

Individual Value; Valuing Individuals

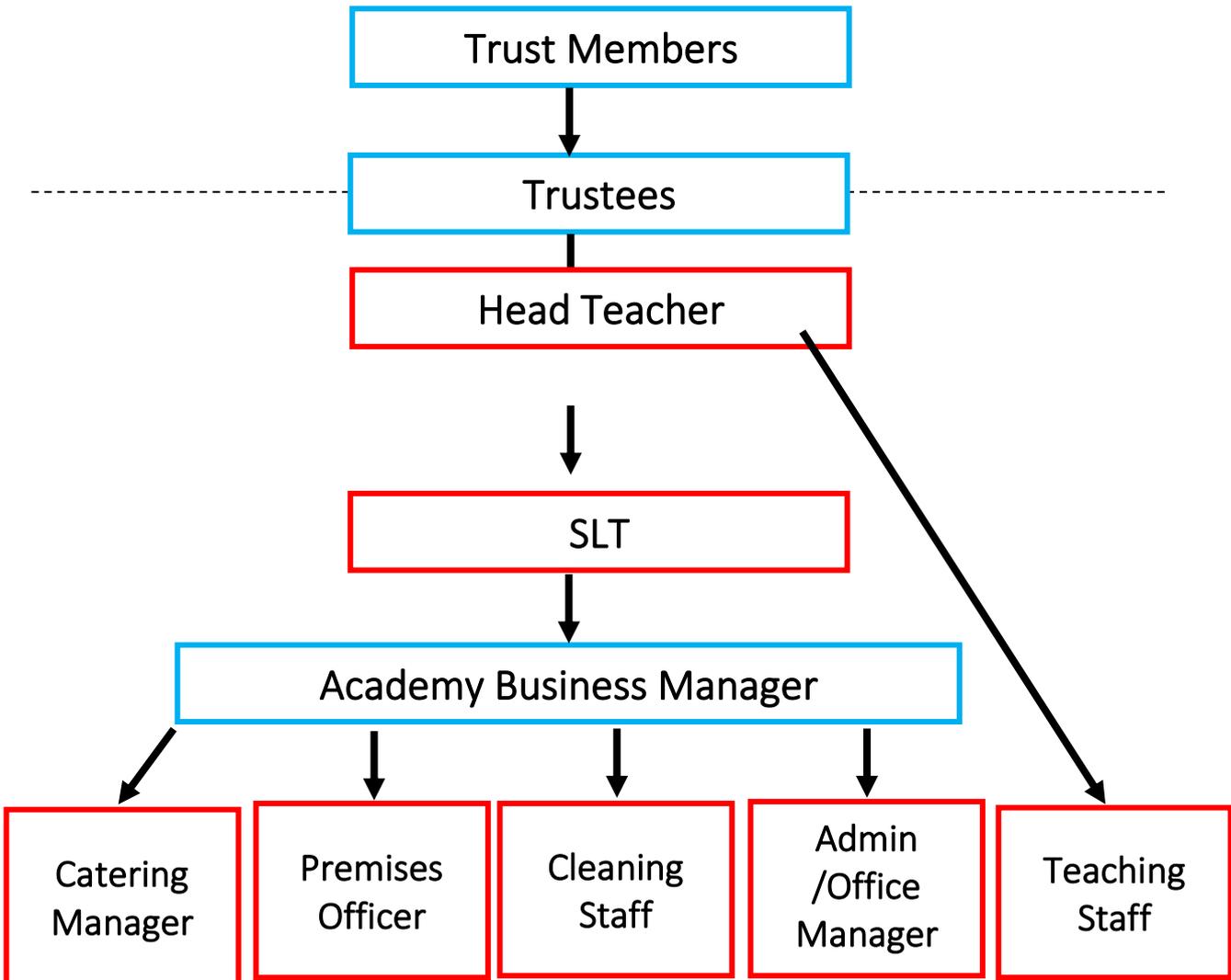
Asfordby Hill Primary School Health and Safety Policy

This Policy Links With:	
LAMP	COSHH
Risk Assessments	FRA Type 1 and 2 Outdoor education
Recommended:	
Statutory:	Y
Date Reviewed:	Spring 2025
Date of Next Review:	Spring 2028
Committee Responsible for Review:	FSAP
Governors agreed:	

Statement of Intent

- 1.1 As a responsible employer, the Academy Trust of Asfordby Hill Primary School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 The Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 AHS is committed to the prevention of accidents and ill health.
- 1.5 AHS will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice.
 - Ensure safe working conditions and safe equipment.
 - Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them.
 - Ensure suitable information, instruction, training and supervision.
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
 - Promote the principles of sensible risk management.
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of AHS's employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

AHS's Organisational Structure



AHS's Organisation – Roles and Responsibilities

Background & Context

The Academy Trust is a charitable company established **2013**. The Members are the original signatories to the Memorandum of Association and agreed the Trust's first Articles of Association.

