



The Academy at
St James
Aspire, Achieve, Believe

Health & Safety Policy and Procedures

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General Policy

GENERAL POLICY

Health & Safety Policy Amendment Sheet

Issue No	Date	Index Ref	Brief description of amendment
001	05/02/19	Whole Document	Initial distribution

Introduction

This policy was initially issued on 05/02/19 and reflects the requirements of health and safety legislation. The document is divided into 3 sections:

Section 1 – General Policy and Responsibilities.

Section 2 – Site Information and Contacts.

Section 3 – Health and Safety Policies.

This Health and Safety Policy has been developed by Safety Group Ltd in conjunction with the School Business Manager and has been signed off for implementation by the Head Teacher and Board of Governors as a means of providing focus and direction for The Academy at St. James Health and Safety Management System.

The Policy provides the framework for setting and reviewing objectives and targets from management perspective. It also lays down the procedures for implementing these policies, which are to be followed by all employees.

The Academy at St. James Policy will be documented, maintained and communicated to all employees and other interested parties. The policy will be re-enforced and implemented through the day-to-day actions of managers. Copies of the policy are available from the School Business Manager.

The policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every year. The review will cover all sections of the policy and procedures documents to ensure that:

The responsibilities reflect the current staffing of The Academy at St. James

The organisational arrangements stay the same; and

The document reflects changes to legislation.

The policy will also be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

The policy is available to all employees and other interested and relevant parties and partners upon request.

HEALTH & SAFETY AUDIT AND REVIEW

The Academy will ensure that regular Health and Safety audits are carried out and reviews of the Risk Assessments are conducted to ensure that this policy remains relevant and is being implemented.

Reviews will assess whether employees:

- Understand and are carrying out all the responsibilities in the policy.
- Are following the procedures in the policy, which are still effective.
- Are keeping and compiling any necessary records.
- Are preparing all the necessary reports and sending them to the relevant people within The Academy at St. James.

THE REVIEW WILL ALSO ASSESS

- Management and employee attitudes to health & safety.
- The effectiveness of the training carried out and the need for more training.
- The effectiveness of the policy to reduce the incidence of accidents or near misses, dangerous events and illhealth in the workplace.

The Academy at St. James Health & Safety Policy Statement

The Academy at St. James will comply with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to the school's operations.

Occupational health and safety policies and arrangements will be proportionate to the level of safety and health risks arising from school activities.

The Academy at St. James accepts the duty to prevent injury and ill health to students, employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by school operations.

This policy will be communicated to all employees and stakeholders who may be affected by The Academy at St. James operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities. All relevant information is available from the School Business Manager.

The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Academy at St. James is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every year, or when there are changes in the nature and scale of The Academy at St. James operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

Signed:

Dated:

Position: **Head Teacher**

Key Legal Duties

LEGAL RESPONSIBILITIES OF EMPLOYERS

The key responsibilities of employers under health and safety legislation are to:

- Produce and maintain a written Health & Safety Policy.
- Assess risks to employees, pupils and others who could be affected by work activities.
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures
- Ensure access to competent health and Safety advice.
- Consult employees about their risks at work and current preventive and protective measures.

LEGAL LIABILITY OF GOVERNORS FOR HEALTH & SAFETY FAILINGS

Further to the general responsibilities of employers, Governors have the following legal liabilities:

- If a Health and Safety offence is committed with the consent or connivance, or is attributable to the neglect of any governor, manager or other similar officer of the organisation, then that person (and the organisation) can be prosecuted under Section 37 of the Health and Safety at Work Act 1974.
- Those found guilty are liable to fines, and in some cases imprisonment. In addition the court can disqualify an individual under the Directors Disqualification Act 1986.
- Individual governors are also liable for the common law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

The principle elements of the Corporate Manslaughter Act which came into force on 06 April 2008, are:

- It is an offence if the way in which an organisation manages or organises its activities cause a death amounts to a gross breach of a duty of care to the deceased.
- A substantial failure must have been at a senior level.
- Senior level means the people who make significant decisions about the organisation.
- An organisation found guilty will be subject to an unlimited fine.
- The courts may issue a publicity order (requires the organisation to publish details of conviction and fine) and a remedial order (requires the organisation to take steps to address the failures behind the death).
- The organisation and not individuals will be prosecuted.

