



Health and Safety Policy

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HEALTH AND SAFETY POLICY

PART A. STATEMENT OF HEALTH AND SAFETY

The Board of Directors of John Bosco Catholic Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At SJBCA (St John Bosco Catholic Academy) health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy statement (part A) will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the document. A reference copy of the full document is to be kept in the Academy and must be readily available.

This policy has been subject to consultation with and is agreed by the recognised Trade Unions.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

PART B. ORGANISATION OF HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by The Academy Transformation Trust Board of Directors:

The SJBCA Board of Directors

- The Trust appreciates that it can only operate within the allocation of the Trust budget and that it will only be accountable for deciding how the budget within its control is to be spent. The Trust has established arrangements for ensuring the requirements of this policy and relevant legislation are properly implemented and that the policy remains effective and appropriate.
- The Board of Directors are the main "duty holders" and has responsibility for the organisation and arrangements for the purposes of asbestos management for the Trust, as set out in Regulation 4(1) of the Control of Asbestos Regulations.
- The Board of Directors and Academy Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on SJBCA or Academy premises or taking part in Academy activities elsewhere.
- Health & Safety will be a standing item on every Board agenda.
- The Trust will arrange for access for all SJBCA employees and where appropriate academy governors to competent health and safety advice through the appointment of a "competent person" through specialist consultants.
- As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Academies in the Trust.
- The Trust may establish Regional Health and Safety Committees in order to consult with employees and Trade Unions on health and safety matters.
- As a result of an audit, inspection, or concern/s raised with the Trust, SJBCA reserves the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.
- The Trust will establish arrangements for the provision of health, safety and welfare standards expected in SJBCA establishments.
- The Trust will provide a property management system for reporting Health and safety incidents and to house associated documents.

The Academy Governing Body

- The Governing Body of each Academy has a duty to monitor and report health and safety matters at a local level to the named consultancy. Where the spending decisions are controlled by the Governing Body they accept the duty for the way in which health and safety issues are addressed.
- The Governing Body is a "dutyholder" for the purposes of asbestos management in each Academy or School, as set out in Regulation 4(1) of the Control of Asbestos Regulations, in relation to their duty to scrutinise local asbestos management organisation and arrangements within the Academy or School and report back to SJBCA.
- The Governing Body of each Academy is to appoint a Governor with particular responsibility for health and safety. Health & Safety will be a standing item on every Governing Body agenda.
- The Governing Body of each Academy must ensure that they scrutinise the local arrangements for the effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan.
- The Academy is responsible for ensuring that all appropriate DBS checks are carried out on all personnel who could potentially come into unsupervised contact with children, young people and vulnerable persons. This includes school staff, parents, Governors, trustees and contractors. Each Academy is required to keep their own "central register" which contains all the details of the evidence of checks carried out.
- The Governing Body of each Academy must ensure that they scrutinise the local arrangements for the effective management of asbestos materials on the premises and ensure that the emergency measures detailed in the policy arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of ACM and feedback to SJBCA.
- The Academy must ensure that staff and pupils have easy access at all times to free, fresh drinking water on Academy premises.

The Governing Body of each Academy is required to promote well-being of children in terms of:

- Physical and mental health and emotional well-being;
- Protection from harm and neglect;
- Education, training and recreation;
- The contribution children make to society;
- Social and economic well-being.

The Governing body have a delegated duty to establish and review additional local policy, organisation and

arrangements of particular health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole SJBCA Health and Safety Policy and are subject to review by the Safety Consultants. These local policies, organisations and arrangements must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Violence at work.
- Lettings and hiring of services and equipment (if applicable).

The Governing Body of each Academy must establish measures for the local implementation of this health and safety policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping and safe disposal of waste.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

Academy Principals

- Overall responsibility for the day to day management of health and safety in each Academy rests with the Principal, or the person delegated in an acting role as Principal.
- As manager of the establishment and of all the activities carried out within it, the Principal will advise SJBCA of the areas of health and safety concern which may need to be addressed by the allocation of funds.
- The Principal is a “duty holder” for the purposes of asbestos management in each Academy or School, as set out in Regulation 4(1) of the Control of Asbestos Regulations, in relation to their duty to ensure the local asbestos management organisation and arrangements within the Academy or School. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on Academy premises and to ensure that the emergency measures, provided in the policy arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

Matters requiring particular consideration by the Principal will include: -

- Ensuring that there is an adequate system for the undertaking of suitable and sufficient risk assessment in compliance with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed. That risk assessments are undertaken throughout the establishment and control measures are implemented, and those assessments are monitored and reviewed appropriately ensuring that systems are used properly and follows the principles of “Plan, Do, Check, Act” as contained in HSG 65, for managing the effectiveness of health and safety arrangements, which form part of this policy;
- Ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the Academy and for any external activities;
- The delegated responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils and employees;
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses;
- Ensuring the periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment
- Ensuring the adequate provision of first aid materials and fire - fighting appliances;
- The communication of appropriate health and safety information and SJBCA announcements to Governors/SJBCA Academy staff, Trade Union Health & Safety Representatives, Representatives of Employee Safety, visitors and contractors.
- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements and that these have been reviewed by the Health and Safety Consultants/Advisors
- Arranging for termly evacuation drills and weekly fire alarm tests and any other related inspections and ensuring records are up to date and recorded.
- Advising SJBCA of any defect in the state of repair of the building, or its surrounds, or services, which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arranging for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe;
- Co-ordinating a termly health and safety audit/inspection and periodic health and safety checks, ensuring all areas of the establishment and all activities are covered in an appropriate schedule and records are maintained.

