

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

John Cabot Academy

Accident Reporting, Recording and Investigation

- All accidents must be recorded using the online accident reporting system. This is available from the academy home navigator page and by clicking the accident reporting tile.
- 'Near misses' must be recorded and these will be reported to the operations manager via the online system. A near miss being anything that had the potential to cause injury but did not on this occasion. Any near misses that occur that are serious and dangerous or had the potential to cause serious harm must be reported to your H&S officer.
- All major and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents must be reported to the Operations manager who will inform SLT.
- Any accidents which are reportable under RIDDOR will be actioned by (Lynne Magee, Senior Operations Manager or Carolyn Pimm, Deputy Operations Manager) who will alert their H&S officer.
- Student/staff and visitor accidents are recorded either by staff dealing with the accident or a first aider. Every employee has a duty to ensure all accidents are recorded.
- Fatal injuries/major injuries/ dangerous occurrences must be reported immediately to the Head of Health and Safety.
- Parents/carers or other named contact will be notified of the student's accident.
- The academy reviews the accident reporting dashboard on a regular basis to identify any trends. If required, measures to prevent reoccurrence will be implemented. This information will be discussed as part of the academy health and safety committee.
- If necessary, an accident/ incident investigation will be carried out by the principal and/or operations manager. This is to find the cause of the accident/ incident and reduce the risk of it happening again. In some cases, this will be followed up by a member of the Health and Safety team.

Compliance

- The academies compliance arrangements are managed by the Facilities manager in conjunction with the Premises manager.
- There are internal compliance checks e.g., fire call points/ emergency lighting/ water temperature and flushing are undertaken by the premises team.
- A compliance contract has been awarded to BAM.
- External compliance checks e.g. boiler servicing and maintenance/ 3-hour power down of emergency lighting/ Lightning conductor tests are undertaken by the CLF compliance contractor and records maintained.
- Our independent contractors for gym equipment checks and inspections are Life Fitness.

Contractors and Visitors

- All visitors and contractors must report to the main office where they will sign in and be given an identity / visitors' badge, firstly determining what DBS status they have and a health and safety information leaflet. On leaving the site they will be required to sign out.
- If contractors have undertaken any work this will be discussed with premises team/ operations manager and further actions outlined.
- If contractors are selected by the academy to carry out works, they must ensure that they are selected from the CLF PQQ (Pre-Qualification Questionnaire) approved contractors list. It can be found on CLiF.
- If the chosen contractors are not on the PQQ list, the academy will ensure that contractors go through the PQQ process, in order to be evaluated and added to the list, before works commence on site.
- In the unlikely event of any works being undertaken (usually urgent works) by a company who has not gone through the PQQ process, the academy will seek the advice of the Estates Team or Health and Safety team who will ensure the contractor is competent by way of questioning.
- Essential safety matters must be agreed in writing by way of risk assessments and method statements, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the academy will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Contractors will sign the (CAW) Contractor Authorisation to Work form and a copy will be provided to the contractor.
- Any changes to the work activities will be discussed with the principal, premises staff and or operations manager. Any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the academies Health and Safety Policy.

A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improvement to procedures is taken. The emphasis must be to stop any unsafe activity until the academy are satisfied with the health and safety practices or procedures.

Contractors undertaking Hot Works

Specifically hazardous works e.g., 'hot work' is governed and monitored via a 'Hot Work Permit' between the academy and contractor. The estates team need to be notified and the appropriate hot works forms completed and sent to the Estates Contracts Manager so our insurers are notified 48 hours prior the commencement of work so they can provide the additional insurance arrangements.

COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly, with a copy being held within the first aid room and emergency grab bag?
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the academy are managed by the Science department/DT department/premises team.
- Deliveries of hazardous substances are planned for outside the academy academic hours and are immediately moved to the relevant department.
- Any new products that are brought into the academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities, or storage will require a risk assessment to be undertaken.
- Findings from risk assessments must be shared with relevant staff e.g., PPE (Personal Protective Equipment) required/ safe storage. A COSHH risk assessment template is available within the Health and Safety manual on CLiF.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the academy's arrangements.
- An inventory is kept on the academies database of all hazardous substances on site by department and operations manager.
- Any decanted substances will clearly display the product name, information, dilution rates and safety information.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling, and production of hazardous substances. Reference is made to Science, D&T or Art Health and Safety Policies.
- We have a Chemical storage facility and a locked storeroom located within the prep room which is only accessible by the Science Technicians.

Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained, or untested equipment is brought to the attention of Premises Team/Operations Managers so that remedial action can be taken.
- Defect reporting is through the Premises Helpdesk tile on the academy navigator page.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use' and reported via the systems outlined above.

Display Screen Equipment (DSE)

- The academy has a duty to undertake risk assessments of the DSE workstations of staff who habitually use a computer or laptop. A definition of a 'A user' is defined under the DSE regulations. There are many criteria however a member of staff who uses display screen equipment, for at least an hour or more and regularly (daily) would be determined as a user e.g., Admin staff, operations manager.
- For 'users' a DSE assessment (self-assessment) will be carried out and discussed with their line manager and further actions discussed and recorded.

- DSE assessments will be reviewed every two years; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician. If corrective lenses are advised by the optician, please speak with your operations manager for further advice.
- For further information, and a copy of the user risk assessment, with managers sign off form please refer to the CLF DSE user guidance available on CLiF.

E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the academy. The principal will ensure safe practices are embedded into the culture of the academy. The principal ensures that the E-safety Policy is implemented and compliance with the policy is monitored.

Electrical Equipment (Fixed and Portable)

- Any electrical faults will be reported immediately to the Operations manager, premises manager, or through the premises helpdesk reporting system. Any faulty fittings (e.g. cracked sockets etc.) must be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually. See Health and Safety Manual on CLiF for further guidance. If anything fails it is condemned.
- Staff have been informed that they are not permitted to bring electrical items in from home unless they are new, or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is available from BAM who manage the facilities contract. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use an extension lead this must be only as a temporary measure and extension leads must be fully unwound.
- Hirers of the school's facilities/rooms, contractors and visitors must ensure that any electrical equipment they bring into the academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

Expectant or New Mothers

Should any of the academy's staff become a new or expectant mother the academy will take steps to ensure their continued health and safety at work. A new and expectant mothers risk assessment will be completed and recorded with 'one to one' discussion. This will be continually monitored throughout the pregnancy and after a return from maternity leave.

Fire and Emergency Procedures including Lockdown

- The academy will implement and use the CLF Fire Guidance template. This will be reviewed annually.
- The responsible person is the Principal
- The assembly points are the large astro and the hard court.

- The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
- A list of Fire Wardens can be found in the staff handbook on the intranet
- Fire warden training has been provided by Nimble and 1st Attendance and completed within the last three years.
- All staff **must** complete the statutory Fire Awareness training on Nimble every 3 years.
- Each week the alarm will be tested by the Premises Manager to ensure that it is effective. Manual break glass points from different zones will be used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the fire logbook.
- Planned fire drills must be carried out at **least three times within the academic year** to enable everyone to become familiar with the evacuation procedure. The first evacuation will be carried out in September to capture new staff/ students at the academy. Details will be recorded in the fire logbook.
- The fire extinguishers and emergency lighting are formally inspected monthly by Premises Team. Weekly (call points) and monthly checks are undertaken by the premises manager/ premises team. There is an annual 3 hour test on the emergency lights. Details are recorded on EdOps.
- The fire logbook is kept in the Premises Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Operations managers are required to review the success of fire drills and must feedback any observations or required changes/improvements.
- Any person who has difficulty in evacuating the building, will have a PEEP (personal emergency evacuation plan) undertaken.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes need to be free from obstructions.
- Fire exit doors are routinely checked to ensure integrity in the event of a fire and push bars and mechanisms work to allow for easy egress of site.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or student's work along emergency exit routes is kept to a minimum.
- Decorations, display materials or student's work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits, or call points.
- All visitors spending any length of time in the academy need to be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances is known and recorded on the Fire Risk Assessment and the critical incident and business continuity plan.
- Should the emergency fire services attend the Academy in the event of a fire, the responsible person must be informed of all relevant information.
- The fire authority must be made aware if any persons that are not accounted for, location of asbestos containing materials, chemical storerooms, gas, and electricity supply.

If you discover a fire: -

- Activate the nearest fire alarm call point. On sounding the alarm, the fire brigade will be summoned.
- All staff, students and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as visually checking a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit.
- Proceed to assembly point in the large astro or hardcourt.
- Walk quickly – Do not run.
- Keep calm.
- Do not stop to collect any personal belongings.
- Registers will be taken to the assembly points by Operations Manager/Admin Team and distributed for roll call.
- If the fire brigade has been called there must be clear access to the site by emergency services.