Corporate manslaughter will normally be considered in the context of involuntary manslaughter by means of gross negligence. There are a wide variety of circumstances in which consideration may need to be given to indicting an The Academy at St. James Governor or Senior Manager for manslaughter arising out of its operations.

The victims of fatal accidents may be employees or pupils of the The Academy at St. James in question, or members of the public. Common examples are:

- Work-related fatal accidents arising out of unsafe systems of work.
- Fatal accidents resulting from the provision of unsafe goods or services.
- Fatal road traffic accidents in cases where The Academy at St. James vehicles or working procedures are unsafe.

A governor or senior manager can be prosecuted both for what he/she knows might be a neglect of duty leading to The Academy at St. James committing an offence, and also for what he ought to have known would be neglect. Senior managers must understand their duties, and what they need to do to comply with Health and Safety law. They need to be able to show that they have taken all reasonable steps to manage risks, and have effective health and safety management systems in place, including arrangements for involving their workforce.

Gross Breach

- The organisation's conduct must have fallen far below what could have been reasonably expected.
- Judges will have to take into account any health and safety breaches by the organisation – and how serious and dangerous those failings were.

Duty of Care

A duty of care exists for example in respect of the:

- Systems of work and equipment used by employees.
- The condition of worksites and other premises occupied by an organisation.
- Products or services supplied to customers.

The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

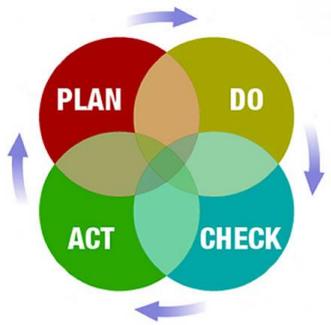
CORPORATE MANSLAUGHTER ACT IN PRACTICE

- Although the Corporate Manslaughter Act should not make any difference for organisations like The Academy at St. James, who are effectively managing risk, the recent rise in the number of cases filed for prosecution means that the implications of the Act need to be recognised as part of good health and safety management practices.
- The police will certainly be carrying out more investigations under the Act and if they feel there are gross management failings they will consider prosecution, involving the HSE as appropriate.
- A particular area that may be tested in the courts will be occupational road risk and this could impact on otherwise low-risk organisations that have people who drive for work.

LEADING HEALTH & SAFETY AT WORK

The Institute of Directors and Health and Safety Commission have produced a Joint guide. It is likely that this new guide will be cited in the courts as best practice in future investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007.

The fundamental principles of the guide are as follows:



PLAN

Core actions of the Board of Governors

- Establish a health and safety policy.
- Own and understand the key issues involved.
- Decide how best to communicate, promote and champion health and safety.

Good practice

- Health and Safety should appear regularly on the agenda of governors meetings.
- Appointment of a 'Health and Safety Officer' demonstrates strategic importance of Health and Safety issues.

DO

Core actions of the Governors

- Health and Safety arrangements to be adequately resourced.
- Obtain competent Health and Safety advice.
- Ensure risk assessments are carried out.
- Ensure that employees, or representatives are involved in the decision making process.

Good practice

- Leading by example.
- Consider Health and Safety when deciding senior management appointments.
- Assess the Health and Safety arrangements of contractors & suppliers.
- Establish risk committee and/or Health and Safety committee.
- Health and Safety training for some or all of the board of governors.

CHECK

Core actions of the Board of Governors

- Recognise importance or preventive information (e.g. training and maintenance) and incident data (e.g. accident and sickness absence).
- Ensure audit of risk management carried out.
- Ensure impact of major Health and Safety issues reported to the Board of Governors.

Good practice

- Collection of Health and Safety data to benchmark against others in business sector.
- Senior manager appraisals to include Health and Safety performance.

ACT

Core actions of the board of governors

- Examine whether the Health and Safety policy reflects current business priorities, targets and plans.
- Examine whether risk management issues have been effectively reported to the Board of Governors.
- Decide actions to address any weaknesses.

Good practice

- Include Health and Safety in the The Academy at St. James annual report.
- Governors can make extra `shop floor` visits to gather information for the formal review.
- Good Health and Safety performance is celebrated at corporate and local level.

Refer:

- The Health and Safety at Work 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Corporate Manslaughter and Corporate Homicide Act 2007.
- Institute of Directors/HSE Guide INDG 147 – Leading health and Safety at Work.