- Ensuring effective liaison with, and monitoring of, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring that all SJBCA employees are provided with appropriate and adequate health and safety training consistent with their roles.
- Ensuring that appropriate matters of Health and Safety are included within the Induction Programme for all new staff and pupils.
- Consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety.

The Principal/Head Teacher may choose to delegate to other members of staff any, or all, of the duties associated with the matters in paragraphs (iv) above. It is clearly understood by everyone concerned that the delegation of duties will not relieve the Principal/Head Teacher from the overall day to day responsibilities for health and safety matters within the establishment.

If the Principal/Head Teacher chooses to delegate any health and safety duties to another member of staff he/she must ensure that the person appointed to carry out those duties is competent to carry them out. For the purposes of health and safety “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone’s competence. The Principal/Head Teacher must give due regard to this prior to the delegation of duties.

The Principal/Head Teacher may wish to designate a person as the Academy Health and Safety Officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing.

The Principal/Head Teacher must appoint a competent person to coordinate first aid matters in the Academy.

If a source of ionising radiation is held on Academy premises, the Principal /Head Teacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties in the Academy.

The Principal/Head Teacher may choose to appoint a competent person to oversee all arrangements for educational visits and Academy journeys.

If work experience is undertaken by pupils at the Academy, the Principal/Headteacher may choose to appoint a competent person to oversee all Work Experience arrangements.

If any part of the Academy premises was constructed before 2000 the Principal/Headteacher must ensure that an asbestos survey has been completed. If asbestos containing material (ACM) is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan drawn up. The Principal/Head Teacher may wish to delegate the role of Asbestos Manager and appoint a competent person to manage asbestos on the premises. Regardless of whom the Asbestos Manager is that person must be named in the Asbestos Management Plan and their particular asbestos management duties recorded.

The Principal/Head Teacher will provide a termly health and safety report for the Governing Body including, but not limited to; any accidents, near-miss incidents, identified gaps in health and safety legal compliance, Health and Safety Executive/ Fire Authority intervention.

SJBCA Health & Safety Advisors

The SJBCA will delegate responsibility for the management and implementation of Health and Safety within SJBCA academies to the Principal/Headteacher and external Safety Advisors.

- SJBCA holds ultimate responsibility and liability in relation to Health and safety across the following areas:
 - Health and Safety Management
 - Risk Assessment
 - Legionella
 - Asbestos Management Duty of Care
 - Fire Safety
 - First Aid
 - CDM regulations
- SJBCA will appoint Health and Safety Advisors who will carry out the duties and responsibilities as the Appointed Competent Person, responsible for providing advice and assistance to the Trust but not limited to the following areas:
 - Electrical Issues
 - Management and removal of Asbestos
 - DDA
 - Health and Safety Legal advice for complex cases

The competent person roles within an academy will be voluntary unless the role is performed by the principal/Head Teacher or is included in the person's job description/role on appointment.

SJBCA will ensure that those performing competent person roles within academies receive appropriate training specific to the role or already hold accreditation and can evidence the required accreditation in relation to consultants.

- SJBCA will provide health and safety advice and support to all Academy Governors and SJBCA employees.
- SJBCA via Health & Safety Advisors will review Health and Safety arrangements within the academies, ensuring appropriate procedures and controls are in place for the management of risk.
- SJBCA will ensure funding is made available to address Health and Safety Issues through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.
- SJBCA Health & Safety Advisors will ensure all academies are compliant with statutory law and records maintained.
- The Health & Safety Advisors will enforce the terms of this policy and periodically review Health and Safety management within SJBCA academies.
- The Health & Safety Advisors will investigate and liaise with HSE during incidents issues or enquiries.

Fire Safety Officer (Appointed Person)

- The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety in the Academy are maintained.
- The main duties of the responsible person include, but are not limited to:
- Managing the Academy to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, on the Academy.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering Academy premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all SJBCA staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept;
- Ensuring any close down procedures are followed.
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

First Aid Co-Ordinator

- Responsibility for the management of situations in the Academy relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator.
- The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the Academy and in addition ensure that:
- First aid facilities are maintained in a proper effective condition
- First aid boxes are checked, and the contents maintained in a suitable condition.

Radiation Protection Supervisor (where applicable)

- The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:
- Adhering to the local rules established by the radiation employer;
- Supervising sources of ionising radiation on the site, including effective security and protection;
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure;
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensure effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

Asbestos Manager (Site Staff where applicable)

- The Asbestos Manager is responsible to the Principal/Head Teacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.
- The main duties of the Asbestos Manager include:
- The day to day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
- A duty to inspect, or to arrange for the regular inspection of, asbestos containing materials, as required by the asbestos management plan.
- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment is provided where required.
- A duty to maintain records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan.
- A duty to maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered ACM.
- A duty to arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.

Education Visits Co-Ordinator

- The Educational Visits Coordinator is responsible to the Principal/Head Teacher for ensuring that the Academy procedures for educational visits are implemented;
- Has a responsibility to ensure that all school visits comply with Trust and Academy regulations in every respect;
- Must ensure that off-site activities are properly planned and supervised, and that the pupils' safety is paramount;
- Is responsible for checking competency of all supervising staff and volunteers;
- Must ensure that the careful planning and preparation of the trip includes a suitable and sufficient assessment of the risks and benefits of all activities;
Must provide full details of all overseas or high risk adventurous educational visits to SJBCA or their representatives for prior approval at least one month before the visit is due to commence.