Please refer to the Fire Guidance and Fire Procedures for further advice.

First Aid / Mental Health First Aid

- The details of the First aiders and who holds the nationally recognised qualifications are displayed in the Medical room. These named persons are qualified to administer first aid to casualties.
- The details of the Mental Health First Aiders who hold nationally recognised qualifications are displayed in handbook and on the H&S Noticeboard. These named persons are qualified to support and signpost individuals experiencing mental ill health or distress.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- The First Aid room is next to reception and next to the drama office.
- First aid boxes are in the following points:
 - Science Department
 - Art/DT
 - Reception
 - PE
 - Reprographics
 - First Aid room
 - Minibus
- Operations Manager and Lead First Aider ensure that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished and are in date as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.

- If the first aider or principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carer's will also be informed. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

Glass and Glazing

All academies will refer to the model Glazing Risk Assessment available on CLiF and have had an initial glazing survey to determine that the standard of glazing is compliant in critical locations.

The condition of glazing and visual inspection will form part of regular site walks.

If there are any concerns with the condition of glazing or if it is safety glazing or requires to be, a glazing survey must be arranged, via the estates team.

Health and Safety Committees

The health and safety committee are a stand-alone committee. The committee meets a minimum of three times per year and focuses on pulling together all the separate areas and systems for health and safety management. The health and safety committee has agreed terms of reference for its rules and responsibilities.

The Safety Committee may include: -

Health and Safety Link Councillor

Principal or a member of SLT

Operations Managers

Member of central Health and Safety Team

Premises Manager

Trade Union Staff

Head of Science, Art, PE, or D&T or their nominated technician.

SENCO/DSL

The standard template agenda can be found in the Health and Safety Manual on CLiF.

Infectious Diseases

- The academy will reference the latest UKHAS 'Guidance on infection control in schools and other childcare setting' and other guidance. There is specific guidance can be found in the following link: [managing specific infectious diseases A to Z](#)
- The academy follows the CLF model risk assessment template on infection control (including Covid) and amend/adapt accordingly. For further advice contact the SWHPT or the H&S team.
- If the academy has an increase in the number of infectious diseases cases, the Operations Manager will call the local SWHPT to seek further advice.
- When dealing with bodily fluids our academy has spill kits (Biohazard disposable packs which are held in the First Aid Room and Premise office.

- Colour coded mop heads, dustpan and brush and PPE are available and stored in Cleaners cupboards across the site.

Please refer to the Health & Safety manual infection control section for further information and guidance.

Kiln

Staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures

- The kiln is inspected annually by Celtic.
- Personal protective equipment in the form of thermal gloves is available and located in the kiln room.
- The emergency cut off for the kiln is located outside the kiln cage.
- Arrangements for firing times will be discussed with the premises staff and the Estates Contract Manager will be notified for insurance purposes beforehand.

Law Poster

The Health and Safety Information for Employees Regulations requires the Academy to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the reception.

Lettings

- All lettings must be approved by the Leisure and Lettings Manager and where appropriate the academy principal or operations manager. Hires can be approved by the deputies and our leisure attendants.
- Conditions for lettings are set out on the CLF Leisure and Lettings Terms and Conditions which must be completed and signed by the hirer. Lettings at HPA, WHA, BA, HWA, JCA, TA and KOA will be booked via [CLF School Hire](#). T's and Cs are all on here.
- Details of the academies emergency contact details are provided to the hirer, they have Letting Manager and the Lettings Deputy Manager.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from all organised clubs who hire facilities.
- The hirer must inform the academy of any damage, equipment failure or faults with the fabric of the building.
- Accident/ incidents and near misses must be reported using the online system.

Please refer to the Lettings Policy for further advice and guidance

Lockdown

The academy has a lockdown alarm system. Lockdown procedures are familiar to all members of the academy for both a partial and a full lockdown.

- Students are aware of the plan and are informed through assemblies.

- A lockdown scenario is undertaken **at least twice per year**.

