of work with the contractor to meet health and safety standards.

7 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

7.1 The Academy will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.

7.2 Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where Risk Assessments identify a need).

7.3 All employees and contractors must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the HSO.

7.4 An inventory of any chemicals in use (including those used by contractors) will be maintained by relevant Heads of Department, and the use for each chemical identified. Heads of Department are advised to seek alternative materials which are not COSHH identified.

7.5 Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance and will be kept for use by the relevant Head of Department and copies kept in the COSHH file held in the school office. They will be provided to staff and union representatives on request.

7.6 Where substances need to be disposed of this will be through an approved licensed company, and records retained.

7.7 Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitable, and correctly labelled.

7.8 The Academy will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

Responsibilities:

7.9 The relevant Head of Department is responsible for ensuring that:

- the COSHH assessments of all substances currently in use in the Department are carried out;
 - all COSHH records are maintained; and
 - records are updated when the inventory changes.

8 Crisis/ Emergency Policy

Crises and Emergencies

For crises and emergencies the Academy will follow the guidance and procedures laid out in Henley in Arden Schools Critical Incident Policy. Copies of this can be found in the school office and the school web site.

9 Design Technology

The Academy will ensure that an appropriate policy is agreed implemented, based on the DATA national standards advice.

10 Disability Access Policy

10.1 Henley in Arden School maintains a separate Disability policy and Disability Access Plan.

10.2 The main points are:

- All policies and plans for Disability Accessibility must be in line with current law and government guidance and any guidance issued by Henley in Arden School
- The Academy will make reasonable adjustments to its premises and working practices to meet the needs of any staff, students or visitors within the definition of the Disability Discrimination Act 1995 (DDA)
- Staff who are, or become, disabled under the terms of the DDA are responsible for notifying the Head Teacher who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

11 Display Screen Equipment Policy

11.1 The Health & Safety (Display Screen Equipment) Regulations are for the protection of staff and students and anyone using the equipment under extended Academy arrangements, who regularly use display screen equipment.

11.2 In accordance with Regulation 6, Provision of Training, employers should ensure that all users who make use of their workstations have been provided with adequate health and safety training.

11.3 The Academy has a policy for the use of Display Screens. All staff who use display screens must familiarise themselves with the requirements of the policy. Below is a summary of the salient points:

11.3.1 The section refers to all Oasis Community Learning staff who regularly use Display Screen Equipment (DSE) and is aimed at minimising any risk to their health arising from exposure to DSE or layout of their workstation.

11.3.3 Related Key legislation.

The Health and Safety (Display Screen Equipment) regulations 1992 and The Provision and Use of Work Equipment Regulations 1998. Under the regulations not everyone who uses DSE is classed as a 'user'. To determine whether an employee is a 'user'

- Does the employee use the DSE almost continuously for periods of an hour or more?
- Does the employee use the DSE more or less every working day?
- Does the work require high levels of concentration and involve rapid transfer of information?

- Is the employee's job more or less dependent on using DSE with little choice?
- Does the employee require any particular skills or training to do the work on DSE?

11.3.4 Entitlement of Employees identified as "Users"

The regulations relating to DSE requires employers to minimise the risks in VDU work by ensuring workplaces and jobs are well designed and have to:-

- Analyse work stations and reduce the risks, looking at
- The whole workstation, including equipment, furniture and the work environment
- The job being done, including provision of breaks from VDU activity
- Any special needs of individual staff

11.3.5 Provide related health and safety training on the use of VDU workstations and provide information on the risks and the measures an employee is able to take to control and minimise those risks.

11.4 Risk Assessments for DSE

A suitable and sufficient risk assessment must be made to identify any hazards and evaluate the risks. Risk assessment should be made of the following:

- display screen;
- keyboard;
- work desk/surface;
- work chair;
- space requirements;
- lighting and power;
- noise and heat emissions;
- environment;
- software; and
- persons using the equipment.

Appropriate risk controls must be in place under arrangements agreed with the HSO.

The member of staff in charge of the area must:

- ensure that appropriate seating is provided and the sitting position is comfortable;
- scrutinise daily work routines of display screen users (students and adults) to ensure that their work is periodically interrupted by breaks or changes of activity in order to reduce the possibility of any harm.

11.5 Responsibilities

Staff who are in charge of display equipment will ensure that this policy is followed.

The HSO will monitor the use of DSE and will report to the Head Teacher and Head of ICT any concerns.

12 Drugs, Smoking and Alcohol Policy

12.1 The Academy will determine a detailed policy on illegal drugs, smoking and alcohol, in line with the DCSF guidance 'Substance Misuse: Practitioner Guidance and Resources', and which will have regard to the following:

12.2 Staff

12.2.1 This statement sets out the Academy policy in respect of any member of staff or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.

12.2.2 The Academy does not allow smoking or taking of alcoholic refreshments or drugs on the premises.

12.2.3 The Academy does not allow any member of staff who is under the influence of alcohol or drugs to enter the Academy premises or undertake work on its behalf.

12.2.4 Being under the influence of alcohol or drugs during working hours is a disciplinary offence, which might be considered gross misconduct. It could lead to disciplinary action including summary dismissal.

12.2.5 In line with DCSF guidance drug or alcohol misuse should be treated in the first instance as a health issue rather than a disciplinary issue.

12.3 Students

There is a separate Drugs Policy which applies to students. This is published on the school web site and is available in the school office.

13 Educational Visits and Learning outside the Classroom Policy

There is a separate Policy Document for Educational Visits. This is published on the school web site and is available in the school office.