Work Experience Co-Ordinator (where applicable)

The Work Experience Co-Ordinator is responsible to the Principal/Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

The duties of the Work Experience Co-Ordinator include, but are not limited to:

- Liaising closely with the Principal to decide the appropriate process for organising work experience placements, including the use of external bodies;
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements;
- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments;
- Employers providing placements have full relevant information regarding Pupils undertaking a placement with them, including details of additional educational or special needs; Where possible Pupils are visited during their placement.

Trade Union Health and Safety Representatives and Representatives of Employee Safety

Health and safety regulations provide for the appointment of Trade Union appointed Safety Representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.

Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. "The same right is extended by SJBCA to Representatives of Employee Safety.

Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Principles must ensure that when formulating the Academy or School staff timetable they take regard of the current "Trade Union Health and Safety Representatives and Representatives of Employee Safety Agreement" with SJBCA. This agreement will be reviewed annually by SJBCA with recognised trades unions.

Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following functions:

- To represent the employees in consultations with the employer;
- To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of

accidents at the workplace;

- To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and to inform SJBCA;
- To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents;
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- To carry out health and safety inspections;
- To represent the employees, he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- To receive information from inspectors;
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.
- To be a part of any regional SJBCA Health and Safety Committees
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

All employees with management or staff supervisory responsibilities

All managers and supervisors are responsible to the Principal/Headteacher, or their immediate line manager, for ensuring the application of this policy to all activities undertaken by their department or area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by all colleagues they supervise in their respective workplaces. In particular, staff holding such positions of responsibility will:

- Ensure that suitable and sufficient risk assessments are undertaken within their areas of responsibility, that control measures are implemented, and those assessments are monitored and reviewed.
- Ensure that appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned;
- Ensure that all accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system in the Academy.
- Ensure that all reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to SJBCA consultants for review;
- Ensure that all staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency;
- Remove from use and report to Principal/Head Teacher any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- Ensure that levels of class and staff supervision are adequate at all times;
- Carry out (in conjunction with other members of staff) daily housekeeping health and safety checks within their areas of responsibility and report or rectify any issues as appropriate;
- Maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, SJBCA, DfE, CLEAPSS, DATA, afPE etc., and ensure that all colleagues they supervise are aware of and make use of such guidance;
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable;
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work;
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to a department;
- Ensure that levels of first aid provision are in place for the activities being undertaken;
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary;
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities which may involve some risk;
- Consult the SJBCA Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

All employees with teaching or pupil supervisory responsibilities

Teachers and pupil supervisors are responsible for the health and safety of all pupils under their control. Teachers and pupil supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered;

- Be aware of the Trust's health and safety policy and any local policies, rules and arrangements which may apply specifically to a department concerned;
- Ensure that safety instruction is given to all pupils prior to commencing activities which may involve some risk;
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- Ensure that pupils follow Academy safety rules and that protective equipment is worn where appropriate;
- Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- Ensure safety devices e.g. machinery guards are in good condition and are used;
- Report any defective equipment to their manager/supervisor;
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved);
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking Academy parties off site on educational visits and that this information is shared with SJBCA Safety Consultancy.

All Employees (including Temporary Employees)

All employees have general health and safety responsibilities both under criminal and civil.

law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.

Employees must also co-operate with SJBCA and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required to:

- Participate in the risk assessment process and comply with findings;
- Report all defects in the condition of the premises or equipment to which they become aware
- Report all accidents, incidents and near misses according to the procedures included in Part C of this document;
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- Know the location and condition of any asbestos containing materials identified in the asbestos register and know what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.
- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety;
- Make use of all necessary personal protective equipment provided for safety or health reasons;
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.;
- Follow all relevant safe practice and local rules;
- Report any unsafe practices to their manager or Principal/Head Teacher, or if necessary the Governor responsible for health and safety.

Where in the presence of pupils, as a 'reasonable person', ensure pupils follow safe practices and observe all Academy safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety.
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- Are encouraged to inform any member of staff of any situation which may affect their safety.

All Pupils

- Are expected to follow their respective Academy Behavior Policy in, order to maintain a safe environment for all.
- Instances of unsafe conduct or behavior should be managed effectively by Academies in accordance with their Behavior Policy.

PART C. ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

Each establishment has the duty to develop suitable and sufficient local policy, arrangements and procedures to comply with, and complement these arrangements. In all circumstances, where there is any doubt, these arrangements will take precedence.

Advice and guidance to support all the health, safety and welfare arrangements will be provided by SJBCA Health & Safety Consultancy in electronic/paper format. This resource will also provide links to where further information on specific topics can be obtained.

The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in SJBCA establishments and on SJBCA premises:

Accidents and Incidents

In order to avoid misunderstanding, the Trust deem an accident and incident to be defined thus: -

Accident: -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:

- Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
- Where possible, providing first aid, by a first-aider, to any person who is injured.
- Obtaining further medical aid where appropriate.
- All accidents must be recorded on the Academy accident form as soon as possible.
- All incidents must be reported to the Principal/Head Teacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.
- In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded.
- The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- Investigations should be carried out jointly by an Academy manager, nominated by the Principal/Head Teacher and a Health and Safety Representative if there is such a person in the Academy or any member of an investigation team can request additional health and safety support from SJBCA.
- Investigations should be conducted using the guidance and methodology contained in the HSE publication HSG245 "Investigating accidents and incidents".
- Academies must ensure that the documents relating to any accident or incident investigation are retained for a period of five years and recorded on SJBCA property in accordance with confidential waste arrangements.