Please refer to the lockdown procedure for further guidance

Lone/ Remote Working

- The academy has lone working risk assessments.
 - **No working at height whilst working alone**
 - **reporting system/ buddy system**
 - **staff working in school holidays can only do so on specified weeks.**
 - **Staff working in holidays or after hours need to inform the Premises team.**
- The lone working **risk assessment and/or guidance** can be found on the intranet.

Manual Handling

- Staff need to assess any unsafe / hazardous manual handling operations. If the initial assessment highlights concern e.g., too heavy for a one-person to lift, then relevant control measures will be adopted e.g., two persons/ use of trolley etc.
- Staff must carry out a manual handling risk assessment and record all those handling activities that may pose a risk of injury and for those that regularly undertake manual handling.
- Staff need to ensure they are physically capable of safely completing a manual handling task.
- Expectant mothers must undertake manual handling activities in a safe manner and work in conjunction with their pregnant mother's risk assessment.
- Staff who have applicable medical conditions or have recently received surgical operations should discuss activities of manual handling with their line manager if they have concerns.
- When staff are required to handle stock that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.
- Manual handling training is available for staff identified as required to complete on Nimble **every three years.**

Medication

- It is a CLF requirement that there are adequate numbers of staff trained to administer medication.
- A list of staff that have attended the administering medications training can be found in the handbook on the intranet.
- Documentation for supporting students with medical needs can be found in the Medical room.

Please refer to the Supporting Pupils with medical conditions, incorporating health and care needs policy.

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.

- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or students when required.
- Staff will ensure that PPE is cleaned regularly and in good condition.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Students will be provided with information, instruction, and supervision when there is a requirement to wear PPE as a control measure.

Play/PE Equipment

PE/Gym Equipment

- All staff check the PE apparatus before use.
- Faults or defects to equipment will be reported via the Premises Helpdesk and Head of Department.
- Any damaged equipment will be taken out of use.
- The PE/ Gym equipment is inspected annually by Life Fitness and a record of the inspection is kept in the PE Department and any remedial actions must be undertaken in the relevant time frame
- The academy has a risk assessment for the gym activities and equipment.

Outdoor play equipment

- External play equipment will only be used when supervised within academy hours.
- Equipment will be visually checked daily (before use), for any issues or contamination by animals or foreign objects.
- The academy has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to students and reinforced when appropriate.

Radioactive Sources

- If the Academy uses/ holds Radioactive sources, they must have access to a competent Radiation Protection Officer. This is Trudi Brimsom.
- Following the RPA's visit every 2 years, all recommendations must be completed in a timely manner.
- The academy-based Radiation Protection Advisor is Trudi Brimsom and they are required to have refresher training every 5 years.
- Head of Science Department and the Radiation Protection Advisor are responsible for ensuring all records in relation to radioactive sources are maintained.
- The CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources is followed.
- The Science departments will have their own departmental procedures and arrangements for the storage, use and handling of radioactive sources. Reference is made to the Science Department Health and Safety Policy.

Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located online via the intranet.

- Risk assessment model templates and a risk assessment table which advises statutory and recommended risk assessments can be found on CLiF.
- Each department must have a copy of the risk assessments relevant to them and these need to be readily available to all staff.
- Staff are involved in the adoption, implementation review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments with their line manager.
- Risk assessments will be reviewed **annually** as a minimum or after significant change or incident.
- A specific risk assessment for expectant mothers will be undertaken.
- All Academy trips or learning outside the classroom activities will have recorded risk assessments. (See Academy trips section).
- Every off-site visit taking place after Academy hours, of a medium/high risk or for residential will be specifically assessed.
- In some instances, an individual pupil risk assessment may be required. These are developed in conjunction with the academy SENCO and DSL.
- The procedure to undertake and training in risk assessments are available within the H&S manual on CLiF and within NIMBLE.
- [Procedure-Management-of-Risk-Assessment V4.docx](#)

Safeguarding

- The Academy Council fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our academy to identify, assess, and support those children who are suffering harm.
- The Academy has a Safeguarding Policy that was last reviewed in September 2024.
- The Academy DSL is Gemma Read, the DDSL is Vickie Malin and the DSL administrator is Michelle Collins.
- The Local Authority Designated Safeguarding Officer is Linda Cordukes or Henry Chan
- The CLF Designated Safeguarding Officer is Steve Bane.
- All staff have received annual routine safeguarding training and information.