14 Electrical Equipment Policy

14.1 The Academy will comply with the Electricity at Work Regulations 1989.

14.2 Staff must not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

14.3 It is Henley in Arden School's policy that:

- The fixed electrical installation in the Academy will be inspected and tested on a 5 yearly basis by approved electrical contractors and any maintenance to prevent danger is carried out under the supervision of the Site Supervisor.
- Only electrical equipment provided by the Academy will be used.
- Staff must be alerted by the HSO to the dangers of defective wiring and equipment and be encouraged to visually inspect electrical equipment before use and to report any defects immediately.

- 14.4 It is Henley in Arden School's policy that, where portable electrical equipment is used outdoors, a residual current device (RCD) be used to reduce the risk of serious electrical shock. Staff must use RCD adaptors if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.
- 14.5 Only trained and qualified persons may be allowed to work on electrical equipment.
- 14.6 Any contractor must demonstrate to the HSO that he/she is appropriately qualified.
- 14.7 The HSO has the responsibility for ensuring that persons working on electric equipment are appropriately qualified.
- 14.8 Portable Electrical Appliances
- 14.8.1 All portable appliances must be tested in accordance with the IEE Regulations.
- 14.8.2 Formal inspections/tests of portable electrical equipment will be carried out annually to identify any maintenance that is required to prevent danger. A 2 year rolling programme is carried out by WES Services. (Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and may not be included at the HSO's discretion.)
- 14.8.3 The HSO will appoint suitably qualified staff to make checks of equipment in the school. However, all staff who use any electrical equipment are expected to check the equipment for visible defects each time the equipment is used.
- 14.8.4 Each piece of equipment will also carry a tag recording the date of the last check and initials of the person who carried out the check.
- 14.8.5 Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test.
- 14.8.6 All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.
- 14.8.7 Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.
- 14.8.8 A suitable asset register will be prepared to record each portable appliance, and will be kept on the management system.
- 14.9 Responsibilities
- 14.9.1 The Bursar will be responsible for maintaining the Portable Electrical Appliance Register, and appointing competent persons to carry out the tests.
- 14.9.2 Staff and students who bring any electrical items from home for use in the Academy must obtain the permission of the relevant member of staff. The member of staff must ensure that a PAT check

has been carried out before the equipment is used. Any equipment provided for staff or students working from home will be maintained, checked and recorded as above.

14.9.3 The person responsible for carrying out the PAT must ensure that certificate tags are attached to each appliance tested and logged in the management log (or method chosen by the HSO)

15 Fire Safety Policy

A separate policy and practice document on emergency evacuation and fire procedures exists.

15.1 Aim

- To ensure that the requirements of the Fire Safety Order 2005 are implemented;
- To ensure the safety of staff and students and visitors in case of fire; and
- To set out the responsibilities of relevant staff.

15.2. The Legal Position

- Henley in Arden School has ultimate responsibility for health and safety in the Academies.
- However, under the Regulatory Reform (Fire Safety) Order 2005 (FSO) the Head Teacher, as the person responsible for the site must ensure that its fire safety arrangements, and in particular, fire equipment, fire notices and fire drills, are in place and up-to-date.
- The 'person responsible' for the premises is responsible for ensuring the safety of the premises and the occupants.
- The Academy must have a comprehensive fire safety system based on relevant risk assessments.
- The Academy must have in place a comprehensive fire safety system based on relevant risk assessments, having regard to any guidance.

15.3. Compliance

In order to comply with the requirements of the Order the Academy will take account of government guidance and any Governing Body guidance.

15.4 Fire Safety Law

Fire safety law puts fire safety measures into seven headings:

- measures to reduce the risk of fire and the spread of fire;
- means of escape;
- ensuring the means of escape can be used effectively;
- means of fire-fighting;
- means of detecting fire and giving warning;

- arrangements for action to be taken in the event of fire, including instruction and training, and mitigation of the effects of fire;
- other measures prescribed in fire safety regulations.

15.5 The Head Teacher must ensure that these are covered by risk assessments and appropriate policies.

15.6 Policies

The Academy is required to have in place policies that aim to:

- keep the risk of fire to a minimum;
- safeguard all means of escape;
- limit the spread of fire;
- specify who is responsible for what;
- ensure that there is at least one fire drill per term at different times of the day;
- ensure that the lessons from fire drills are assessed and reviewed.

15.7 Risk Assessments

Under the Order, the Head Teacher must ensure that: 'suitable and sufficient assessment of the risks which relevant persons are exposed to for the purposes of identifying the general fire precautions the Academy needs to take to comply with the requirements and prohibitions imposed on the Academy under this Order'.

15.8 Henley in Arden School and the Governing Body expect the Head Teacher to agree an appropriate system with the Fire Safety Manager (FSM) and to ensure:

- that it is regularly reviewed;
- and always reviewed after an incident that requires a consideration of the evaluation of the risk, or
- where there is a 'significant' (undefined in the Order) change in the conditions in the workplace. The Academy Governing Body has delegated to the Head the responsibility to determine whether there is a significant change in the conditions in the workplace.

15.9 Information for Employees

The Principal (through the FSM) must provide employees with relevant information on:

- the risks to them identified in the risk assessment;
- the preventive and protective measures;
- fire escape procedures

- the name of the person(s) responsible for fire fighting and fire detection equipment and for evacuation procedures.

15.10 Dangerous Substances

15.10.1 No activity involving a dangerous substance may commence unless the risks have been assessed, and control measures applied.