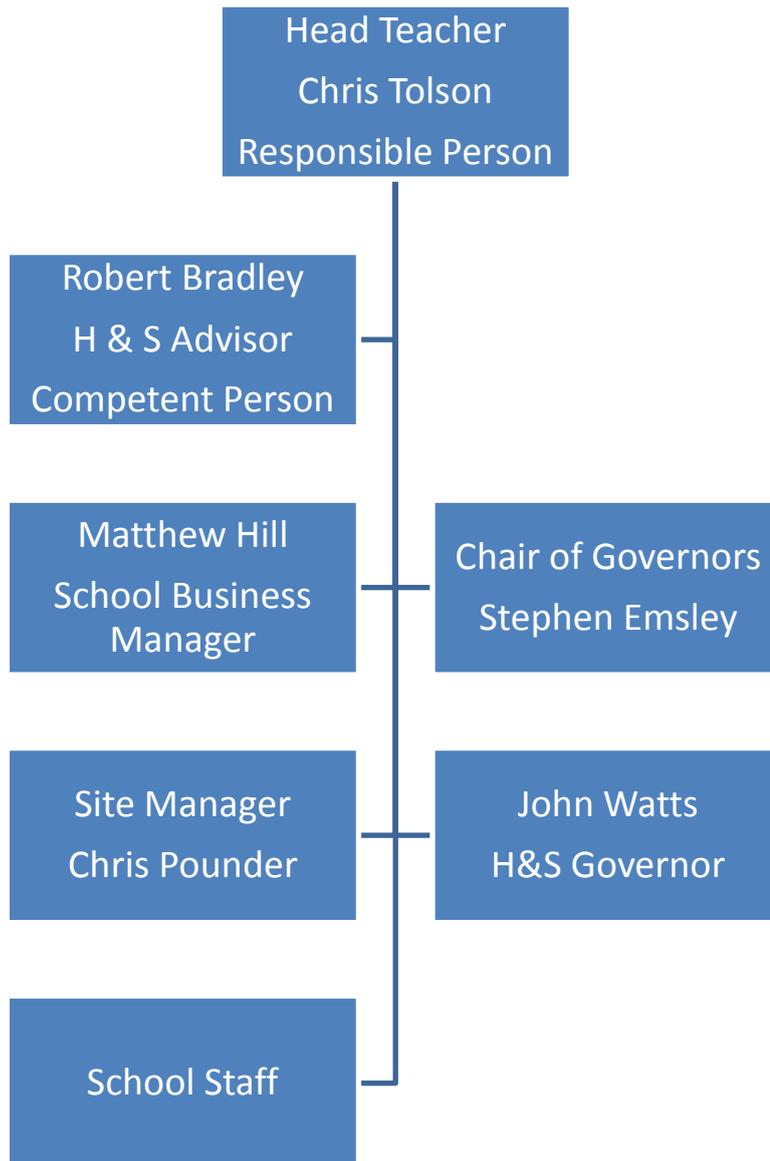


Health & Safety Responsibilities

HEALTH & SAFETY RESPONSIBILITIES

The Academy at St. James Management Structure for Health & Safety

The following chart represents the management organisation and responsibilities for health & safety within The Academy at St. James.



Governors

The Governors are responsible for setting health & safety policy. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of other Governors to carry out his/her duties.

The Governors have given Health and Safety duties to the Leadership Team while keeping overall responsibility.

Head Teacher and Leadership Team

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly.
- The health & safety policy statement reflects current priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in The Academy at St. James's annual report.
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety.

Managers

The manager's health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from work activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained at all times.
- All employees receive adequate and appropriate health & safety training in their tasks.

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

Employees

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident book.

Contractors

- Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that The Academy at St. James may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of school pupils and others on the site and the general public.
- Their employer must inspect scaffolding used by contractor's employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).
- All plant or equipment brought on to site by contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The subcontractor must give the Business Manager information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition.
- Subcontractors must report any injury or damage caused by their employees to the Business Manager.
- Subcontractor's employees must follow any safety instructions that the Business Manager gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors must carry a risk assessment on any substance or process that could harm health, and give the risk-assessment report to the Business Manager before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Contractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the Site Manager before work starts and copies must be available on site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and the The Academy at St. James Site Manager will manage this.
- Subcontractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health & safety file.
- The Contractors, senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will be the main way of transferring information.
- The Contractors must make sure that they follow The Academy at St. James contractor safety procedures.

