



Health & Safety Policy

Introduction

Inkersall Primary Academy is committed to providing safe and healthy conditions for pupils, staff and visitors and to the compliance with all relevant Health and Safety Legislation.

The Board of Governors has a responsibility to monitor overall implementation of the Health and Safety Policy.

The Board of Governors accepts that Health and Safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks. Co-operation from employees and management within the academy for its implementation is essential.

Appropriate Health and Safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding Health and safety is to be raised with the Health and safety Officer (through normal management channels) and where necessary specialist advice and assistance will be obtained.

General Responsibilities

The Board of Governors & the Trust Chief Executive is responsible for ensuring that:

- A health and safety policy is prepared and reviewed.
- Staff responsibilities are set.
- Staff are aware of what is expected of them.
- Staff are competent to meet these expectations.
- A sub-committee of Governors monitor the policy.

The Principal is responsible to the Board of Governors for ensuring that:

- Hazards are identified and that the significant risks are assessed
- Relevant health and safety legislation is identified
- Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation
- The arrangements are recorded in the health and safety policy
- The arrangements are monitored to ensure they are working
- Staff are capable of dealing with the health and safety requirements of their work
- Any problems in achieving the intentions of the academy's general statement of health and safety policy are reported to the Board of Governors
- Specialist help and assistance are obtained where necessary
- The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils
- (See Management of Health and Safety for delegated duties)



Line Manager's Responsibilities

Line Managers must:

- Familiarise themselves with the academy's safety policy, the organisation and arrangements for effecting that policy and safety rules and codes applicable to their areas of responsibility
- Ensure that all staff in their areas are appropriately trained where applicable and aware of any hazards or risk to health associated with their work or work place
- Ensure new staff are instructed appropriately and fully aware of the Health & Safety Policy
- Ensuring that health and safety provisions and procedures are understood and adhered to by all members of their department including part-time staff, visitors and contractors
- Ensure that all equipment is safe and properly maintained/serviced, ensuring that defects are promptly rectified or notified to the Health and Safety Officer
- Maintain a high standard of housekeeping
- Ensure that all pupils working in their area are trained and familiar with all safe working practices applicable in that area

Responsibilities of Teachers and Ancillary Staff

Teachers and other Staff are responsible to the Principal for:

- Taking all reasonable care for their own health and safety and that of others who may be affected by their actions or omissions
- Co-operating with the management of the academy to implement the requirements of health and safety legislation and the academy's Health and Safety Policy
- Carrying out appropriate Risk Assessments
- Not misusing anything provided in the interests of health and safety
- Reporting to the Principal or delegated officer any health and safety matter they cannot deal with themselves or any shortcomings they consider in the health and safety arrangements

Responsibilities of the Health and Safety Officer

The Health and Safety Officer is a designated senior member of the academy. The Health and Safety Officer is responsible to the Principal for:

- Carrying out inspections, both as a matter of routine and following an accident or dangerous occurrence.
- To investigate complaints relating to Health, Safety and Welfare at work and to make representations to the Principal regarding action to be taken.
- Attending safety committee meetings.
- Receiving information from, and represent the academy in consultation with Health and Safety Executive Inspectors.
- Ensuring that Line Managers are maintaining their responsibilities in connection with Health and Safety issues in their areas.
- The recording of all relevant records regarding Health and Safety inspections etc.
- Ensuring whole academy issues such as fire drill are monitored and regularly reviewed.



Health and Safety Consultants

Health and Safety Consultants are appointed by the academy to be the competent persons as required by the management of Health and Safety at Work Regulations 1999 (as amended) and are responsible in providing assistance with:

- The identification of hazards and relevant health and safety legislation
- The assessment of risks and devising and implementing of measures to control the risks and comply with health and safety legislation
- The monitoring of the health and safety arrangements by carrying out an annual inspection of the academy and preparing a report for consideration by the Governing Body and Principal



1. General Hazards

Basic Health Safety and Welfare issues are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992, The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) and applicable amendments from the Health and Safety (Miscellaneous Amendments) Regulations 2002, the Work at Height Regulations 2005 and the Construction (Design and Management) Regulations 2015. It is the policy of the academy to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting are detailed in these regulations and the associated Approved Codes of Practice. In particular staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Health and Safety Officer. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

In general, heavy items should be stored low down to reduce the risk of injury from falling, and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the appropriate Line Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings and slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the appropriate Line Manager or the Health and Safety Officer.

