



# THE MILFORD ACADEMY

## Health and Safety Policy

RATIFIED AT GOVERNORS 8<sup>th</sup> February 2024

- M** - Motivated
- I** - Independent
- L** - Learning
- F** - Forward Thinking
- O** - Outstanding
- R** - Respect
- D** - Determined

Policy administration	
Based on template:	Created by Schools H&S Team
Policy writer:	The Milford Academy
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Date of next review: (at least every two years)	February 2025.

## Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

**SIGNED:** *D. Dickinson*  
(Chair of Governors)

**DATE** 8<sup>th</sup> February 2024

**SIGNED:** *R. Perkins*  
(Head Teacher)

**DATE:** 8<sup>th</sup> February 2024

This policy has been brought to the attention of all employees and is kept readily available for employees in the *main office*.

## Responsibilities

### RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings
- Considering immediate reviews in the light of major shortcomings or events.

### DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

## **DUTIES OF THE BUSINESS MANAGER**

- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary

## **DUTIES OF LINE MANAGERS**

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

## **DUTIES OF THE FACILITIES MANAGER**

The Facilities Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

## **DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)**

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

## **DUTIES OF ALL EMPLOYEES**

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

## Arrangements

### Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with NCC policy using the online incident reporting system and they are recorded locally.

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded on Medical Tracker. Allows the adult who is dealing with the first aid to send an electronic text/email to parents to notify them of the accident.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system/ accident report form.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system / accident report form.
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by: Mr. R. Perkins, Head Teacher

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

### Administration of Medicines

Please refer to our separate Supporting Pupils with Medical Needs

All medication will only be administered with written parental consent – please refer to Supporting Pupils with Medical Needs Policy (July 2023).

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication (see Section 7.7 of Supporting Pupils with Medical Needs Policy).

Training on the administration of specific medicines can be provided to those members of staff who agree to administer the medication to the pupil and where specific training is needed the named member of staff is to be recorded on the child's Individual Healthcare Plan (see Appendix C of Supporting Pupils with Medical Needs Policy July 2023).

### Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Facilities Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following areas are considered as potential asbestos contamination:-

The Asbestos Survey is held by the Facilities Manager and a copy is held in an electronic format on the office computer system and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: 14<sup>th</sup> August 2017

### **Communication**

Effective communication between the Head Teacher and employees is undertaken either face to face or through a weekly briefing session, regular staff meetings and the staff notice board.

### **Construction work**

All construction work is carefully monitored in accordance with NCC guidance.

### **Consultation with Employees**

Health and safety is a standing item on the SLT agenda which take place fortnightly. Facility Manager attends these meetings and takes the necessary action. Minutes are taken at the meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The Academy will consult with employees or School/Trust safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The Milford Academy consults on a regular basis with David Thompson Health and Safety Manager at Nottingham City Council regarding all Health and Safety matters including associated Risk Assessments. The most recent Health & Safety inspection has been carried out by David Thompson Health and Safety Manager on 29<sup>th</sup> March 2023 and shared with Governors 18<sup>th</sup> May 2023. Future inspections will be carried out annually and recorded in the Governor's minutes.

### **Control of Contractors**

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade. Certificates are obtained where available.

The Facilities Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and sign an induction/local site rule form before they commence work.

## Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

## Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

## Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: every two years. Records of PAT testing are held on site. Last carried December 2022. The Facility Manager manages this.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Facilities Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

## Emergency Procedures

Detailed in the academy's Emergency Plan, last update September 2023.

## Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices where deemed necessary. New doors fitted Summer Term 2023 have integrated finger guards, all others have been replaced during Summer Term 2023.

## Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at the start of the school year and at inductions with new starters.

The Facilities Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

Also refer to fire management folder including risk assessment and logbook.

## First Aid

First aid facilities are provided at all times employees are at work during normal working hours.



First Aid Kits are available in the following locations:

All classrooms  
Reception area  
First Aid Shed on the playground  
Staffroom

The kits are kept topped-up by Mr. Stephen Goff

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

Cleaning up kits are available for all incidents when dealing with bodily fluids

Personal Protective equipment is provided to deal with first aid including gloves and aprons.

'Head bumps' are reported to the injured child's parent /carer initially by a phone call home and a form is sent home with the child.

A list of all Paediatric First Aid, First Aid trained staff are recorded in the Staff Training Excel Spreadsheet including their achieved dates and expiry dates

### **Gas equipment and appliances**

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™ Heating and Processing Engineering Services Ltd

Gas supplies are capable of being isolated and 'locked off' when not in use.

### **Hazardous Substances**

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site in the cleaning shed outside e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the Facilities Manager's office and also GRC One Risk Management online system.

All chemicals are kept securely under lock and key to prevent unauthorised access.