Structure & Organisational Responsibilities

The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The board of Trustees is the corporate body accountable for the overall health and safety performance of the Academy Trust.

The Trust Board have delegated responsibility for the executive management and the performance of the Trust. The Board of Trustees will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the Academy Trust.

The Scheme of Delegation are as derived from the organisation's Articles of Association.

The Headteacher leads the Senior Leadership Team (SLT) and will delegate executive management functions to the members of the SLT. The Governors retain accountability to the Trust board for the performance of the SLT.

The Head Teacher and SLT recognises that governance within AHS will be overseen by a The Governing Body.

The Governing Body comprises of representation from senior members of the Academy staff and additional elected Governors, appointed independently by parents.

AHS is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy.

AHS is an academy whereby the Academy trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed. The AcademyTrust is responsible for:

- Determining the academy's health and safety policy and its implementation.

- Allocating sufficient funds for health and safety.
- Establishing clear lines of accountability for health and safety.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Identifying and evaluating risks relating to possible accidents and incidents connected with AHS
- Providing access to competent health and safety advice.
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within AHS
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved.
- Setting health and safety aims and objectives for the school.
- Developing and maintaining a clearly defined health and safety audit program.
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Performing a health and safety inspection within the academy termly.
- The Governing Body is also responsible for planning and setting standards which include:
 - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
 - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
 - iii) Developing a positive health and safety culture.

Head Teacher

Without limiting the responsibility of the Academy Trust, the Head Teacher will oversee the day-to-day management of safety and implementation of this policy within AHS. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- Ensure compliance with AHS's health and safety policy.

- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Be familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of AHS and maintain an up to date system of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Academy's Trust Board.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Board.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the AHS's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure the AHS has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.

Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.

Notify the Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.

Ensure that all certification and statutory inspections are kept up to date.

To investigate accidents, dangerous occurrences and near misses, and complete accident reports.

Facilitate health and safety audits.

Ensure the Academy has a Management of Medications Policy.

Ensure the Academy has a Management of Outdoor Learning and Off-site Activities Policy.

Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.

Ensuring there is a system in place for contractor procurement that identifies contractor competency.

Ensure the provision of resources for staff health and safety training.

Establish a health and safety training plan and matrix to identify staff training needs.

Senior Leadership Team

The senior leadership team will:

- Make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.

Premises Officer

The Premises Officer is responsible for day to day management of property maintenance and compliance checks. They will be responsible for:

- Having a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Head Teacher.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought.
- Advising the Head Teacher on requirements for health and safety equipment and on

additions or necessary improvement to premises, plant, tools, equipment or machinery.

- Carrying out compliance checks in accordance with Appendix 1 and job description.
- Liaising and co-operating with The Head Teacher on property related matters
- Retaining and maintaining compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completed.
- Conducting contractor inductions and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher.
- Undertaking any training identified by the /Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
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All Staff

All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support the AHS in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

All pupils are expected to behave in a manner that reflects the school's and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at AHS
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of AHS's staff any health and safety concerns that they may have.

2.0 Organisational Arrangements for Health and Safety

The following arrangements will be adopted to ensure that the Academy Trust and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

Setting health and safety objectives

The Academy Trust and the Head Teacher will specifically review health and safety issues at the termly meeting of the Academy Trust. Where necessary, health and safety improvements will be identified and included within the AHS's action plan.

Provision of effective health and safety training

The Academy Trust and the Head Teacher will consider health and safety training on an annual basis in line with the school's health and safety training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The FSAP committee will meet at least once per term. This committee will report to the Academy Trust Board, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Site health and safety committee.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Academy Trust along with the Head Teacher and Business Manager will review the school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

AHS will ensure that access to competent technical advice on health and safety matters is procured to assist in complying with statutory duties and meeting health and safety objectives; this will be achieved by;

- Accessing the services of a competent Health and Safety Advisors perhaps through Leicestershire County Council Health, Safety and Wellbeing Service.