2. Machinery and Electrical Equipment

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions to be reported to the appropriate Line Manager who should contact the Technical Team or the Health and Safety Officer if necessary.

In Technology areas, the Curriculum Manager is responsible for ensuring the advice given in the following publications is followed:

- BS 4163 Code of Practice for Health and Safety in workshops in academy's and similar establishments.
- Safety in Practical Studies (DFEE)
- CLEAPSS Risk Assessments for Technology.



Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Health and Safety Officer is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. The Health and Safety Officer is responsible for ensuring that any alterations or extensions to the installation is carried out by competent electrical contractors.

All electrical equipment used in the academy (including pupils' equipment) shall be inspected and where necessary tested in order to identify any faults which require maintenance to prevent danger. Trained competent persons carry out the electrical testing and keep a record of the tests.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected. All plugs used in the academy shall be to BS 1363 with semi-insulated pins.

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3. Fire Hazards

As required by the Regulatory Reform (Fire Safety) Order 2005 a Fire Risk Assessment has been conducted by a competent person and the recommendations have been adopted. The Health and Safety Officer is required to participate actively in the Risk Assessment process and any subsequent inspections and ensure that any necessary remedial work is carried out. This officer is also responsible for ensuring that arrangements for the following are in place:

- Fire prevention procedures
- Evacuation procedures
- Staff training procedures
- Evacuation practices
- Tests and maintenance of fire alarms and emergency lights
- Maintenance of fire extinguishers.

The fire risk assessment is held by the Health and Safety Officer.



FIRE INSTRUCTIONS

PRIORITY

"POSITIVE" CLEARING AND EVACUATION ENSURE EVERYONE IS SAFE WHEN ROLL CALLS MAY BE TOO LATE. THIS MUST BE THE PRIORITY.

AS A SECONDARY MEASURE, ROLL CALLS FOR ALL STAFF AND STUDENTS WILL BE TAKEN.

IF YOU DISCOVER A FIRE

1. OPERATE THE FIRE ALARM and IN CO-OPERATION WITH OTHER STAFF
2. ENSURE THE ZONE YOU ARE IN IS CLEAR of all students and staff.
3. INFORM RECEPTION PROMPTLY that a fire does exist - they will contact the Fire Brigade.
4. DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS IT IS VERY MINOR.
5. REPORT THE SITUATION TO THE CO-ORDINATOR at the Assembly Area for the site.

WHEN THE FIRE ALARM SOUNDS

IF YOU HEAR A FIRE ALARM, YOUR RESPONSIBILITY IS TO THE CHILDREN YOU ARE WITH AT THE TIME.

1. If an alarm sounds, staff should take their group and their class list by the nearest fire exit to the nearest assembly point. (Doors should be closed and a quick check made that the area is empty.)
2. At the assembly point students should line up in silence and staff should check those present in the group against their list for the lesson.
3. If both agree, report all correct to the co-ordinator.
4. Any students not accounted for are presumed still "missing" and the co-ordinator will decide on appropriate action.
5. Staff responsible for checking areas of the academy are clear of staff and pupils should report their findings to the co-ordinator.
6. When everyone is accounted for, the co-ordinator will dismiss students from the assembly point.



Notes

1. Staff must know how many students are in their lesson and names of absentees.
2. Staff should have their own class/group lists for each timetabled period
3. The co-ordinators are listed in the main office
4. The co-ordinator's check list will be collected from the office
5. Teachers without groups at the time should generally assist with evacuating students and control of them at the assembly points.
6. All students irrespective of where they are, on either site must return to the assembly point and group with which they are registered for that lesson, eg peri music lessons, workshops,
7. Staff doing a "cover lesson" may not have a group list but must know numbers present and ascertain absence from the group. Therefore, a "head count" of students in the group is necessary.
8. Staff who go off site for any reason should inform the Office of their departure and return so that all staff can be safely accounted for.
9. Assembly points are:
 - Foundation and Key Stage 1 – Infant playground
 - Key Stage 2- junior playground
 - Admin team and kitchen staff – staff car park



4. Substances hazardous to health

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) apply to academy activities which involve hazardous substances. The Health and Safety Officer is responsible for implementing the following measures.

It is the policy of the academy to only use substances hazardous to health where non-hazardous substitutes are not capable of producing the required results.