15.10.2 The Head Teacher will ensure that the relevant staff (e.g. Fire Safety Manager, caretaking staff; Design & Technology staff; science staff; ICT staff; maintenance staff) consider the following:

- the hazardous properties of any substance(s) they are about to use;
- information on safety provided by the supplier;
- the circumstances of the work, including the type and amount of the substance(s) and the arrangements for handling and storage (e.g. cleaning agents kept in caretakers' stores, or chemicals used in teaching.)
- maintenance activities where dangerous substances are often used, and a potential for high level risk;
- the effect of the measures that have been or will be taken in view of the Order;
- whether there is any likelihood of any explosive atmosphere occurring, and in what places;
- whether there are any likely ignition sources, including electrostatic discharges, that may become active (e.g. it would be relevant to consider where students might smoke illegally, and where and how scenery for Academy drama is stored, or whether staff or students bring to the Academy untested electrical equipment, all of which have caused fires in Academies);
- the scale of the anticipated effects; and
- such additional safety information as the responsible person may need in order to make the assessment.

15.11 Hazards and Risks

The Fire Safety Manager (FSM) will compile and review periodically a list of potential fire hazards on the premises, and to use this as a checklist, amending it as necessary. It will include:

- sources of ignition; (e.g. heating and cooking appliances, electrical and electronic equipment).
- sources of fuel (e.g. combustible or flammable materials, solvents, paper used in lessons or in exhibitions of work, furniture);
- work processes – in lessons, during preparation, in maintenance and service areas, in non-teaching areas, in circulation areas;

- unofficial practices (such as students smoking).

15.12 Fire Safety Culture

15.12.1 The Head Teacher, through the FSM, will ensure that fire safety is included in

The development of a culture of health and safety amongst staff and students. Training for staff and students will include ensuring that relevant staff (and students where appropriate):

- follow safe practices for handling and storing flammable materials;
- follow the correct procedures when using machinery and equipment;
- only use machinery and equipment for which they have received appropriate instruction;
- are aware of the need for warning notices to indicate any likely fire hazards;
- are aware of the Academy plan showing safety routes, fire-fighting equipment, hydrants, safety doors, automatic detectors, main electrical and gas switches, and any other particulars that will help fire-fighters;
- plan maintenance and service work;
- identify any parts of the Academy that might pose particular risks because of the structure or fittings or use. (e.g. ducting, voids, boiler rooms, understage and back-stage areas, storage areas, stock cupboards, preparation rooms);
- identify specific persons/students at risk (e.g. disabled students or anyone who needs assistance to get off the premises, staff/students working in remote areas, technicians, cleaning staff).

15.12.2 The FSM will contribute to the fire safety culture by ensuring that:

- warning notices are posted in every room/area of the Academy;
- detectors and all appropriate fire fighting equipment are in place and working;
- warning alarms are in place and work;
- appropriate emergency lighting is in place, and works;
- all appropriate fire exit signs are in place and that routes are clear and without impediments;
- appropriate fire doors are in place, and are properly maintained and used;
- all staff and students know the fire safety arrangements;
- all staff/students know and practice the fire drill;
- fire drills are carried out regularly (at least once per term, with one drill taking place at an inconvenient time such as a lunch break); and
- lessons learned from the drills are noted and appropriate action taken.

15.13 The risk reduction will either take the form of removing or reducing the sources of ignition, fuel or oxygen, or removing the persons on site from the fire.

15.14 Out of Hours Meetings and Events

In the event of meetings/events taking place out of Academy hours the person in charge of the meeting is responsible for:

- informing persons at the event of the evacuation procedures;
- raising the alarm;
- ensuring the safe evacuation of all those attending;
- liaising with the fire service if present;
- ensuring a full head count at the fire assembly point; and
- dismissing the gathering when it is safe to do so.

15.15 Lone Workers

15.15.1 It is Henley in Arden School policy that as far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSO (or person delegated by the HSO) or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

15.15.2 Lone workers should know the Academy's fire alarm system and means of evacuation.

15.15.3 Occasionally a member of staff may be alone in a building (e.g. the Caretaker making a night security check). They should always ensure that they can summon assistance.

15.16 Public Entertainment and Other Licenses

15.16.1 When the Academy invites members of the public to dancing, music, stage or film shows then a public entertainment, theatre or cinema license may be required.

15.16.2 Shows put on by amateur dramatic societies using the facilities will almost certainly require a public entertainment license.

15.16.3 Any function at which alcohol is offered for sale will need a license, application for which should be made to the Clerk to the local Licensing Justices.

15.16.4 Other licenses are issued by the Local Authority and will usually impose conditions, on amongst other things:

- the number of people to be present;
- the type of seating;
- the layout of the seating;
- the marking of emergency exits; and
- the provision of emergency lighting.

15.17 Responsibilities

15.17.1 The Governing Body will:

- ensure that the Head Teacher takes into account the implications of the law;
- support the Head teacher and FSM in ensuring compliance with the law;
- ensure and monitor the fire safety systems;
- following consultation with the local authority and the Head Teacher, will appoint a senior member of staff as Fire Safety Manager (FSM);
- ensure that he/she is appropriately trained;
- consider regular reports on fire safety from the Head Teacher

15.17.2 The Head Teacher will:

- ensure that fire safety risk assessments, policies and fire safety systems are in place, are known and implemented;
- ensure that specific arrangements are in place to meet the requirements of the Order within the Academy in line with government guidance; • ensure that staff are kept informed of the safety management systems.
- ensure that there is regular liaison with the local fire service to ensure compliance;
- liaise regularly with the FSM.