Security

- The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception if safe to do so
- If an intruder becomes aggressive staff need to seek assistance immediately
- The Academy will not tolerate violence, threatening behaviour or abuse towards staff or students
- Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Principal.

Smoking/ Vaping

- The academy is a non-smoking site and there is a no smoking / no vaping policy.
- No smoking/ no vaping signs are displayed at the entrance to buildings.

Staff Consultation

- The Academy Council, through the principal, will make arrangements for full and proper consultation with employees on health and safety matters.
- There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff and become the union appointed safety rep, they need to have been employed by the academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Training

- Health and safety training is managed, recorded, and assessed by the operations manager and/or head of department.
- All staff will receive a suitable induction covering academy arrangements and if applicable for the department they work in e.g. Art/ DT/ Science etc.
- All staff inductions are recorded.
- The academy recognises that while many people will already be aware of risks around their academy, effective training will always help reinforce a positive health and safety culture.
- Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff.
- Depending on what role is undertaken in your academy, individuals will require H&S training specific to their roles and this is determined using the training matrix.
- Records of training are recorded on the SCR by the operations manager and any certificates awarded are stored on the individual's personnel files.
- Recording when staff and councillors have completed relevant training, assists the operations manager to complete the training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety, this is reviewed annually.
- Most H&S training requires refresher training every three years. However, there are some modules that require refresher training every five years e.g. PASMA, DATA, Radioactive sources.
- Staff are only permitted to use DT machinery when they have received the appropriate training from DATA (Design and Technology Association).
- All staff must undertake mandatory training on nimble. The frequency of training will be in line with CLF expectations. This being H&S essentials or refresher annually, Fire Awareness training every three years.

Transport

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the Academy policy and minibus guidance document [CLF Minibus Guidance v9.docx](#)

- Staff driving their own vehicle will follow the CLF driving at work policy.
- The academy will have a booking procedure for the use of the minibus, and a system where keys are signed in and out.
- Pre-use checks of the vehicle are undertaken and recorded and kept on file in the Admin office. Any significant findings must be reported to Operations Manager.
- Permit 19's must be displayed and in date.
- Checks are carried out on an annual basis by the Operations Manager that all drivers, hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.
- If transporting students in own vehicles, the above licence, MOT checks will take place and the driving students in own vehicles risk assessment will be implemented and adapted accordingly.
- If hiring a coach for the offsite trip/activity, the approved list within Evolve will be used, as operator licences have been checked. If using a company not on the approved list the Health and Safety team must be contacted.

Please refer to the Minibus guidance and Driving at Work Policy for further advice and guidance

Trips/off site activities

The academy has an academy trips procedure which is based on the CLF and OEAP (Outdoor Education Advisory Panel) trips guidance within EVOLVE, that was last reviewed July 2024.

The named competent person nominated as Educational Visits Coordinator (EVC) is Gemma Read. For further information on the role of the EVC and their functions please see [Educational Visits Coordinator | \(oeapng.info\) and search EVC \(3.4j\)](#)

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made, and they will complete the necessary risk assessments before departing. Relevant training must be completed for this role, and is available from www.evolveadvice.co.uk
- The Academy uses the EVOLVE on-line system for all Academy trips. The person arranging the trip (Group Leader) will update EVOLVE with all arrangements for successful management of the trip. The EVC will be provided via Evolve and verbal discussion from the group leader, with all relevant information and risk assessments for Academy trips or off-site visits. They will review all stages and planning of the trip, from Transport to activities etc. Once happy they will submit to the principal for check and sign off.
- For Category C trips the principal will 'sign off' the trip.
- Category C trips (adventurous, residential, or overseas) are automatically sent to the Health and Safety Officers via Evolve for approval **only** once the Principal has signed off the trip.
- The Health and safety team require at least **six weeks** to sign off a category C trip.
- Student's will be briefed about the off-site visit, together with expected behaviour rules. Depending on the category of trip, parent meetings will take place.
- All applicable Staff will be fully briefed about the off-site visit and have received and understood ALL the risk assessments that are in place.
- Adequate staff to student ratios will be assessed.
- Individual pupil risk assessments will be undertaken where applicable.
- Parental consent for all trips will be requested as applicable

- Parents/ carer's will receive relevant information about the off-site visit and the requirements of the parents/ carers to provide suitable and sufficient clothing, refreshments, or other facilities.
- Advice from the SENCO/ DSL is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.
- CLF have a zero-tolerance policy on alcohol, recreational drugs and legal highs for staff and students whilst on academy trips.
- For all adventurous activities undertaken by an independent provider, checks will be undertaken to ensure they have an in date and applicable AALA licence and Learning Outside the Classroom Badge.