Animals

Where livestock and other farm animals or birds are kept on Academy premises, arrangements should be put in place by Academies to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place by the Academy to control the risk of transfer of infection from E. coli O157.

Arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept.

These arrangements must include, but are not limited to:

- The regular provision of clean water and suitable food.
- Suitable accommodation in a low stress environment
- Adequate room to move and provision to address individual animal/bird welfare needs.
- Competent management of all animals or birds.
- Provision for weekends and holidays.
- Provision for veterinary and other expert assistance.

Academies must not keep animals or birds where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

Asbestos Management

In compliance with Regulation 4 of the Control of Asbestos Regulations, where premises were built before the year 2000 Principals/Head Teachers must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register). Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).
- Prepare a plan to manage that risk (the Asbestos Management Plan) and put it into effect to ensure that:
- Any material known or presumed to contain asbestos is kept in a good state of repair.
- Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
- Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s Principals/Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):

- If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:
- STOP all work immediately
- Turn off any fans/computers/extractors.
- Shut all windows.
- Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.
- Shut all doors.
- Prevent anyone entering or re-entering the area.
- Keep the room occupants together in another vacant room nearby.
- Report the problem as soon as possible to the Academy/SJBCA
- Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
- Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with SJBCA if required.
- Unless the incident is very minor the matter is to be reported to the HSE.

Audits and Inspections

- Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, a termly site inspection. This should be carried out by appropriate staff, Governors and representatives within the Academy, or by a suitably competent external provider.
- Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety, can initiate an inspection in an Academy, as part of their functions.
- Academies should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the Academy, on a risk prioritised basis, so far as is reasonably practicable.
- SJBCA health and safety inspections and audits will be carried out a specialist consultant contracted by SJBCA for that purpose.
- Results of all health and safety audits and inspections must be made available to the Academy workforce concerned and the statistical results of SJBCA health and safety audits and inspections will be published internally for reasons of transparency and benchmarking.

Confined Spaces

- No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations, by SJBCA employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, "*L101 Safe work in confined spaces. Confined Spaces Regulations*".

Consultation

- In order to provide for consultation with employees SJBCA requires Academies to follow the procedure for the Election of a Representative of Employee Safety on an annual basis.
- Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.
- Where Academies have representation in place for all SJBCA employees, consultation on all written health and

safety policies, organisation, arrangement and procedures may take place by the use of email, providing those representatives have a valid email address.

- Where any SJBCA employees are unrepresented regarding matters of health and safety within an Academy, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations, each such Academy must make arrangements for direct consultation with all SJBCA employees within the Academy on all health and safety matters that may affect them. Academies should note that unless all SJBCA employees in the Academy have email access, other arrangements must also be put in place. Where consultation involves SJBCA health and safety matters the results of this consultation must be collated and returned to the SJBCA Health and Safety Advisor.

Contractors

- Anyone entering SJBCA Academies, or premises used by SJBCA Academy, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.
- Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all sub-contractors and their employees.
- By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.
- Academies must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.
- Academies must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.
- Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.
- All contractors must receive Health and Safety Induction training from the Academy concerned before being allowed to work on site. This will constitute familiarisation of the Academy layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.
- The Academy Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy’s Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.

Control of Substances Hazardous to Health

All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.

The substances and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used and any residual risks.

All SJBCA employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

Several chemicals in regular use in science can present major problems if spilt. Where appropriate, Academies must provide equipment and adopt working practices for Pupils, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.

Academies must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:

- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person.
- Establishing any potential risks and implementing measures to either eliminate or control those risks.
- Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures

If an Academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.

Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:

- The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.
- Any significant findings of the risk assessment.
- The written control scheme and its implementation.
- The results of any inspection, test or check carried out, and the dates.
- Details about the state of operation of the system, i.e. in use/not in use.

Academies are reminded that records regarding legionella management should be retained for at least five years.

If an Academy has a case of legionella and an employee who has worked on hot water systems are likely to be contaminated with legionella, the Academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Dangerous Substances and Explosive Atmospheres

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

In order to control the risks associated with these substances Academies must:

- Find out what dangerous substances are in the Academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.
- Where dangerous substances are identified Academies must:
- Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
- Put controls in place to reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

It is likely that a number of dangerous substances may be present in Academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

Many Academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Academies are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

Educational Visits

SJBCA encourages Academies to arrange a wide range of “out-of-school “activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the Academy. In support of this the HSE advises that the, “Courts have made clear that when health and safety law refers to ‘risks’, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable”.

Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval where required.

Academies should strike the right balance which means that:

- The Academy and staff focus on real risks when planning trips
- Those running trips understand their roles, are supported, and are competent to lead or take part in them.
- The real risks are managed during the trip.
- Learning opportunities are experienced to the full.

Striking the right balance does not mean that:

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip.
- Detailed risk assessment and recording procedures aimed at higher- risk adventure activities are used when planning lower-risk Academy trips
- Mistakes and accidents will not happen.

- All risks must be eliminated.

Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their recording system is easy to use. They should also take account of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.

The Academy's arrangements for trips should ensure that:

- Risk assessment focuses attention on real risks – not risks that are trivial and fanciful.
- Proportionate systems are in place – so that trips presenting lower- risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.
- Staff running Academy trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.
- It is important that those running Academy trips act responsibly by:
 - Putting sensible precautions in place and making sure these work in practice.
 - Knowing when and how to apply contingency plans where they are necessary.
 - Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

Notification and Approval Process

Category A – Simple low risk 'everyday' activity (usually within the academy / school day). Requested information to the EVC (normally no later than 1 week prior to the visit). These visits will normally be checked / approved by the EVC.