Drivers of vehicles supplied by The Academy at St. James

Driver's health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow the road traffic regulations at all times.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the safety policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Competent Persons

School Business Manager

The School Business Manager fulfills the role of Competent Person¹ and is responsible for co-coordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the Competent Person may include:

- Co-coordinating The Academy at St. James's risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, The Academy at St. James's insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of The Academy at St. James's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

Learnsafe Health and Safety Consultants

Learnsafe Health and Safety consultants will support the School Business Manager in their duties. In particular Learnsafe will:

- Carry out annual Health and Safety and Fire Safety reviews.
- Be available to give expert advice on health and safety issues as required.

- Assist in the investigation of serious accidents and incidents.

¹ As defined in the Management of Health and Safety at Work Regulations 1999 and with the assistance of Learnsafe

Fire Marshals

Fire Marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all pupils in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.
- Keep their manager informed of annual leave dates, wherever possible.
- Confirm monthly injury accident figures to the Business Manager.



School Information

SCHOOL INFORMATION

SCHOOL INFORMATION

SITE INFORMATION

HEALTH AND SAFETY CONTACTS

Health, Safety and environmental consultant– William Cunningham BSc (Hons), GradIOSH, MbifM

Health, Safety and Food Safety Consultant - Robert Bradley BSc (Hons), GradIOSH, MIIRSM

Tel. 07515 857984 (Rob)

Email rob@learnsafe.org.uk

Policies & Procedures

POLICIES AND PROCEDURES

RISK ASSESSMENT POLICY

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving.

The responsibility for risk assessments within each classroom is delegated from the Head to the class teachers. The class teachers can then in turn ask individuals within the department to assist e.g. look after all personal protective equipment. Note: Teachers with no managerial responsibilities can't be forced to take on these responsibilities. They can volunteer and training would be provided.

The extent to which we undertake the assessments internally depends on the competency required. Any individual undertaking risk assessments will have in house training on Risk Assessments to an appropriate level. Our arrangements in relation to each type of risk assessment are detailed below:

Type of Risk Assessment	Competent Assessor who undertakes
General	School Business Manager
COSHH (Chemical and Biological Hazards)	Site Manager
Classrooms	Class Teacher
Visits, events, residential trips	Senior Leadership Team

Progress on the programme of risk assessments, and the outcome of assessments are subject to consultation with employees via Staff Meetings, email and other consultation systems.

The significant findings of risk assessments are communicated to staff involved in relevant activities via a folder of assessments within each department.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least 5 years and master copies are retained by the School Business Manager. Note that whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a legal action.

Last reviewed: 5/2/19

ACCIDENT REPORTING POLICY

It is our policy that all injury accidents, however minor, are recorded within the accident book for pupils or accident forms for staff. Serious incidents are recorded on the Accident report form

All accidents and incidents involving time off work are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by a Senior manager independent of the department involved with the assistance of the School Business Manager.

All accidents and incidents involving pupils will be recorded in the accident book and any head injury or other serious issue will be notified to the pupil's parent or guardian at the earliest opportunity. Investigations will follow the same procedure as for school employees.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The School Business Manager is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for 5 years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Governors meetings. These discussions will only include such information which would enable the identification of individual accident victims. This information could also be made available to Trades Union Safety Representatives on request and discussed at health and safety committee meetings. Safety Representatives may also review RIDDOR reports subject to permission being given by the accident victim.

Should accident rates or trends increase this policy will come under review for its suitability and changes could be implemented.

Last reviewed: 5/2/19

ASBESTOS POLICY

As a result of a specialist survey, we have identified that there is a small amount of asbestos on the premises. Annual inspection is undertaken by Bradford LA

Last reviewed: 5/2/19

CONTROL OF CONTRACTORS POLICY

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- *checking the competence of all appointees including contractors*
- *ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff*
- *allowing sufficient time and resources for all stages of the project*
- *providing pre-construction information to designers and contractors.*

We also have obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case basis and for which responsibility would be shared with the Principal Contractor and CDM Coordinator.

This policy sets out our approach to managing contractors involved in projects which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

Overview of Procedures for Control

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This individual is normally our School Business Manager.