Organisation - Other Arrangements

Accident and assaults

- 2.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 2.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 2.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 2.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause, retention is last action + 50 years).

Audit

- 2.5 AHS's health and safety management will be audited presently by the local authority every three years. The school reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety.

Contractor management

AHS will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. They will ensure that:

- The roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
- Competent contractors are used.
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site.
- Key contacts are identified.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored, and any concerns are immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register.
- All contractors to complete a contractor site induction sheet before work can proceed.

Control of Substances Hazardous to Health

AHS comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. They will ensure:

- An inventory of all hazardous substances is kept on site and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any requirement for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the school's procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet.
- COSHH risk assessments are monitored quarterly and reviewed annually.

Dealing with health and safety emergencies - procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause and relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Defect reporting

AHS has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

2.6 AHS acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. They will ensure that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE are prioritised for individual assessment.
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be accessed through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 12 monthly licence and insurance checks are undertaken and documented.

Electrical systems and equipment

AHS maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in accordance with the contractor's recommendations.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

Fire safety

AHS is committed to providing a safe environment for both staff and pupils. It manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- An annual type 1 (occupiers assessment) and a 5 yearly type 2 (structural) fire risk assessment is in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained

First-aid and supporting pupils' medical conditions

Adequate first aid arrangements are assessed, maintained and monitored at AHS and for all activities that the school leads.

It will ensure that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave, off site visits and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- A sufficient number of suitably stocked first aid boxes are available and checked 6 monthly to ensure they are adequately stocked, items contained within are in good order and are within use by dates.
- A suitable area is available for the provision of first aid.
- Staff are regularly informed of first aid arrangements, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed including those required under RIDDOR regulations.
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency.
- Children with medical conditions will be cared for in line with the medical conditions policy.
- Medication shall be kept securely in line with the medical conditions policy.

Glass & Glazing

- 2.7 AHS will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing
- 2.8 The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

Grounds - Safety/Security

Safety

- 2.9 AHS will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. It will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

Security

Asfordby Hill Primary School has an Intruder alarm which is monitored and maintained by Proudcastle. An internal door prevents unauthorised access. Visitors are required to sign in. All external doors are accessible via a fob/code entry system.

Housekeeping – storage, cleaning & waste disposal

AHS will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

AHS will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The school will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Lone working

AHS will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Management of asbestos

AHS complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. It has a whole site asbestos 'management survey' from which a local asbestos management plan (LAMP) has been developed. The LAMP along with the asbestos register will be kept up to date.

An action plan will be developed from the asbestos register and will be used to record actions carried out in response to recommendations set out in the 'management survey'. This record will be kept up to date.

For asbestos left in situ a minimum three-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's LAMP.

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Any changes to building where asbestos is located or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's LAMP.

The asbestos register will be communicated to all contractors who may disturb the fabric of the building or the building systems during their work.

Moving and handling

AHS complies with the HSE's approved code of practice *'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within the school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

2.10 AHS will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

2.11 AHS acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

2.12 AHS will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HSG 218)*. The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform the Head Teacher of any ill health issues
- the Head Teacher will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels

- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

Off-site visits including school-led adventure activities

2.13 AHS has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders
- AHS requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515
- Governors will be provided details of all off-site visits
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit

Risk assessment

Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health

Within AHS various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via staff shared.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance

Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable

Smoking

AHS complies with UK law on smoking in both indoor and external spaces. It has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes.

Statutory Inspections

AHS ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Head Teacher/ Premises Officer and monitored by the health and safety committee

Preventing workplace harassment and violence

AHS is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

AHS will:

- ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

Water hygiene management

2.14 AHS will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

2.15 AHS will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions

- employ a competent external contractor to provide a suitable survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.
 - changes to the water system or its use;
 - changes to the use of the building in which the water system is installed;
 - the availability of new information about risks or control measures;
 - the results of checks indicating that control measures are no longer effective;
 - changes to key personnel;
 - a case of legionnaires' disease/legionellosis associated with the system.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

AHS will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. They use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. They ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

AHS recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and

pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- the FSAP committee will all receive and consider reports on health and safety performance.

Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

Third Party Monitoring/ Inspection

- AHS will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school's action plan with appropriate target dates for completion

Business Continuity

AHS will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team / Headteacher / Governors). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.
- A copy of the school's business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet at The Parish Hall to co-ordinate and implement the business continuity plan.
- AHS's business continuity plan will be reviewed when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Head Teacher

Retaining and Maintaining Documentation

AHS will store all health and safety related documentation in the 'kitchen cupboard'.

Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

Infection Prevention and Control (Inc. COVID-19)

AHS will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

Occupational Health

AHS has ensured provision of occupational health services through People Asset

Management

The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

5.0 Appendix 1 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	FSAP	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Office	
Allocating Budget for Health and Safety	Annually	HT	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Office	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Office/PO	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	HT/PO	
Internal Checking of the Fire Alarm Panel	Daily	PO	
Internal Fire Evacuation Drill Organisation	Termly	PO	
Internal Manual Call Point Checks	Weekly on Rotation	PO	
Internal Emergency Lighting Checks	Monthly	PO	
Internal Extinguisher Checks	Monthly	PO	
Internal Sprinkler System Checks	Weekly	PO	
Internal Fire Door Checks	Monthly	PO	
Organising Service of The Fire Alarm System	Six Monthly	Office/PO	
Organising Service of Fire Extinguishers	Annually	Office/PO	
Organising Service and Maintenance of Emergency Lighting	Annually	Office/PO	
Reviewing the Emergency Evacuation Plan	Annually	HT/PO	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	SENDCo	
Creating and Reviewing the Winter Gritting Plan	Annually	PO	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	PO	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	HT	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	HT	
Organising Asbestos Management Surveys	5 Yearly	Office/PO	
Monitoring the Condition of Asbestos on the Premises	Termly	Office/PO	
Organising Water Hygiene Surveys	When Necessary	Office/PO	
Flushing of Little Used Outlets	Weekly	PO	
Water Temperature Monitoring	Monthly	PO	

Signing Off Water Temperature Monitoring	Monthly	HT	
Organising Water Heater Service and Maintenance	Annually	PO	
Organising Water Tank Inspections	Annually	Office/PO	
Organising Electrical Installations Condition Reports	5 Yearly	Office/PO	
Organising PAT (Portable Appliance Testing)	Annually	Office/PO	
Organising Service of Stage Lighting	Annually	Office/PO	
Organising Servicing of Gas Boilers	Annually	Office/PO	
Organising Gas Risk Assessment	Annually	Office/PO	
Conducting Workplace Inspections	Termly	GOVs/HT	
Organising Building Condition Surveys	5 Yearly	Office/PO	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Office/PO	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Office/PO	
Inspecting PE Equipment	Before Use	Office/PO	
Organising External Inspections of PE Equipment	Annually	Office/PO	
Organising Glazing Surveys	10 Yearly	Office/PO	
Procuring and Commissioning Contractors	When Necessary	Office/PO	
Managing and Supervising Contractors	When Necessary	Office/PO	
Contractor Inductions	When Necessary	Office/PO	
Creating and Reviewing Classroom Risk Assessments	Annually	HT	
Creating and Reviewing Premises Related Risk Assessments	Annually	HT	
Creating and Reviewing PE Risk Assessments	Annually	HT	
Creating and Reviewing Design Technology Risk Assessments	Annually	HT	
Creating and Reviewing Science Risk Assessments	Annually	HT	
Creating and Reviewing Other Risk Assessments	Annually	HT	
Conducting Pregnancy Risk Assessments	When Necessary	HT	
Conducting Return to Work Risk Assessments	When Necessary	HT	
Selecting Staff Health and Safety Training	Review Termly	HT/Office	
Recording Staff Health and Safety Training in a Central Record	When Necessary	HT	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	HT	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	HT	
Logging Accidents onto the AssessNet system	When Necessary	Office	
Reporting RIDDOR	When Necessary	Office	
Reviewing Accident Statistics	Termly	HT	

Reviewing the Management of Medications Policy	Annually	HT	
Reviewing the First Aid Needs Assessment	Annually	HT	
Checking First Aid Kit Contents	Monthly	Office	
Checking the Condition of First Aid Facilities	Weekly	Office	
Reviewing Pupil Individual Care Plans	When Necessary	SENDCo	
Reviewing Individual Behaviour Plans	When Necessary	SENDCo	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	SENDCo	
Approving Off-Site Visits	When Necessary	HT	
Creating a Health & Safety Report for Governors	Termly	HT	
Work Experience Co-ordination	When Necessary	HT	
Organising Tree Surveys	3 Yearly	Office/PO	