Category B (Adventure/High Risk or Abroad) – Higher risk activities. Requested information to the EVC (normally no later than 2 months prior to the visit). These visits will be checked / approved by the EVC / Headteacher / Outdoor Education Adviser. Governors will have an overview and will approve all visits abroad. The Headteacher will have an overview of all educational visits.

Visit Authorisation

A competent appointed group leader will be responsible for running the activity. This will normally be a teacher or employee of the academy.

The school's Educational Visits Co-ordinator (EVC) will support the planning and management of all off-site visits as required.

They will:

- Ensure that the visits procedures are adhered to
- Risk assessments (as appropriate) are completed by the visit leader well in advance
- Support the headteacher and governing body in their decisions regarding approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks
- Make sure that all necessary permissions and medical forms are in place
- Keep records of visits, and ensure that there is access to suitable generic assessments of the risks (for example road-crossing) where there are frequent/regular visits to local venues (for example a swimming facility)

Staff arranging or otherwise involved in educational visits/off-site activities must familiarise themselves with this policy and the regulations, advice and procedures available through OEAP National Guidance <http://oeapng.info>.

Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. The starting point of any risk assessment should be a consideration of the benefits and learning outcomes.

A common sense and proportionate approach to risk management and risk assessment should be used e.g. focus on significant hazards and dangers.

A suitably sufficient risk assessment should be carried out by the visit leader before the proposed visit. If staff are organising, leading and delivering a visit activity they are responsible for all aspects of the risk assessment.

For **Category A** or simple everyday activity a generic risk assessment may prove sufficient providing it has been reviewed and adapted if necessary.

For higher risk activities **Category B** (Adventure activities / Abroad/ etc.) a specific risk assessment should always be completed. It should focus on the hazards / risks that academy staff have control over. It will assess risks which might be encountered on the visit and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the visit leader put the safety measures in place?
- What steps will be taken in an emergency?

Provider Risk Assessments

If a recognised 3rd party provider is being used then staff should focus on the areas of the visit for which they have responsibility– travel, group management, pastoral / welfare issues, down-time etc.

It is normal practice for many established providers to make available Risk Management Summaries (RMS) in lieu of risk assessments. These documents focus on the safety culture of the organisation – safety systems / emergency procedures, staff competence, insurance, safeguarding, accreditation / quality marks, operational procedures etc. and as such avoid technical jargon often found in risk assessments.

There are a number of provider quality assurance schemes in operation. These schemes require regular inspection and provide reassurance to the visit organiser as to quality and safety.

Examples of such schemes include – The LOtC Quality Badge, AALA Licensing, Adventure mark, BS 8848:2014 for overseas visits providers, Outdoor Sport National Governing Body Awards – recognised centres for paddle sport/sailing etc.

The Council for Learning Outside the Classroom hold names of providers who have a Quality Badge. These providers do not require safety or quality checks.

Staff planning an off-site activity should, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the visit leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the Pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing their own staff led activities or organising events will have their own risk assessments in place for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if she/he lacks the skills required to make informed judgements about the risks it may involve. The EVC will not give approval for the visit unless satisfied with the venue, its staff and their risk management procedures.

A risk assessment must also cover transport to and from the venue.

It is important to assess and record any significant health, safety or security issues that are identified during the preliminary assessment. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of any preliminary visits will be borne by the academy and should be built into the overall financial arrangements for the visit itself.

Effective Supervision

Effective supervision should be determined by consideration of the following:

- Age of Pupils in the group
- Gender issues
- Ability of group including special or differing needs
- Nature and location of the activity
- Staff experience/competence

Staff Competence

Education Visits Coordinators: -

- There will be at least one nominated senior member of staff to act in the capacity of Education Visits Coordinator (EVC) in each academy.
- The EVC will undertake formal EVC revalidation on a minimum 3 year cycle
- EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits

- Visit Leaders: -
- Leaders should be current in their knowledge and expectations regarding good and safe practice
- It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised Visit Leader Training for which there is no current requirement to revalidate
- The EVC will support the Headteacher/governing body in ensuring that competent staff are assigned to lead and accompany visits.

First Aid

Before undertaking a visit, the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders all staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

The minimum first aid provision for a visit is:

- A suitably stocked first aid kit
- Person/persons appointed to be in charge of first aid arrangements
- Other considerations when considering first aid include:
 - Numbers in the party and the nature of the activity
 - Likely injuries and how effective first aid would be
 - Duty of Care requirements
 - Distance to the nearest hospital
 - Venue/providers first aid availability
- All minibuses are required by law to carry a first aid kit

Disclosure and Barring Service (DBS) Checks

Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOfC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out **unsupervised** activities **at least once a week, 4 or more days, or once overnight** (between 2am and 6am) **in a 30 day period**.

For the purposes of this guidance, “activities” are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

Volunteers used on a temporary or occasional basis or supervised volunteers no longer fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although school can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered.

It is normal practice that all academy / school staff (employees / volunteers) having access to Pupils will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Headteacher or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training.
- All volunteers will require a current DBS check.
- Volunteers have responsibility to follow the instructions of the visit leader.

Transport

Careful consideration must be given to planning transport to support educational visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and therefore staff must follow statutory and good practice requirements – coaches/private cars/minibuses/public transport.

Minibuses

The driver of the vehicle cannot safely drive and supervise passengers at the same time. Therefore a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of pupils.

Considerations should include –

- The length of the journey and time of day when it takes place
- The nature of the group (age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)

Based on an assessment of these factors, it may be proved satisfactory to have only a driver present in the vehicle (no supervisor/s). It may also demonstrate the need for additional staff to share driving duties or to act as supervisors.