All substances used in the academy are recorded in the COSHH record table and are classified and dealt with as below:

- CLASS 1** These substances are not hazardous to health (i.e. No hazard warning label indicating toxic, harmful, corrosive or irritant and no occupation exposure limited assigned by the HSE). These require no further action under the COSHH Regulations, other than the use as directed by the manufacturer.
- CLASS 2** These substances are hazardous to health, but used in very small quantities and in such ways (e.g. Tippex) that the risks to health are assessed as insignificant, requiring no further action under the COSHH regulations other than to use as directed by manufacturer.
- CLASS 3** These substances are hazardous and the risks to health could be significant. The risks will be assessed and the necessary control measures devised and communication to the persons involved before use. These assessments are recorded and kept with the COSHH Record Table, with the exception of the following which have been done centrally and are adopted by the academy.

Science

It is the policy of the academy to use only the substances and methods as prescribed by CLEAPSS for Science lessons. All substances are stored so as to prevent unauthorised access and they are only used in accordance with the instructions given in the CLEAPSS Hazards. The central assessments done by CLEAPSS are therefore valid and it is concluded that the risks to health are adequately controlled.

Caretaking

It is the policy of the academy to use only substances obtained from reputable suppliers. These substances are stored so as to prevent unauthorised access, and used only as detailed in their product information sheets. It is therefore according to manufacturers instructions concluded that the risks to health are adequately controlled in line with Class 3 regulations.

Kitchen and food hygiene hazards

It is the policy of the academy to follow the guidance on kitchen safety detailed in the HSE publication HS(G)55 – Health and Safety in Kitchens and Food Preparation Areas. A copy of this is kept in the kitchen and the Kitchen Supervisor is responsible for ensuring the relevant standards are communicated and maintained.

The academy is registered with the District Council Environmental Health Department and regularly visited by Food Hygiene Inspectors. All recommendations and advice given by these inspectors will be implemented in order to ensure adequate food hygiene standards. All food handlers will be trained and where appropriate, certificated



in basic food hygiene procedures. They will also be asked to complete a medical questionnaire together with any relevant follow up procedures.

5. Manual handling operations

Line Managers will need to ensure that the systems of work which involve lifting and handling are periodically reviewed so as to prevent injury to employees because of:

- The weight, shape, size or lack of rigidity of the article.
- The frequency of handling the weight
- The conditions under which the weight is handled.

And where it is practicable to do so, either eliminate the activity or examine carefully whether any mechanical means can be employed to assist staff and safeguard them from injury or provide training in recommended manual lifting and handling practices.

Line Managers must identify significant manual handling operations and record sufficient information to justify the conclusions reached.

6. Display Screen Equipment

The academy will plan the work of users (a person who habitually uses display screen equipment as a significant part of normal work) so that there are regular spells of non-display screen work or formal breaks to reduce the risk of workstation fatigue.

It is the policy of the academy to have the highest designs for workstations covering equipment, furniture, lighting, noise, temperature and humidity. Workstations will be assessed by the Line Manager on a regular basis in consultation with the users. All users will be trained in Health and Safety considerations by Line Managers. The academy will arrange and pay for eye tests where requested and assist in the purchase of glasses if specifically needed for work.

Pupils are not defined as users, however, staff are alerted to the fact that although computers will not cause photosensitivity they might induce it in susceptible children. Staff should ensure children do not sit too close to the monitor nor spend long periods of time operating computers.

7. Injury Reporting Procedures

The academy will telephone immediately and report, on the appropriate form, to the enforcing authority within seven days:

- A fatal injury on the premises

Major injuries

- Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot



- Amputation of a hand or foot; or a finger, thumb or toe where the bone or a joint is completely severed
- Loss of sight in an eye or a penetrating injury, or a chemical or hot metal burn to an eye
- Injury requiring medical treatment or loss of consciousness due to electric shock which requires admission to hospital for more than 24 hours
- Loss of consciousness due to lack of oxygen
- Decompressions sickness
- Acute illness or loss of consciousness caused by absorption of any substance
- Acute illness believed to be the result of exposure to a pathogen or infected material
- Any other injury that results in the injured person being taken to hospital for further treatment

Dangerous occurrences

- The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform, or an excavator, or a pile-driving frame with an operating height of over seven metres
- The collapse or failure of a load bearing part of a passenger-carrying amusement device or any safety arrangement connected with it
- The explosion, collapse or bursting of any closed vessel
- Electrical short-circuits or overload causing fire or explosion
- Any explosion or fire resulting in the suspension of normal work for more than 24 hours
- The sudden, uncontrolled release of one tonne or more of highly flammable liquid
- The collapse or partial collapse of any scaffold over five metres high
- Any unintended collapse of any building or structure under construction, alterations or demolition involving a fall of more than five tonnes of material or of a wall or floor in a place of work
- An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment
- Any unintentional ignition or explosion of explosives
- Failure of any freight container or a load bearing part thereof
- Bursting, explosion or collapse of a pipeline
- Any incident in which a dangerous substance being conveyed by road is involved in a fire or where there is an uncontrolled release or escape of the dangerous substance
- Any incident where breathing apparatus malfunctions in such a way as to deprive the wearer of oxygen
- Any incident in which plant or equipment comes into contact with overhead power lines exceeding 200 volts
- Any case of accidental collision between a locomotive and train or any other vehicle at a factory or dock which might have led to death or reportable injury.