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time or more than 500 person days of construction work, and therefore falls within the additional requirements described in Part 3 of the Construction (Design and Management Regulations (notifiable projects), he/she undertakes the following actions:

- *ensures that the Head Teacher and Chair of Governors are promptly made aware*
- *coordinates arrangements for the appointment of a competent Principle Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the Approved Code of Practice to the Regulations*
- *personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers.*

For notifiable projects the remainder of this policy does not apply, as health and safety arrangements will be determined specifically for the needs of the project and the majority of the detailed arrangements will be the responsibility of the Principal Contractor.

In the case of non-notifiable contract works, the individual responsible for coordinating the work on our behalf will:

- *define the work that has to be done including the task, the place of work and associated issues*
- *consider the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors*
- *determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours or by physical separation*
- *identify potential contractors and evaluate their competence to carry out the work safely*
- *ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations*
- *obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender*
- *discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work*
- *ensure that health and safety requirements are included in the contract*
- *undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed*
- *ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information*
- *if the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally require in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury*
- *monitor the execution of the work to ensure that it is being carried out safely*
- *lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.*

Further details about these arrangements are given in the remainder of this document.

Competence Assessment

We select contractors based on technical competence, experience and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- *track record of experience in similar contracts*
- *membership of reputable trade bodies or approved contractor schemes*
- *legally required registrations (e.g. Gas Safe Register)*
- *health and safety policies and practices*
- *recent health and safety performance (number of accidents etc.)*
- *qualifications, training and skills of their staff and manager*
- *selection procedures for sub-contractors*

- *example safety method statements and risk assessments for similar work*
- *supervision arrangements*
- *arrangements for consulting their workforce*
- *references from previous clients.*

We ensure contractors competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.

We also review the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide essential health and safety information including:

- *for any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage*
- *any restrictions on the time or location in which the work is done*
- *access, parking and road traffic rules*
- *information about other people who could be present in the premises, or could be at risk in the vicinity [including more vulnerable persons such as children, the elderly, the disabled and those with special educational needs*
- *restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers*
- *rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site*
- *smoking restrictions*
- *rules about work on the electrical installation and the use of electrical equipment*
- *requirements for work on the gas system*
- *general rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project*
- *rules requiring the use of personal protective equipment when required as a result of the hazards of the work [and as required within designated hearing protection/head protection/safety footwear/hi viz areas*
- *any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances*
- *restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment*

- *restrictions and rules about the use of hazardous substances or generation of noise*
- *rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable*
- *restrictions on the use of our facilities eg toilets, washing facilities, catering facility*
- *requirements for Supervision and quality assurance*
- *restrictions or rules on the use of sub-contractors*
- *the need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel*
- *any specific qualifications required for particular parts of the job*
- *security clearance arrangements including DBS checks*
- *requirements to report all accidents and incidents to the School Business Manager*
- *the contact details of our representative responsible for coordinating the work who can be contacted for further information.*

Receiving Information from Contractors

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

Authorisation/Permits

Contractors representatives are required to sign in on arrival and out on leaving. I.D badges are provided and must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site the site foreman for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors.

For particularly hazardous work, a Permit to Work is required. This includes:

- *hot work*
- *confined space work*
- *work with asbestos containing materials*
- *work on pitched roofs*
- *work on live electrical equipment.*

Our representative identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

Contracts

In the conditions of contract we stipulate that the contractor and all of their employees must:

- *adhere to the contractor's safety rules which we have issued*
- *comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance*
- *comply with all health and safety laws applicable to the work undertaken.*

Briefing

As described within the Authorisation/Permits section above, on arrival at our site, contractor's representatives are questioned and briefed by a Site Team Member in relation to the following matters:

- *parking arrangements*
- *any hazards that the contractor may create for other building users eg use of chemicals or flammable liquids, obstructing access, power tools*
- *any hazards arising from our own activities on that day which may affect him/her*
- *a reminder [of the locations of any known asbestos containing materials/that there is no known asbestos containing materials in the building] but if he/ she suspects anything to stop work and ask*
- *agreed safe working method to protect the contractor and others*
- *the importance of the contractor not doing any work which has not been previously agreed*
- *the fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained*
- *smoking rules*
- *the need for the contractor to report any accidents or hazards*
- *arrangements for waste removal if necessary*
- *toilet location and any other welfare facilities for their use*
- *the need to sign in on arrival and sign out before leaving*
- *specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work.*

Monitoring

All work by contractors is monitored periodically to:

- *review progress*

- *check quality of workmanship*
- *check that the workers on site are those expected and who have signed in*
- *identify any problems or unanticipated risks at an early stage*
- *check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work*
- *check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner*

The degree of monitoring depends on the type of work involved for example, [regular contract work activities such as window cleaning are checked a few times per year, whereas building alterations might be checked several times in a day.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Contract Review

On completion of works our School Business Manager ensures that we receive required certification, operating instructions, product guarantees and other necessary health and safety information. She also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

She also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- *quality of the work*
- *compliance with health and safety rules and with the method statement*
- *effectiveness of communications*
- *decision whether to add or delete the organisation from the preferred contractor list*
- *any improvements required to the policy and procedures for control of contractors*

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually.

Where the review indicates that the contractor's standards are below those required, we would normally remove them from our approved list of contractors.

Last reviewed: 5/2/19

COMMUNICATION AND CONSULTATION POLICY

The school is committed to a partnership approach to risk management involving all managers and employees. In particular the school will consult with staff on:

- *any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work*
- *the arrangements for competent advice on health and safety matters*
- *the information to be given to employees about risks to health and safety and preventative measures*
- *the planning and organising of health and safety training*
- *the health and safety consequences of introducing new technology.*

The school consults with staff via weekly staff meetings. The SLT also meets weekly and the minutes of meetings are circulated to all attendees. This is good practice and these records may be needed to defend civil proceedings or against enforcement action at a later date.

Last Reviewed: 5/2/19

DISABLED OR TEMPORARY DISABLED EMPLOYEES AND PUPILS POLICY

Where we employ persons or admit pupils with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff and pupils are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee or pupil, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

We also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may effect the individual concerned. If members of the public or parents attend site they will be escorted by an individual responsible for their evacuation.

Evac chairs will be provided as part of the PEEP assessment and training in their use will be carried out.

Relevant risk assessments [and the PEEP] will be reviewed at frequencies which take account of any change in the person's health condition.

Last reviewed: 2/11/18

DRIVING FOR WORK POLICY

Certain staff have been identified who are involved in occasional driving e.g. PE staff, Site team and these staff drive occasionally for work purposes.

Driving activities are included within our general risk assessments and as a result of the assessments we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives company vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

If individuals choose to drive their own vehicle it is the responsibility of the individual to ensure the vehicle is roadworthy and has an in date MOT and is covered by an insurance policy which allows for business use.

If vehicles are to be taken to Europe, we ensure that suitable insurance and breakdown cover is in place; that headlights are adapted as required; and other country specific requirements are adhered to.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. In the case of company vehicles employees are required to record vehicle checks prior to each journey in the log provided with each vehicle.

Company vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the School Business Manager.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by as appropriate, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required.

Employees are required to inform their line manager or the School Business Manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Within our driver handbook we set out our expectations for driver behavior which includes:

- an expectation that they will adhere to road traffic laws*
- normal limits for working hours when the day involves driving*
- the need to take a rest break of 15 minutes after every 2 hours of driving and when tired*
- not driving under the influence of alcohol or drugs (including prescription drugs)*
- not using a hand held phone when driving*
- only using hands free phones for brief essential conversations in slow moving traffic or when stopped at the side of the road.*

Company vehicles are equipped with a safety kit comprising of first aid kit, fire extinguisher, hi visibility vest, torch,

spare bulbs, foot pump, warning triangle, equipment for changing a wheel, spare wheel. There is no legal requirement for these kits in the UK but there is in some European countries.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

Regular Minibus Driver Assessment (MIDAS) test are conducted on all minibus drivers

Last reviewed: 5/2/19

DSE COMPUTER WORKSTATION POLICY

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds [and/or curtains] are also provided to assist in the control of these hazards.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

Software is selected for its suitability for the task and ease of use. Users have access to IT support via in house technicians.

The school operates a policy where all DSE users are entitled to breaks as they see fit and can manage their own DSE working time. A minimum of 5 minutes per hour of workstation use is recommended.

Workstation assessments conducted by users themselves following an on-line training session, identify any particular improvements required to individual workstations and these are implemented by the School Business Manager. The outcome of assessments is shared with each 'user'. The school uses an online training and assessment method. Each user has a unique log in and any defects or issues are specific to that user and flagged up with the School Business Manager. Adjustments, training or further assessment is then carried out in a one to one setting.