Any driver should have access to a mobile phone and have available academy contact details in case of difficulty or emergency.

Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Staff using Private Cars

Staff must consult the EVC / Headteacher regarding the use of their own vehicles. Should permission be granted it will be subject to the following –

- The vehicle has tax and is roadworthy
- The driver has business use insurance cover
- Parents have given permission
- Child seat and seat belt laws are adhered to *
- Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female Pupils.

*Child and Seat Belt laws: - Children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).

Academies normally makes a charge to parents if their children are transported by the school. The charge covers the expenses of the journey only; no profit is made from this.

Charging for Visits

Funding for off-site activities is provided mainly by parental contributions. The charging policy follows the legal framework for charging, voluntary contributions and remissions as set out in the Education Act 1996. No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the academy has opted to pay for
- The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

Insurance

Pupils

The academies limited Insurance cover for pupils regarding the following: –delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

Staff

Employer's Liability Insurance is a statutory requirement and academies hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.

The academies also hold Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident.

Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. For simple low risk everyday activities taking place within the academy / school day (including after school sports

fixtures), a one-off permission / consent slip will be sent out to parents / guardians at the start of the academic year (blanket consent).

For higher risk/Abroad/Residential activities specific consent must be sought from parents / guardians.

Emergency Planning and Critical Incident Support

A critical incident is an event where any member of the group undertaking an offsite activity has:

- Suffered a life threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period
- Or an event which is beyond the normal coping mechanism of the Visit Leadership Team
- The academies must provide an emergency 'base' contact number which should be carried by visit leaders at all times during an offsite activity. This should only be used in the case of a genuine emergency.
- Under no circumstances should these numbers be issued to Pupils or to their parents or guardians.
- For higher risk visits parents / guardians may be issued with the academy mobile number carried by the visit leader, in case they need to speak urgently to the visit leader, accompanying staff or pupils.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an activity extends beyond the normal school day the home or mobile telephone number of the designated emergency 'base' contact person should be provided.

Before a party leaves the academy, office should be provided with a list of everyone, pupils and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the pupils, is of paramount importance. During an activity the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that pupils are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the academy / school, the visit leader should discuss with the EVC the possibility of excluding that pupil from the activity.

Visit Leaders' Planning

Visit leaders must be familiar with the contents of this policy document and relevant information available through OEAP National Guidance. The EVC is available to provide advice or support if required.

Visit Plan

- The visit plan for intended educational visits must include the following:
- Risk assessment
- Report on preliminary visit/assessment
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (where applicable)
- Full plan of activities
- Fire precautions and evacuation procedures (where applicable)
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for visit leaders
- Guidance for the emergency contact and Headteacher
- Medical questionnaire returns
- First-aid boxes

Electricity

With particular regard to The Electricity at Work Regulations, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of the Trust.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.

- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:

Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.

Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.

Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

Guidance on the requirements for inspection and testing is:

- All electrical equipment that is used by pupils must be inspected and PAT tested annually.
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

Emergency Planning and Procedures

Academies must complete a Business Continuity Plan. The content of the plan must include the following sections:

- Section 1: Incident Management Plan
- Section 2: Key Contact Information
- Section 3: Threat Response Plans
- Section 4: Key Documents

It is recommended that the Academy Business Continuity Plan be reviewed annually as a matter of routine but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.

Academies must ensure their BCP is reviewed by the Trust or nominee.

Academies should integrate their BCP

Academies must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.

Equipment at Work

All Academies must ensure that the content of The Provision and Use of Work Equipment Regulations (PUWER) are adhered to in respect of the equipment resourced by, and used in, the Academy, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.
- Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, in that they should initially consider which SJBCA employees are Display Screen Equipment (DSE)“users” and then put in place the following arrangements:
- The identification SJBCA employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each Academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that maybe “off-site” for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the Academy where it is reasonably practicable to do so.

- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The Academy will reimburse the individuals for these expenses in accordance with current procedures within the Academy.
- Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows.

Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning.
- Lifting equipment such as cranes, hoists, roller shutter doors, etc: Annual examination.
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc: 6 monthly examination.
- Other (ancillary) equipment such as slings, shackles, strops, etc: 6 monthly examination.
- Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

All mobile lifting equipment must be visually checked before use.

All users of specialised lifting equipment must be trained in its use before being allowed to use it.

All users must ensure that they comply with the requirements of the Work at Height Regulations (as amended) and associated guidance.

It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.

Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations and Academies have duties regarding its supply, use, storage, maintenance and management.

All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:

- Identified as being suitable for the task
- Supplied to SJBCA employees or pupils by the Academy free of charge
- Fitted correctly to ensure effectiveness
- Used by the operator as intended by the manufacturer
- Stored in a suitable and safe condition when not in use
- Maintained and inspected to ensure its continued suitability for use
- Replaced if deemed unsuitable for use

The Academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

SJBCA employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations (PSSR) and deal with any plant or equipment that uses a "Relevant Fluid" and require mandatory periodic inspection with regard to the following:

A relevant fluid is:

- A gas with a pressure >0.5 bar.
- Steam at any pressure.
- Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:
 - Air pressure systems - 26 months (normally 24 months)
 - Air steam boilers and boilers >100°C - 14 months (normally 12 months)
 - Refrigeration and air conditioning systems - 48 months
 - Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
 - Steam receiving plant - 26 months (normally 24 months)
 - Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

Fire and Evacuation

With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order 2005, as occupiers Academies are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.

In respect of The Regulatory Reform (Fire Safety) Order the "responsible person" will be the person in each Academy appointed by the relevant Governing Body.