15.17.3 The Fire Safety Manager (FSM) duties are to:

- minimise the incidence of fire (fire prevention). (This will involve good • housekeeping and security);
- make risk assessments;
- determine safety management systems based on the risk assessments;
- be responsible for fire safety training;
- produce an emergency plan;
- conduct fire drills;
- ensure that fire drills are monitored and any lessons learned are put into practice;
- ensure that staff receive appropriate information and support;
- check the adequacy of fire-fighting apparatus and its maintenance;
- conduct fire safety inspections at least once per term;
- make more frequent informal checks to confirm that the fire safety rules are being followed;
- ensure that fire notices are displayed;
- seek appropriate professional advice from the fire service and others;
- put systems in place to ensure that fire escape routes and fire exit doors /passageways are unobstructed and doors open correctly;
- check fire detection and protection systems are maintained and tested and records kept;

- ensure close-down procedures are followed; and
- include fire safety in the regular health and safety reports to the Head Teacher.

15.17.4 Responsibilities of Fire Marshals

Fire Marshals will be appropriately trained and the Academy will undertake to provide marshals with regular retraining as required.

This will include the use and application of Fire Fighting Equipment.

They will be trained to determine in which circumstances the use of fire fighting equipment may be appropriate, but only where there is no personal risk.

Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered. Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.

They will report to the member of staff appointed to be in charge of the Assembly Area.

15.17.5 Staff must know:

- action to be taken on discovering a fire;
- evacuation procedure;
- assembly area and checking of students;
- location and use of fire-fighting equipment; and
- location of escape routes.

15.17.6 All staff must ensure that fire safety notices are kept visible and report any instances where fire doors do not work or are in any way blocked.

15.17.7 All students must know how to handle safely any material or equipment that might be inflammable.

15.17.8 Students must also know the action to take when the fire alarm goes off.

15.18 Training and Support Requirement for the FSM

15.18.1 The FSM will need to:

- understand the fire safety legislation as it applies to the Academy;
- have appropriate education, training, knowledge and experience in the principles of fire safety;
- have an understanding of fire development and the behaviour of people in fire;
- understand the fire hazards, fire risks and relevant factors associated with occupants at special risk (e.g. young children, disabled students, or students and adults who are not familiar with the Academy layout) within the Academy;
- have a basic knowledge of appropriate fire-fighting equipment and how it should be used; and

- have appropriate training and/or experience in carrying out fire risk assessments and determining safety management systems.

15.18.2 Henley in Arden School has agreed that the FSM shall undertake appropriate risk assessments once he/she has undertaken appropriate training, since an Academy employee is likely to know the propensities of the students and staff in the Academy, and the layout and potential problems of the premises, which even the most experienced external fire safety consultant cannot have.

15.18.3 Where the FSM is uncertain Henley in Arden School has authorised through the Head Teacher to obtain appropriate professional help and support.

15.19 Recording and Monitoring

15.19.1 The FSM will record risk assessments and what fire safety measures have been taken to control risks

15.20 Equal Opportunities

The Head Teacher through the FSM will ensure that the needs of disabled students, staff and visitors in case of fire have been considered, and appropriate risk assessments carried out, and appropriate systems put in place.

15.21 Monitoring and Review

15.21.1 The Head Teacher will monitor the system in liaison with the FSM.

15.21.2 The Head Teacher will review the working of the policy annually and after there has been a change of use of premises, additions or alterations to the premises, changes in working practices, increase in equipment, or when there has been an incident.

15.21.3 The Head Teacher will report on fire safety annually to the Governing Body.

15.21.4 The Governing Body will review the working of the policy following the Head Teacher's report, and will review the policy itself every two years.

16 First Aid Policy

16.1 Introduction and Aims

The Academy will follow the policies and guidance of the Governing Body, who are required by the Health and Safety legislation to have a first aid policy.

16.2 The aims of the policy are to:

- ensure that the Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid;
- ensure that the first aid arrangements are based on a risk assessment of the Academy's likely requirements.

16.3 Responsibilities

16.3.1 The Governing Body is responsible for the overall provision in the Academy and will review the policy every two years.

16.3.2 The Governing Body has the general responsibility for all Academy policies.

16.3.3 The internal management responsibility for first aid is delegated to the Head Teacher.

16.3.4 The Head teacher is responsible for:

- developing detailed procedures;
- ensuring that parents/carers are aware of the Academy health and safety and first aid policies.

16.3.5 The Head Teacher will appoint a person to be in charge of first aid provision, who will:

- ensure that the first aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the Principal;
- ensures that the number of first aiders/appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose;
- regularly keeps the Head Teacher informed of the implementation of the policy;

16.3.6 Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained.

16.3.7 However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents/carers would be expected to act towards children.

16.3.8 Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

16.3.9 If First Aid is required staff must not move the patient. A First Aider must be summoned. Not to leave a casualty alone.

16.4 Duties of a First Aider:

A First Aider must:

- complete an Accredited approved course, following on from the school completing a due diligence check on companies providing first aid training. (and take out this bit hse no longer approve courses approved HSE training course)
- complete an Accredited approved course, following on from the school completing a due diligence check on companies providing first aid training.
- give immediate help to casualties;

- ensure that when necessary an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any Henley in Arden School or government guidance.

The number and names of First Aiders/appointed persons can be obtained from the School Secretary or a member of the admin team or pastoral team.

The school will provide appropriate First Aid kits/equipment inline with HSE Current guidelines.

17 Legionella Bacteria Policy

The HSO is responsible for ensuring that:

- arrangements are in place for checking the safety of water in the Academy;
- any control measures identified in surveys are put in place;
- regular inspections in line with HSE recommendations are carried out;
- appropriate remedial work is carried out to prevent contamination, and prevent stagnant water gathering in dead legs of pipework etc; • staff are kept informed of any incidence of legionella bacteria; and
- an inspection record is kept on the management system.