### **Health and Safety Advice**

Competent advice is provided through the H&S Support package from the Schools Health and Safety Team (☎ 87 64608)

### **Housekeeping (and see also under waste / litter)**

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

### **Information**

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the school staffroom and the main kitchen area. The name of the H&S Governor, contact

details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

## Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	Complete cooling solutions
Automatic doors (electric powered)	6-Monthly	VM secure
Automatic gates (electric powered)	6-Monthly	Cookson & soon
Catering equipment	As required by risk assessment, recommended by manufacturer	Relish
D&T Machinery	As required by risk assessment, recommended by manufacturer	n/a
Electrical installation	Five Yearly	Ampton Electrical Services
Fume Cupboard/Dust Extraction (LEV)	14 months	n/a
Gas boilers	Annual	Ampton Electrical Services
Gas cookers	Annual	ITN Plus Ltd
Gym equipment (fitness training etc.)	6-Monthly / Annual	
Emergency Lighting	6-Monthly	Neuro Systems Ltd
Fire Alarm	Quarterly / 6-Monthly	Neuro Systems Ltd
Fire Extinguishers	Annual	Nottinghamshire Fire Safety Ltd
Fire Shutters	Annual	n/a
Hall Dividers	Annual	n/a
Hoists	6-Monthly	n/a
Lightning conductors	11-Monthly	n/a
Passenger Lifts (including disabled)	6-Monthly	n/a
PE and Play equipment	Annual	The Play Inspection Company
Portable Electrical Appliances	Generally 2-Yearly	Ampton
Power Tools	As required by risk assessment, recommended by manufacturer	n/a
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	n/a
Sprinklers	Frequency depends on the type of system in use.	n/a
Tree Inspections	As recommended by the academy's arboriculturist (typically 3 years)	Nottingham City Council

## Lettings / Use Premises Out of Hours

The school would obtain legal and insurance advice regarding any lettings. Contract with conditions of hire would have to be completed, signed and approved as necessary. Currently there are no lettings on the premises.

## Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

### **Maintenance of plant and equipment**

The Facilities Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Facilities Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

### **Manual Handling**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

### **Monitoring and Review**

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

### **New and expectant mothers**

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and or student placements and reviewed as necessary.

### **Off-Site Educational visits**

The Off-Site Visits Co-ordinator (OVC) is Helen Richardson..

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Local Authority's Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator based at College Street – ☎ 9476202.

### **Personal Protective Equipment (PPE)**

PPE is issued to employees as required, e.g. to the Facilities Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

## Positive Handling / De-escalation

Physical intervention is mentioned in the Academy's Policy to Promote Positive Relationships and Behaviour, detailing how situations should be managed in accordance with the values of the school and the safety of the pupil and the other pupils should be borne in mind.

## Playground Safety

The Facilities Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Facilities Manager or Head Teacher.

The Play equipment is now inspected annually by Ed O'Leary who has completed Operational Inspections of Outdoor Play Areas in Schools Training (28<sup>th</sup> June 2023). In addition to an independent report on a yearly basis.

## Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Facilities Manager immediately so that prompt action can be taken to avoid accidents and injury. An electronic logging system, and take remedial action as needed.

## Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the office and also recorded electronically.

These are based on the model generic risk assessments available from the Safety Manual.

## Safety Education

Arrangements are in place for safety education to be included in the curriculum.

## Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

## Security Arrangements

The Security Policy has been adopted from Nottingham City Council and has been shared with Governors for their consideration in annual reviews.

The Facilities Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are: **Ed O'Leary**

**The Woodlands, Nottingham Control Centre, Nottingham City Council**

## Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Facilities Manager and Governors.

Employees have been instructed to report any damage / defects to the Facilities Manager or Head Teacher.

## Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Facilities Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

## Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

## Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school. We have a School counsellor is available to speak to Staff about wellbeing and work related concerns. An allocated inset day for staff wellbeing in the Summer Term. Annual staff appraisals for all staff. We have staff "shout outs" for staff to nominate colleagues and thank them for their support. We have an annual "staff hall of fame" award.

## Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers. The Academy installed a 5m x 15m umbrella system sun shade that is situated on the playground to protect pupils from the sun.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground as mentioned above also the surrounding trees offer shade.

## Supervision

Pupils are supervised during all activities throughout the school day.

A rota system is coordinated amongst staff for covering playground duties for all cohorts.

## Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

The Facilities Manager attends general health and safety training last attended May 2019 and on a five yearly refresher basis after this, due Summer 2024.

### **Vehicles, Use of**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

### **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service for staff supporting pupils with behaviour and emotional health needs. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

### **Waste / Litter Management**

The Facilities Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

### **Water Management / Control of Legionella**

The Academy complies with the requirements of the legionella Approved Code of Practice (L8).

Second Element have been employed to review the Academy's legionella risk assessment on a yearly basis.

Second Element visit on a monthly basis to record water temperatures from around the school site and these are recorded on the SERAM database.

## **Welfare facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and they are monitored and maintained by the Facilities Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

## **Work Equipment**

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

## **Workplace Transport Safety**

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

## **Working at Height**

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Facilities Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Facilities Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Facilities Manager. Employees are instructed to report damage / defects immediately to the Facilities Manager / Head Teacher.

## Appendix 1 Cross-referenced Policies

- Asbestos (within Asbestos logbook)
- Behaviour
- Bullying
- Child Protection
- Drugs
- Emergency Plan
- Fire
- Internet Policy
- Off-Site Visits
- Security
- Supporting Pupils with Medical Conditions