Academies must ensure that they liaise with local emergency services with regard to:

- Arranging any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue

work, first-aid and emergency medical care.

In an emergency making available to relevant accident and emergency services the information required by articles 15 and 16 of The Regulatory Reform (Fire Safety) Order as follows.

Procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements; and
- Specific hazards likely to arise at the time of an accident, incident or emergency;
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.
- Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
- The location/s of where such information is displayed at the premises.
- Co-operating with fire and rescue service inspectors whilst carrying out their duties.

In addition to the local scrutiny of Academy fire safety SJBCA reserves the right, as the employer, to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

First Aid

With regard to, and in compliance with, The Health and safety (First-Aid) Regulations (as amended) Academies are to put in place a local first-aid policy and effective procedures based on an assessment of local need.

Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

Gas Safety

In order to ensure gas safety Academies must ensure that they comply with the provisions of the following regulations:

- Pipelines Safety Regulations (PSR)
- Gas Safety Installation and Use Regulations (GSIUR)
- Provision and Use of Work Equipment Regulations (PUWER)

In order to ensure compliance Academies must:

- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use, to the extent that:
- All gas pipework is identified and appropriately labelled.
- The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose
- Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
- Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
- Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.
- Keep the record of all safety checks for a minimum of 2 years following the check.

Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.

The Academy must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the "Gas Safe" register. Academies are alerted to the fact that accepting a "Gas Safe" identity/registration document alone may not be sufficient to verify compliance.

Health and Hygiene

Employees must follow manufacturers' instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

To reduce the likelihood of possible infection/disease staff should take the following precautions:

- Always wash hands before eating.
- Barrier creams can help minimise infection, use where appropriate.
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.

- Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence of them.

All Academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the Academy's local authority. Inspections should not normally exceed three years in frequency.

Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 "Generally Satisfactory". Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the Academy, to ensure the improvement to the quality of food hygiene in the areas identified.

Letting Facilities

Where Academies let, or hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered.

The policy and procedures must include all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into.

The provision must include, but is not limited to, the following health and safety matters:

- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.
- Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers of any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly;

Lone Working

In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The Management of Health and Safety at Work Regulations it is important for all Academies to ensure, so far as is reasonably practicable, the health and safety of SJBCA employees who are required to work alone.

To achieve this requirement Academies are required to put in place a local lone working policy in which the arrangements provide suitable and sufficient local health and safety provision for lone working.

It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

Managing health and safety

SJBCA will adopt the Health and Safety Executive (HSE) HSG65 "Managing for Health and Safety" in making judgements regarding the effectiveness of provision of health and safety in Academies. Consequently, Academies are advised to use the HSG65 framework of "Plan, Do, Check, Act" in managing health and safety matters.

Manual Handling

In order to comply with the requirements of The Manual Handling Operations Regulations (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

All SJBCA employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

Noise and Vibration at Work

Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular

concern are as follows:

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance
- It is important for Academies to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:
- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters

Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by Academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

Occupational Health

Each Academy must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).
- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support.

Alcohol and Drugs:

- The possession or use of illegal drugs or substances is prohibited to all SJBCA employees and contractors on premises operated by the Trust.
- Employees, parents, carers or visitors may not consume alcohol on Academy premises, unless this has been agreed by the Principal/Headteacher/Senior Manager of the premises concerned.
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately
- Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner.
- Smoking is not allowed on any SJBCA Academy premises including electronic vaping devices or other forms of smoking.

Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. SJBCA employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air

New and Expectant Mothers

- Under these circumstances an appropriate risk assessment must be carried out by the Academy in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers

- Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.
- Where required, additional or different control measures must be implemented by an Academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks
- Where the risk is significant and is not possible to control SJBCA may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.
- Academies must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest.

Similarly, it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree timing and flexibility of rest breaks with the employee.

Should a problem arise which needs further clarification, SJBCA retain the right to make a medical referral to an independent medical advisor selected by the Trust. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act. This and any related information will also be kept in accordance with the requirements of the Data Protection Act at all times.

Radiation (ionising and non-ionising)

Sources of ionising radiation must be managed in Academies in accordance with the requirements of The Ionising Radiations Regulations and other relevant legislation

In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation Academies must pay particular attention to the content of CLEAPSS publication, "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2013".

If Academies use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, "HSG65. The radiation safety of lasers used for display purposes" in planning and managing the event.

When using projectors and laser pointers Academies should establish safe systems of work for teachers and pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
- Pupils are adequately supervised when they are asked to point out something on the screen.

Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

Recording and Reporting Arrangements

There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain work-related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death;
- Work-related accidents which cause certain serious injuries (reportable injuries);
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Diagnosed cases of certain industrial diseases;
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

There is also a requirement under RIDDOR to maintain a record of any work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.

Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.

For minor injuries Academies must comply with GDPR and use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use of an accident form.

The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

For serious incidents to staff, visitors, contractors and pupils the SJBCA accident/incident form must be completed and sent to the SJBCA health and safety team.

The academies are responsible for informing RIDDOR where applicable.

Resolving Disagreements

The /Trust Grievance procedure will be used for grievances arising from health and safety issues raised by staff and safety representatives.

Where a safety representative is of the opinion that there is immediate danger that demands urgent attention he/she shall have immediate access to an appropriate member of SJBCA management.

This arrangement shall form part of the Trusts statutory policy and be subject to joint review after one year, and subsequently at any time.

Risk Assessment

In order to comply with The Management of Health and Safety at Work Regulations (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of SJBCA employees at work and persons not in SJBCA employment arising out of, or in connection with, the conduct by SJBCA regarding their undertaking.

Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

All risk assessments must be completed by a competent person. For the purposes of risk assessment “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within an Academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.

For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed.

For specialist risk assessments Academies should follow a hierarchy for provision:

- Use an in-house competent person to carry out the risk assessment or the nominated contractor employed through SJBCA in the first instance.
- Where no such person is employed at the Academy or through SJBCA, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.
- Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with approval from SJBCA.

Safe Systems of Work

Part of the employer’s general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

Individual Academies are responsible for ensuring that the components of a system are in place locally that include:

- Co-ordination of the work of different departments and activities.
- Training, instruction and supervision.
- Layout of plant and equipment.
- The method of using particular machines and of carrying out particular processes
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

Academies should be aware that the principle of establishing and maintaining ‘safe systems of work’ is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

Security

Each SJBCA Academy has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

From time to time access to specific areas within the SJBCA Academies may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

All visitors to SJBCA Academies are required to sign in at reception. On the first visit to an Academy a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the Academy.

Visitors must always be accompanied within the Academy, unless there are no children or vulnerable people in the Academy at the time of the visit, or the visitor has been verified by the appropriate DBS check.

Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

Slips and Trips

Accident statistics show that approximately a third of all staff injuries in Academies result from slips trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore, from an accident prevention view point, Academies must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk the following measures must be put in place:

- Academies must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.
- Arrangements for the safe movement of people around the Academy should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather and snow and ice.
- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards, etc.)

Stress Management

At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is sometimes impossible to reduce external stressors, therefore it is important that Academies follow some key points to manage the levels of work-related stress of SJBCA employees, as follows;

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work wherever possible.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours,
- e.g. bullying at work as outlined within SJBCA's behaviour at work policy
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged and meaningfully consulted when the Academy is undergoing any organisational change that may affect them.
- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.

Academies must have suitable and sufficient provision in place for the management of work-related stress related illness. Where in doubt Academies should follow the principles of the HSE "*Management Standards for work related stress*".

Information, advice and guidance is available from SJBCAs Human Resources department

Supervision at Work

Academies must provide an adequate and appropriate level of supervision for SJBCA employees, in that:

- Managers and Supervisors need to know what is expected from them in terms of health and safety. They need to understand the SJBCA and Academy Health and Safety Policies, where they fit in, and how SJBCA and the Academy want health and safety to be managed.
- Managers and supervisors may need training in the specific hazards of particular processes and how the Academy expects the risks to be controlled.
- New, or inexperienced people, as well as those whose first language is not English, are very likely to need more

supervision than others. Academies must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.
- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.
- Academies must make sure they have arrangements in place to check the work of contractors is being done safely and as agreed.
- Under the Management of Health and Safety at Work Regulations, Academies have a duty to ensure that young people (Under 18) employed by SJBCA are not exposed to risk due to:
 - Lack of experience;
 - Being unaware of existing or potential risks and/or lack of maturity.
- With regard to young people employed by SJBCA all Academies must consider:
 - The layout of the workplace;
 - The physical, biological and chemical agents they will be exposed to;
 - How they will handle work equipment;
 - How the work and processes are organised;
 - The extent of health and safety training needed;
 - Risks from particular agents, processes and work.

These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

Training and Information

All new employees of SJBCA will receive Health and Safety Induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements.

All staff must be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee.

Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

Each Academy is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed.

If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated by the Academy.

Where a barrier to completing the training is identified, reasonable adjustments should be put in place to overcome that barrier, in order to allow the member of staff to partake in the training.

Where an employee continues to refuse health and safety training further advice should be sought from SJBCA Management or HR Director on the matter.

SJBCA employees should be aware that declining health and safety training without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

SJBCA will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to Academies, on request, and that periodic health and safety advice and updates are published and distributed to Academies.

Each Academy must ensure that it provides to SJBCA employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

- Any preventive and protective measures in place.
- The procedures to be followed in the event of serious and imminent danger.
- The measures for fire-fighting in the workplace.
- The identity of those persons responsible for the evacuation from the premises.

Each Academy must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the Academy

Transport and Vehicle Management

Academies must ensure that local arrangements are put in place for the safe use of transport operated by the Academy. Measures that should be in place include:

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the Academy.
- Procedures for the safe use of vehicles operated by the Academy.

Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.

SJBCA employees are strictly forbidden from driving a vehicle on Academy business whilst under the influence of alcohol or drugs.

SJBCA employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on Academy business.

Violence at Work

Academies are required to adopt SJBCA's Behavior at work policy in which the arrangements provide reasonably practicable local health and safety provision for reducing the risk of violence towards SJBCA employees, or other persons that may be affected.

It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances may include:

- The possibility of violent behaviour by persons in the Academy.
- Situations that could escalate into violence if not managed effectively.

The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

Welfare

With particular regard to The Workplace (Health, Safety and Welfare) Regulations, Academies have the duty to ensure the following provision so far as it is reasonably practicable to do so:

Welfare Facilities:

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health Issues:

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety Issues

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

Work Experience Safety

Academies that provide work experience as part of their work-related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement Academies should ensure that either they, or their provider, are taking into account the guidance provided by SJBCA and sharing the relevant information.

Working at Height

Academies have a duty to manage work at height, in accordance with The Work at Height Regulations, which requires Academies to follow the hierarchy of controls; avoid, prevent, arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.
- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone

who will work at height.

- Roof work must have planned safe access, to prevent falls from edges and openings.
- When considering fragile surfaces, the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.
- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).
- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.