18. Lettings and Extended School Activities Policy

- 18.1 The Academy will have in place a contract for hirers that will cover health and safety aspects during the letting.
- 18.2 The School Office is responsible for co-ordinating lettings of the premises in accordance with the contract and any guidelines from the Academy's own policies.
- 18.3 Where use is sought of specialist equipment or fittings a suitable qualified person must be available to supervise such use and no equipment or fittings will be removed or adjusted without previous approval from the governors.
- 18.4 The school office (or other nominated person) is responsible for checking that the premises are left in a safe and reasonable order by others before locking up.
- 18.5 When the premises are used for purposes not under the direction of the Head Teacher then the HSO will ensure that the principal person in charge of the activities will be responsible for implementing all safe practices as required by the contract.
- 18.6 The HSO must seek to ensure that hirers, contractors and others who are working on or hiring the Academy premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.
- 18.7 When the Academy premises or facilities are being used out of Academy hours for an Academy sponsored activity, the organiser of the activity, even if an employee will be treated as a hirer and will comply with the requirements of the contract.

18.8 All hirers, contractors and others using the Academy premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the Academy and ensure that they will not without the prior knowledge of the Head Teacher:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises at that time, or staff or students of the school at a later time.

19. Lone Workers Policy

19.1 Henley in Arden School's policy is that it should make risk assessment and risk management for staff and students who come into the Academy, or stay in the Academy, in areas where there are no other members of staff in the vicinity. The assessments and management should take into account the particular circumstances of the Academy.

19.2 As far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSO (or person delegated by the HSO) or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

19.3 The Head Teacher will determine procedures for ensuring that no student or member of staff or contractor or any other person will work alone on the Academy premises without the HSO or Bursar knowing that they are there, and have appropriate methods of communicating to site staff in an emergency.

19.4 Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.

20 Manual Handling Policy

20.1 The Henley in Arden School policy is to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

20.2 Responsibilities

20.2.1 The HSO will ensure that:

- a suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks is carried out whenever necessary;
- all staff in charge of manual handling operations know their responsibilities; .
- suitable and sufficient training is provided as necessary; and
- all staff are informed not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task specific risk assessment to identify special hazards, appropriate equipment and suitable training.

21 Mini Bus and Use of Private Transport Policy

Please refer to the Mini bus policy available in the school office and on the school web site.

22 Mobile Phones Policy

- 22.1 Henley in Arden School takes the view that the use of mobile telephones when driving, even when using a, 'hands-free' kit, is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.
- 22.2 The Academy's policy is that no member of staff should use a mobile telephone whilst driving on Academy business. Any person prosecuted for such an act may be subject to disciplinary action.
- 22.3 Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.
- 22.4 Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.
- 22.5 On the Academy site staff may use mobile phones, but are expected to respect the quiet and privacy of areas such as – staff room, library, teaching areas.

23 Noise Policy

- 23.1 The Academy has a legal duty to monitor noise levels and to keep noise within the legal limits.
- 23.2 The Academy will from time to time assess noise levels.
- 23.3 The first aim will be to reduce noise at source.
- 23.4 The Academy will also ensure that ear protection is freely available where required.
- 23.5 Henley in Arden School's policy is that new tools and equipment purchased and used by staff must have noise reduction features built into the design.
- 23.6 Responsibilities:
- 23.6.1 The HSO will train as the, 'Competent Person' under the Noise regulations.
- in consultation with the relevant Head of Department will decide if a noise assessment is required, and will carry out the assessment jointly.
 - is responsible for ensuring that where the noise is above the accepted level, measures are taken to reduce the level.
- will establish as accurately as possible noise levels around the Academy, and the length of exposure
- will report on actions taken to the Head Teacher.
- 23.6.2 In particular, the HSO will assess any risks arising from:
- construction activities on the site;

- grounds maintenance equipment;
- staff working with reprographic and printing equipment;
- use of music and other electronic equipment;
- any other identified sources of noise; and will make arrangements for the control of the risks identified

24 PE and Games Policy

The Academy will ensure that an appropriate policy is agreed and implemented, all gymnasium equipment will be inspected annually by an approved contractor. Records of the inspections will be kept in the PE Department.

25 Personal Protective Equipment Policy

25.1 Henley in Arden School recognise that the Personal Protective Equipment at Work Regulations 1992 clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

25.2 All PPE issued must be stored as per the manufacturer's specification.

25.3 Responsibilities:

25.3.1 Health and Safety Officer (HSO).
The HSO will ensure that:

- relevant Heads of Department provide a sufficient supply of PPE where required;
- all staff are suitably trained in the correct use and maintenance of their PPE;

25.3.2 Heads of Department

Heads of Department will ensure that all staff in their charge comply with the policy and directions.

25.3.3 Staff

It is the legal duty of employees and subcontractors:

- to comply with the policy and directions; and
- not to alter or misuse any Health and Safety equipment, including PPE, supplied for their safety.

26 Pregnant Staff and New Mothers Policy

26.1 Under the Management of Health & Safety at Work Regulations 1999 Henley in Arden School has a responsibility to ensure that risk assessments are carried out and suitable controls are put in place.

26.2 Risk Assessments will identify any hazards being detrimental to new or expectant mothers.

26.3 As soon as a pregnant or a new or nursing mother notifies the Head Teacher, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employee must consult with their own doctor, and let the Head Teacher know what the medical opinion suggests. On return to work, it is the schools policy that the teacher should be given sufficient support to return to the responsibilities they had before their leave.