Please refer to the Offsite Trips and Adventure activities guidance for further advice and guidance

Violence to Staff

- The Operations Manager in consultation with the Principal and Councillors are responsible for assessing the risks of violence to staff.
- Everybody has a personal responsibility to report accidents of ALL types.
- Staff must report incidents of violence and aggression to the principal and record them on the accident reporting system available from CLF home navigation page
- Appropriate steps will be taken by the principal to deal with such a situation.
- The Academy may refer to their legal department for any incidents of violence and aggression to staff from parents. A letter may be sent to any violent or aggressive person informing them of the academy's position and any arrangements for sanctions or exclusions.

Waste

- Suitable bins for the collection of waste will be provided in strategic positions throughout the academy. Bins will be adequate to prevent the overfilling of waste. Waste containers will be emptied regularly and removed by either cleaning staff or premises staff.
- There are segregated waste areas which are secure from vandalism. These are located in the waste compound in the rear carpark adjacent to the hardcourt.
- An authorised person or member of the premises team will be supplied with any personal protective equipment necessary for the safe handling of waste materials.
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for hazardous waste removal, including chemical disposal, will be made with the Waste Regulation Authority or a competent and licensed contractor.
- Waste is collected by Veolia. General waste is collected Wednesday and Fridays. Recycling is collected Thursday fortnightly.

Water Hygiene

- A copy of the Legionella risk assessment is in the Premises office.
- BAM is employed to carry out many of the requirements of water testing under L8 guidance.
- The Premises Team carries out weekly flushing and temperature recording and other required checks as part of the compliance through EdOps.

- A copy of the Legionella Management Policy can be found [CLF Legionella Management Policy Updated May 2022.pdf](#)

Wellbeing

- Where workplace stress arises, the principal in consultation with the HR, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step-by-step risk assessment approach.
- If employees are experiencing any problems in relation to stress, they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and an Employee Assistance Programme are available to staff and should be contacted when required.
- A CLF wellbeing website including BLOG is available to all staff via the home navigation page.

Work Equipment

- All work equipment used on the premises is fully inspected upon installation.
- All work equipment undergoes an annual recorded maintenance and service inspection by a competent person.
- Records are kept and available for annual maintenance and servicing regimes.
- Staff, technicians, and premises teams are responsible for carrying out pre-use visual recorded checks of the equipment within their department.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately, and training provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required and maintained regularly.

Work Experience Pupils

A nominated person in conjunction with the appointed external organisation will provide guidance on student work experience placement. The member of staff organising the work placement in conjunction with the workplace provider will carry out the initial placement risk assessment for the young person. The appointed organisation will ensure all suitable and relevant checks are undertaken on the work experience provider. A Health and safety induction to work experience students is expected to be undertaken by the placement employer.

For work experience placements at the academy the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise, if necessary, with the nominated person.

Working at Height

- Activities which require work at height are identified and eliminated where possible.

- Where it is not possible to eliminate work at height, all reasonable steps are taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of Premises Manager and Operations Manager to ensure this takes place.
- The academy has access to kick stools, small steps, hop ups or ladders.
- Only ladders which meet the current standard- BS (British Standards) EN131 will be used, the use of domestic ladders is not permitted.
- Premises staff carry out regular inspections of the ladders and records these checks either on a ladder tag or register.
- Staff only use the equipment if they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Students are / are not permitted to use access equipment. Information, instruction, and supervision will be provided to specific student's that may use access equipment for Academy related activities e.g., drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the academy's equipment.

Workplace Inspections (Site Walks)

- The academy will undertake regular site walks (minimum three times a year) of the workplace to identify hazards, unsafe situations and take appropriate remedial action.
- The Premises Manager in conjunction with the Operations Manager will ensure that hazards associated with premises are monitored and controlled.
- A combination of the following may accompany the site walk:
 - Principal
 - Member of SLT or Head of Department
 - Operations Manager
 - Premises team
 - DSL
 - H&S Officer
 - Students
 - Union representative
- The findings from the site walk will be shared with the Health & Safety Committee with a written report.