Prescribed diseases

- Certain poisonings
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- The following infections: Leptospirosis, Hepatitis, Tuberculosis, Anthrax, any illness caused by a pathogen
- Other conditions such as: occupational cancers, cataracts, decompression sickness and vibration white finger



8. First Aid Arrangements

All employees have copies of the information presented in this section. A detailed Medical and First Aid Policy has been compiled for clarification of arrangements for medical support for students with long term or complex medical conditions.

Details of accidents and emergencies should be communicated to the office who will initiate appropriate action.

Accidents and emergencies

First aid boxes

There is one type of first-aid box in the academy:

Statutory Requirements

These will contain plasters, scissors, safety pins, sterile dressings for wounds, eye pads, triangular bandages, disposable gloves, waste bags and a First Aid guidance leaflet.

The academy will only provide statutory first aid boxes and the items listed above.

Under no account should the following items be used in the academy:

- Antiseptic creams
- Antiseptic solutions e.g. Savlon
- Sprays for insect bites etc
- Eye baths
- Cotton wool
- Forceps

Please Note:

- For cleaning cuts, grazes etc, only soap and water should be used.
- For removing items from eyes only tap water should be used.
- For any more queries on the correct way to treat minor injuries please CONSULT a first-aider.

First Aid Boxes are located in the infant and junior first aid rooms

Minor injuries

- Incidents such as cuts and grazes should be dealt with by the teacher in charge of the class by using the appropriate item(s) from the first aid boxes
- The first -aiders in the academy are not responsible for dealing with children who feel ill with colds, flu, sickness etc. It is the responsibility of the class teacher or Principal to deal with these complaints

Serious injuries

- In the event of a serious injury occurring where a first-aider has to be notified, contact the office who will inform the first-aider
- The Teacher in charge of the class will be responsible for providing the office with the relevant information for an accident form
- The office will ensure the form is filled in, any necessary follow up action is taken and a copy filed in the academy



If the first-aider is not available in the first instance, the office should contact an appointed person in the first instance and continue to strive to contact the first-aider.

Procedures for dealing with blood or any type of body fluid:

- To safeguard our staff and pupils all staff need to know the procedures for dealing with blood or any type of body fluid
- When dealing with an injury which involves blood etc staff must wear protective gloves. Gloves are found in all First Aid boxes in the academy
- All contaminated items such as bandages, plasters etc must be put in to a waste bag found in each First Aid box. The bag must be sealed by tying a knot in the open end and placed in the special bin for contaminated/clinical waste
- After dealing with an incident staff must wash their hands with soap and water
- The clinical waste bins are located in the medical room, bins are emptied by a waste disposal firm on a regular basis
- Any spillage of blood or body fluids e.g. Vomit on floors etc must be dealt with by a caretaker. If any spillage occurs, please clear the area of pupils and contact the office who will page the caretaker. If staff need to touch any fluid etc they must wear protective gloves and dispose of contaminated items as detailed above

Duties of a first-aider

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall:

- Take charge of the situation
- Render first aid as necessary
- Advise of the need for help from a medical practitioner or nurse or of the need for the emergency ambulance to be called, or any other action which needs to be taken
- Ensure that a record is made in the first aid record book of the incident and any subsequent treatment
- Have charge of the first aid equipment and facilities, keep stock and replace items as necessary
- Maintain notices of first aid arrangements in the establishment

Duties of an appointed person

- Parts 1, 3, 4, 5 and 6 above if the first-aider is not on site or until the first-aider arrives in the case of an emergency. The appointed person should act as a steward in the event of an emergency
- Render first aid for minor injuries or inform first-aider if the injuries are of a serious nature or in any doubt concerning the injury

A list of current First aiders are displayed in the Staffroom and School Office

In case of accident/emergency – contact the office. Office staff will:

- Contact a first-aider, and acting on advice from first-aider,
- contact emergency services* (when necessary)
- Contact parent
- Contact class teacher
- Contact academy leadership
- Provide accident forms. An accident form needs to be completed by the member of staff witnessing or reporting the accident. The form may need to be completed in conjunction with the first-aider. Blank accident forms are kept in the academy office Or preferably report on the T.A.M system



- Ensure that the relevant member of staff has information about the accident. Where appropriate a member of staff to follow up the incident with a telephone call to the parents and enter relevant details on the accident form. If an accident could potentially be more serious than is at first evident, staff should err on the side of caution and notify parents of any possible concerns
- File the completed form after ensuring all appropriate action has been taken, if it is a notifiable injury record the reference number of the accident form.

Notes

- When calling an ambulance, operator will ask several questions relating to the patient's condition; for example, is he/she breathing/bleeding/conscious; age of student etc. Try to have answers to these questions to hand – if not, don't delay
- Ensure that emergency service operator is clear of where to access the site from

9 PUPILS WITH MEDICAL PROBLEMS

Staff are made aware of pupils with special medical problems through a printed list in their handbook which is updated annually.

10 LEGIONELLA HAZARDS

The academy will ensure that the hot and cold water services are maintained at the highest standards. A survey by an authorised agent will form the basis for an annual service contract to monitor and maintain hot and cold water services to meet the approved code of practice of the Health and Safety Executive.

11 CONTROLLING CONTRACTORS ACTIVITIES

Senior staff will monitor, where possible, contractors' activities to ensure that safety requirements are observed. Contractors should take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of the policy entitling the academy to take such measures as it deems appropriate, including asking the contractor to leave the premises.

12 EMERGENCY PROCEDURES

FIRE PROCEDURES
SERIOUS GAS LEAK
SERIOUS INJURY

(as for ACADEMY FIRE DRILL)

(as for FIRE DRILL. Evacuate to furthest assembly point)

SUMMON HELP IF POSSIBLE

IF IN ANY DOUBT ASK OFFICE TO CALL AN AMBULANCE

OFFICE SHOULD LOG TIME

SUMMON FIRST AIDER(S) FOR ASSISTANCE

KEEP THE PATIENT WARM, COMFORTED AND IF NECESSARY NOT MOVED.



13 PROFESSIONAL HEALTH AND SAFETY INSPECTIONS

FIRE ALARMS AND EQUIPMENT
EMERGENCY LIGHTING
STAGE LIGHTING
FIXED WIRING (FIVE YEARS)
ELECTRICAL APPLIANCES
GAS APPLIANCES
GYMNASIUM EQUIPMENT
BOILERS
KITCHEN HYGIENE
WATER
DUST EXTRACTION FACILITIES
COMPRESSORS
AIR CONDITIONING UNITS
STRUCTURAL CONDITION OF THE BRIDGE
FIRE EXTINGUISHERS
LIFT
ASBESTOS CONDITION
LIGHTENING CONDUCTORS
SEWERAGE PUMPS



14 ACADEMY PERFORMANCES

THE ACADEMY WILL ENSURE THAT

- All relevant staff should receive instructions on their role in the event of an emergency. These instructions should be issued by the Manager of the event.
- The Site Manager should check all exits are clear from obstructions and all signs are illuminated.
- Gangways should be a minimum width of 1.1m.
- Performances should meet the requirements of the licence granted for that purpose.
- The licence will be displayed in a public place.

15 WORKING AT HEIGHTS

The academy has a supply of small stepladders for the use of staff and pupils where necessary. Staff have been informed through the Handbook that the use of chairs etc is forbidden. Types of portable ladders for use by caretaking staff must bear the British Standard Kite Mark of Approval. Such equipment should be inspected at regular intervals and kept in a dry, secure store or padlocked to prevent unauthorised use. Kick stools are provided for use in all storerooms areas.

16 SMOKING AT WORK

The academy site is a non-smoking area.

17 PHYSICAL EDUCATION HAZARDS

The academy aims to maintain good order and discipline amongst the pupils whilst safeguarding their health and safety when engaged in Physical Education/sports activities. Teachers and pupils need to be aware of safety requirements and to ensure they are observed at all times.

The teacher always retains the duty of care responsibility for the pupils' safety.

1. All reasonable steps should be taken to ensure the safety of the premises and equipment (includes an annual maintenance contract for gymnasium and sports hall).
2. Pupils are taught about the need for safety and instructed in safe use of equipment.
3. Pupils are strongly advised to wear appropriate clothing and footwear.
4. Activities, and the manner in which they are conducted, are in keeping with recognised guidelines for those activities.