26.4 The dangers:

1. Working with hazardous substances
2. Stressful environments
3. Movement around the site
4. Inherent risks in certain departments e.g. PE, Science
5. Manual Handling
6. Confined working space
7. Using an unsuitable workstation
8. Infectious diseases

26.5 Responsibilities:

26.5.1 The HSO is responsible to the Head Teacher for:

- assessing the risks in co-operation with the employee;
- agreeing an appropriate risk management programme; and arranging for appropriate monitoring and review of the programme.

26.5.2 The member of staff is responsible for:

- obtaining relevant medical advice;
- agreeing an appropriate system of risk control with the HSO; and
- informing the HSO of any problems as soon as possible.

27 Safeguarding Students and Missing Student Policy

Please refer to the Student Welfare and Child Protection Policy, this can be found in the school office and on the school web site

28. Science

The Academy will ensure that an appropriate policy is agreed and implemented. The Head of Science (or equivalent) is accountable for this. Operationally, the **Lead Science Technician is responsible for maintaining this policy.**

29 Security of Premises Policy

29.1 Introduction

- The term "security of premises" refers to the physical security of the premises and property of the academy.

29.2 Aim

The aim of this policy is to set out Henley in Arden School's objective that it must take account of in making and reviewing its own policy.

29.3 Risk Management

Assessment of risks

The Academy will make a formal written assessment of the risks posed by:

- the layout of the site; proximity to roads and houses;
- entrances and exits to the site and to buildings and facilities on the site;
- use of the site during and out of Academy timings;
- vulnerable persons on site;
- vulnerable equipment and materials; and
- any other consideration that may pertain to the particular site.

29.4 Management Plan

The Academy will make a plan or plans to avoid or minimise the risks, taking into account how control of the risks can be managed by:

- supervision; and/or
- protection; and/or
- training of key staff; and/or
- training of all staff; and/or
- training of students; and/or
- training of contactors and delivery persons; and/or
- information to visitors.

29.5 Communication

The plan(s) must be communicated appropriately to all relevant persons, including parents/carers, contractors and visitors.

29.6 Responsibilities

29.6.1 Henley in Arden School is responsible for the general policy and for reviewing arrangements from time to time.

29.6.2 The Governing Body is responsible for:

- providing sufficient resources for the adequate security of the site; • receiving and considering reports from the Head Teacher; and
- reviewing the policy from time to time.

29.6.3 The Head Teacher is responsible for:

- considering the risk assessments;

- agreeing a plan for providing acceptable security for the site;
- ensuring that the HSO puts in place appropriate procedures, and monitors them;
- receiving and considering reports from the HSO from time to time; providing adequate resources for the plan to be put into operation; and
- reporting to the Governing Body from time to time.

29.6.4 The Health and Safety Officer (HSO) and the Operations Manager are responsible for:

- organising appropriate risk assessments;
- proposing a draft plan to the Head Teacher;
- putting the agreed plan into action;
- training any relevant staff as appropriate;
- accounting for the resources provided for site security;
- monitoring the implementation of the plans;
- recording and taking account of any security breaches;
- reviewing from time to time all the security arrangements;
- advising the Head Teacher and staff on security issues; and
- proposing to the Head Teacher any amendments to the security arrangements.

30 Staff Consultation

- 30.1 The Safety Representatives and Safety Committees Regulations 1997 require the Academy to consult with staff on matters relating to health, safety and welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.
- 30.2 Henley in Arden School will involve union representatives in determining the Academy's overall health and safety strategy and policies.
- 30.3.1 Henley in Arden School's policy is that Health and Safety information should be available to all staff. [The Health and Safety Law poster 2009](#) should be displayed appropriately in the staff room of the Academy.
- 30.4 Health and safety will be an agenda item at all designated Academy meetings designated by the Head Teacher, and all staff will have the opportunity to put items onto the agenda.
- 30.5 Staff may also bring issues directly to the attention of the Head of Department or HSO, and have the right to consult their trade union Safety Representatives, who can take up issues with the HSO or Head Teacher.
- 30.6 Henley in Arden School recognises the right of Trade Union Health and Safety Representatives to represent all staff interests.
- 30.7.1 Union safety representatives have the right to discuss health and safety issues with the HSO and Head Teacher as appropriate. However, Henley in Arden School encourages all members of staff to take part in the spirit of the policy and regulations by actively taking part in discussions with the Academy management. It is the responsibility of the Academy management to ensure that suitable and sufficient consultation takes place.

31 Staff Welfare

- 31.1 The Academy recognises its obligations and responsibilities under the Workplace (Health, Safety and Welfare) Regulations, which cover a wide range of basic Health and Safety issues, and the aspects of the Education and School Premises Regulations that Academies have to take account of under the Education (Independent School Standards) Regulations 2003.
- 31.2 The Academy will ensure that the premises meets the health, safety and welfare needs of all its staff, students, contractors and visitors.
- 31.3 The Head Teacher through the HSO will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, traffic routes, house keeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.
- 31.4 The HSO will ensure that workplace facilities are maintained to an acceptable level, taking into account the requirements of the Health and Safety (Workplace) Regulations 1992 and the School Premises Regulations 1999
- 31.5.1 The Head Teacher will from time to time consult the staff on other welfare features that staff might like to see in place.

32 Stairs and Landings

- 32.1 Falls down stairwells are a major risk to students where there are multiple floors.
- 32.2 To minimise the risk, staff must ensure good discipline in these areas, making sure that students do not run or play about on stairs and landings.
- 32.3.1 The guardrails on the stairs and landings must meet the safety requirements of the Health and Safety (Workplace) Regulations 1992 (at 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps prevent easy climbing). There must be a guardrail on the open side of the stairs (and another on the other side if there is a particular need). The lighting of stairs and landings must be suitable and sufficient. The floor covering must be in a state that does not create the risk of **slips, trips and/or falls**.
- 32.3.2 For the safety of sight-impaired students the forward edge of treads should be marked in yellow to enable sight-impaired persons to avoid slips.

33 Stress Management Policy

- 33.1 Henley in Arden School is required as an employer to take reasonable care to protect the psychological health and safety of its employees.
- 33.2 Henley in Arden School aims to ensure that members of staff do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.
- 33.3 Henley in Arden School recognises that:
- people react differently to the situations they have to face;
 - showing signs of stress does not necessarily mean that members of staff are unable cope;

- signs of stress mean they are human like everyone else;
- some people have passive personalities whilst others may be very competitive;
- life experiences will vary enormously as will people's overall conditioning;
- the state of health of all staff will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell.

Henley in Arden School support systems to prevent, lessen and alleviate stress:

33.4 The Academy will use:

- Job Descriptions to bring certainty to the individual's tasks and responsibilities.
- Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.
- One to one interviews to assist in promoting good communications and a positive health and safety culture.
- Surveys to ascertain where staff feel improvements to stressful work can be made.
- Assessments of staff workloads and work/life balance.

33.5 Responsibilities

33.5.1 The Head Teacher will ensure that:

- sufficient attention is given to considering the management of stress;
- programmes for improving staff welfare in general and stress management in particular are initiated, or responding to staff calls for any action;
- procedures are in place for ensuring that individual staff who are under unacceptable stress are dealt with sensitively; and
- determining what appropriate training should be arranged.

33.5.2 Members of staff are responsible for:

- their own health and safety;
- the health and safety of colleagues as far as is reasonably practicable;
- informing the Head Teacher if they feel under stress;
- reporting to the Head Teacher any concerns about colleagues' state of health
- participating in any programmes of action designed to improve staff welfare.

34. Student Welfare

Please refer to the Student Welfare Policy available in the school office and on the school web site.

35. Sun Protection Policy

It is now well proven that staff and students can suffer from injury due to overexposure to sun rays.

The Academy will determine whether to have procedures in place to avoid or minimise risks from the effects of the sun.

36. Trespassers Policy

36.1 General

- Visitors are welcome in the Academy, and many, such as parents/carers, contractors and suppliers, have a legal right to be there for legitimate purposes.

The Governing Body has a duty to ensure the safety of everyone on the school site.

- This policy sets out the guidance to staff on the procedures for dealing with trespassers and troublemakers.

36.2 Aims

The Academy aims to:

- maintain the security of the site;
- have strategies in place to respond quickly and positively to any threat to the safety of staff and students;
- ensure that the staff have appropriate training and support;

36.3 Security: The Academy will:

- ensure that the site is made secure as far as is reasonably practicable;
- maintain and keep under review an appropriate CCTV system;
- ensure that staff and students are briefed on security aspects; and
- ensure that parents/carers are informed of the security systems and procedures for keeping students safe.

36.4 The Academy will determine appropriate security systems.

Trespassers

36.5 Types of Troublemaking

The most common problems facing the Academy are:

- occasional abusive behaviour from parents/carers;
- occasional incursions into the Academy by outsiders, including former students;
- former students and others waiting outside the gates at the end of the day; and
- occasional vandalism during and outside Academy hours.

36.6 Contacts with the Police

Regular contacts will be maintained with the police over security arrangements and crime prevention;

- any emergency contact with the police can only be done by the Head Teacher (or a deputy in his/her absence) or with the authority of the Head Teacher; and
- when calling the police, the Head Teacher (or person acting on the authority of the Head Teacher) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

36.7 Routine Security

- signs at Academy entrances make clear that visitors should report to Reception;
- further signs point the way to Reception; and at reception all visitors must sign in and receive the Academy's security badge, which they must wear at all times in the Academy.
- If an intruder is found on site and there is deemed to be a risk then 6 bells will ring. This means all pupils are kept in the area where they are until a single bell rings to indicate that the risk has passed.

The HSO will determine the Academy's other security arrangements according to its circumstances.

If CCTV is used the Academy will take into account the legal restrictions and requirements for the use of CCTV.

36.8 Dealing with Strangers

- a visitor not displaying a visitors pass should be politely challenged by any member of staff and accompanied to Reception;
- at Reception the Receptionist will ask the stranger the purpose of the visit, ask them to sign in and issue a badge;
- if the member of staff or Receptionist has any suspicion about the stranger they must inform the Head Teacher (or his/her deputy) immediately, and ask the stranger to remain in the Reception area;
- if the stranger ignores the instruction the Head Teacher (or deputy) must be notified immediately;
- if a stranger is abusive, or a nuisance in any way, in the Academy, the member of staff must not take direct action, but MUST send for help, or inform the Head Teacher (or deputy) as soon as this is possible. (Staff must never put their own safety at risk);

only the Head Teacher (or deputy) may ask the stranger to leave the site;

- if the stranger refuses the instruction, the Head Teacher may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the Head Teacher, who will have to judge also whether an incident threatens to undermine the confidence of parents/carers in the security of the Academy; and
- the police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a minor nuisance. They may be able to help solve the problem without resorting to arrest.