The teacher should:

- a) Know the needs and strengths of pupils.
- b) Ensure appropriate safety precautions for the activity.
- c) Organise group numbers as appropriate for the activity.
- d) Be aware of any special requirements of the pupils (e.g. Medical/health)
- e) Develop pupil skills in a planned, progressive manner in keeping with pupil's activities.
- f) Ensure adequate warm up takes place prior to activity.
- g) Ensure jewellery etc is removed prior to activity.
- h) Ensure that regulations by specific "sporting" governing bodies are not contravened.

The pupil should:

- a) Know what is expected of him/her in all situations.
- b) Follow safe practice always.
- c) Inform the teacher if aware of any situation which might put his own, or other pupils, safety at risk.
- d) Inform the teacher of any condition which might restrict their ability to perform an activity appropriately.
- e) Follow teacher safety instruction immediately and precisely.
(Reference BAALPE 1990)

18 ACADEMY OUTINGS

The academy positively encourages all pupils to engage in Education/Residential experiences. All proposed activities are considered against the most recently published criteria available. Activities are authorised, co-ordinated and monitored by a designated person. Risk assessments are carried out and submitted prior to any venture being authorised. All academy outings should be logged on EXEANT.

19 VEHICLES ON PREMISES

Speed limit signs are erected. Pathways have been provided to segregate pedestrians from vehicles.

Pupils are taught basic road safety and advice is given to pupils and parents regarding the most appropriate routes to academy. This will be reviewed as conditions change.



20 STAFF INDUCTION

New members of staff are introduced to and made aware of relevant contents of the Health and Safety document during the INDUCTION PROCESS. Supply staff, students etc. will be given a mini health and safety handbook.

21 CONTINGENCY PLAN

Copies of the academy Contingency Plan are kept off-site by Deputy Head, Health and Safety Officer and academy Caretakers. The plans detail the location of all the major services on the academy site.

22 MEDICATION

The arrangements for student medication are covered in detail in the Medical and First Aid Policy

23 HEAD INJURIES

All pupils receiving first aid for an injury involving a blow or knock to the head are issued with a letter informing parents of the situation and a phone call is made to parents.

24 BLOOD SPILLAGE

A detailed guide has been produced for caretakers, first aiders and staff dealing with accidents involving blood loss

25 WORK RELATED STRESS

The academy is aware that stress can be caused by excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The academy seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences. It endorses the guidance of the Education Service Advisory Committee

The academy aims to provide staff with:

- A good management culture which demonstrates clear leadership
- Support in their work and a recognition of their contributions



- A manageable workload in terms of volume, variety and complexity
- Good communication channels between management and themselves and also between team members
- Appropriate training for their present needs and for future developments
- Guidance and support through any developments in working practices
- Security in their work
- Confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the academy to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

26 REPORTING BACK TO GOVERNORS

The Principal will report back to Governors on a regular basis. This report will consist of: -

- Number and type of accidents etc.
- Fire drill problems and suggested improvements.
- Any relevant staff training.
- Site security issues.
- Safety issues reported by staff and follow up action.
- Other general Health and Safety issues.

27 INFECTIOUS DISEASES

If a child demonstrates symptoms associated with an infectious disease the following course of action will be taken:

1. Inform the Principal. The Principal will check the symptoms against the guidelines.
2. If the Principal agrees with the possibility of the child having an infectious disease, they will consider the following course of action:
 - Isolation from other pupils and informing parents of the need to seek medical attention as soon as possible.
 - Isolation from other pupils and contact with their parents requesting their collection from academy and advising they seek medical attention.
 - Principal will follow up any incident and ensure pupils return to academy in accordance with guidelines provided or as recommended by a doctor.
 - Follow-up action in some instances may require parents of children coming into close contact with the infected child, being advised to seek medical advice or attention themselves.



3. The academy should err on the side of caution in uncertain cases and be proactive in communications with parents.

28 Storage, Dispensation and Administration of Medicines

The arrangements for student medication are covered in detail in the Medical and First Aid Policy

29 SLIP AND TRIP HAZARDS

The academy should take appropriate steps to control slip and trip risks including:

- Environmental (floor, steps, slopes etc)
- Contamination (water, food, litter etc)
- Organisational (tasks, safety culture etc)
- Footwear (sensible shoe policy)
- Individual factors (training, supervision, behaviour)

Control of slip and trip hazards will be in line with the generic assessments