Where there are Offensive Weapons

36.9 Intruders

- if staff suspect an offensive weapon is on site, they must immediately inform the Head Teacher;
- the Head Teacher will always call the police if the suspect is not a registered student, or where an incident involving a student takes place outside the Academy premises; and
- the person will be kept under close surveillance while the police are awaited.

36.10 Students

- following the ASCL Act 2009, Academies have the power to search students for knives, weapons, alcohol, illegal drugs and stolen property;
- staff are not obliged to search students, but if such a course of action could diffuse the situation it might be contemplated, BUT ONLY BY THE Head Teacher (or someone with the Head Teacher's authority);
- if the student refuses to co-operate, any search should be carried out by the police;
- the student's parents/carers must be informed and asked to come to the Academy;
- if the student co-operates, at least two members of staff of the same sex as the student must be present when a search is made. One member of staff will do the search while the other observes and takes notes. The search will be in private. It is advisable for parents/carers to be present and to consent, but the student's own consent is sufficient;
- any confiscated articles should be handed to the police as quickly as possible by the Head Teacher, unless he/she judges that it is reasonable to return it to the parents/carers; and
- at all times the suspect student must be kept away from other students, unless this is not possible owing to the circumstances.

37. Visitors

- 37.1 The Academy is responsible for the health, safety and security of visitors while on site.
- 37.2 Visitors must 'sign in' and 'sign out' at reception to facilitate effective roll call in an emergency, and must carry an identification tag at all times.
- 37.3 All visitors to the Academy will be given appropriate fire/emergency instructions when they arrive on site, under arrangements determined by the Academy.
- 37.4 In the event of out of hours meetings, the person organising and in control of the meeting will be responsible for all visitors at that meeting and for ensuring that the Academy's security arrangements are used.
- 37.5 The organiser must inform the HSO via the Academy's usual procedures in order that the HSO can ensure that all the relevant persons are informed and the appropriate security arrangements are put in place.

37.6 All out-of-hours visitors must be accompanied upon entering and leaving the building with (the exception of workmen/contractors/maintenance people who need free access to all parts of the building).

37.7 At all times out-of-hours visitors are the responsibility of the member of staff organising the event.

38 Waste Disposal Policy

38.1 The Academy will comply with all Waste Management Regulations. It will ensure that:

- all waste stored on the premises will be suitably protected and stored;
- all waste electrical equipment is disposed of according to the regulations;
- suitable bags for first aid disposal are supplied in order not to pose a Health & Safety risk either to staff, public or the environment; and
- any storage is in keeping with the current Fire Regulations.

Responsibilities:

38.2 The Caretaking staff will be responsible to the HSO for collecting, safe storage and disposing of waste.

38.3 All staff are responsible for:

- arranging to clear up spillages, which occur whilst they are in charge of the area concerned;
- reporting accumulation of waste, or large items of waste that require special attention, to the Caretaker who will arrange for its removal and disposal;
- reporting other spillages or leaks to the Caretaker, who will arrange for them to be dealt with.
- The cleaning arrangements for the school are set out by and available from the Bursar.

38.4.1 Hazardous materials or substances require special procedures for disposal. The HSO is responsible for determining and maintaining procedures for safe disposal of hazardous materials and substances.

38.5 All sharps finds should be reported to the Caretaker who will arrange for their collection, storage and disposal.

38.6 The Academy will also develop procedures for dealing with recycling and food waste as appropriate to its situation.

38.7.1 The HSO will monitor the procedures and determine whether changes are necessary.

39 Work Equipment Policy

39.1 All staff and contractors will be trained in the operation of machinery and equipment specific to their function. Relevant information will be supplied and appropriate supervision provided.

39.2 Henley in Arden School employees are required to use all equipment correctly and in accordance with their training and the manufacturer's recommendations.

39.3 Members of staff will:

- Never remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is effected.

Maintenance

39.4 The HSO will ensure that all staff in charge of work equipment keep a maintenance schedule in Department records

39.5 Staff using equipment will ensure that:

- it is maintained in an efficient state, in efficient working order and in good repair; and
- suitable records of equipment and maintenance will be kept.

40 Working at Heights Policy

40.1 Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work. **If required appropriate working at heights training shall be sought.**

40.2 The need to reach things at heights should be eliminated wherever possible

e.g. displaying students' work and storing things below Principal height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

40.3 Staff must not use ladders or stepladders if they are working alone in or around the Academy; if an incident occurs there is no one to call for assistance.

40.4 Before using a ladder or stepladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipments must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

40.5 Each Academy will implement a set of rules for working at heights in line with the following rules:

Ladders and Step Ladders – General Rules for Employees

- Check that equipment is in good condition; do not use ladders or stepladders with cracked, broken or splinters stile/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electricity cables.

- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate handhold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to over reach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders less than 3m in length must be secured as above or footed
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure handhold.
 - Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to work, i.e. with the front or back of the steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

41 Health and Safety Representatives

- 41.1 Trade Unions have the right to appoint their own representatives and to form a Safety Committee should they so wish. If such a committee is formed then its role will be advisory.
- 41.2 It is the Academy's policy to establish and maintain Health and Safety policies to represent all employees and students. The union representatives will be invited to be involved.
- 41.2.1 The staff union representatives also retain the right to bring union concerns to the notice of the Academy Leadership Team on an individual basis.

42 Induction Procedures Policy

42.1 The capabilities of all new staff as regards health and safety will be taken into account before employment starts. Suitable and sufficient training and information must be given to new employees to ensure that they are aware of the Academy's health and safety policies and arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting procedures;
- location of electricity and gas isolation points'
- any other relevant emergency