Staff use mobile devices including laptops, tablets, smart phones etc. whilst on the move, they are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Workstation assessments are reviewed at least every 2 years and also whenever there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments are retained for at least 5 years and master copies are retained by the School Business Manager. As display screen assessments may contain health information, they are filed confidentially.

Eye and eyesight examinations are provided by the school on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated 'users' are provided with training in the hazards of display screen use, the precautions for safe working, include when working on the move, and the arrangements for obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment.

Employees are encouraged to promptly report any problems including health concerns, to the School Business Manager who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Agency staff are provided with basic instruction on the adjustment of the chair to supplement the general safety training which they should have received from their employer.

Last reviewed: 5/2/19

ELECTRICAL SAFETY POLICY

All work on electrical equipment and installations is carried out by our qualified electricians or qualified contractors. We have undertaken risk assessments of their work activities and adopted safe systems of work based on best practice. Our Electricians are updated and provided with further information when there are changes to electrical installation standards. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the company's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided the use of a permit to work system will be employed.

Our own installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety. This may also be conducted on a rolling programme of 20% of all distribution boards each year. This ensures all 100% of DB's are tested within the 5 year period.

Our arrangements for the electrical safety of portable electrical equipment including are covered in the section of this policy on Work Equipment.

Last reviewed: 5/2/19

CRITICAL INCIDENT PLAN

Emergency policies are enclosed in the Critical Incident Plan (CIP). A copy is agreed by Governors and issued to all members of the SLT. For GDPR reasons this is not issued to all staff or made available on a shared drive.

Last reviewed: 5/2/19

ENVIRONMENTAL POLICY

At The Academy at St James we understand that our work has to be undertaken with the minimum amount of environmental impact as possible. We ensure this by constantly assessing our environmental impact whether by written assessment or dynamic risk assessment.

We constantly assess if better technologies or products are available should we need to replace or repair items.

By constantly assessing these and choosing the best product for the role we will decrease our environmental impact.

Refer to Waste Management Policy for guidance on how we minimise our impact through waste management.

Last reviewed: 5/2/19

FIRE SAFETY POLICY

Last reviewed: 5/2/19

FIRST AID POLICY

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

As a result the following arrangements have been implemented:

We have 12 First aid at work level 3 qualified staff. We have placed first aid kits and accident books in the first aid room, and extra first aid provision in high risk areas including playground. All First Aiders are provided with a first aid kit.

The designated first aider is responsible for undertaking a monthly check of the first aid kits on the premises and for replenishing them as necessary.

We have enough first aiders registered and controls are in place to ensure that cover is always available.

First aid training is arranged by the School Business Manager and includes full first aid at work training for at least 12 staff. In selecting training providers, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aiders' certificates and in the interim refresher training is also provided on an annual basis.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

Refer to First Aid operational guide for further information.

Last Reviewed: 5/2/19

HAZARDOUS SUBSTANCES POLICY

We use limited quantities of hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants.

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Trained COSHH assessors undertake risk assessments of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for keeping chemicals well away from children and good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use is monitored through regular audits.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors and a waste disposal note retained.

Spillage and emergency procedures are determined as part of the risk assessment process.

Last reviewed: 5/2/19

LEGIONELLA POLICY

The company has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor, Aquatrust.*
- appointment of the Head Teacher as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment*
- the maintenance of records of all applicable maintenance and testing which are held in the school office together with a copy of the risk assessment and details of the competent person who conducted it*
- monitoring by Aquatrust to check the records and confirm that the precautions have been implemented.*

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the School Business Manager reports this immediately to the Head Teacher so that additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

Last Reviewed: 5/2/19

MANUAL HANDLING POLICY

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

Specific manual handling risk assessments are undertaken by trained in-house manual handling assessors, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects eg trolleys and sack trucks and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to the site team and the School Business Manager is to monitor to ensure that it is used.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter. This is achieved through Manual handling training.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities via a folder of assessments within each department. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least 5 years and master copies are retained in personnel files.

The school will provide 'Team Teach' training to all staff who work with challenging pupils. The need for the training is determined by the SENCO.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Last reviewed: 5/2/19

NEW AND EXPECTANT MOTHERS POLICY

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work ie use of chemicals, exposure to vibration, risk of specific infections, heavy lifting. As a result on notification of pregnancy employees are instructed that they may not lift any heavy loads and must ask a colleague to assist.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, if we determine it to be necessary this risk assessment is undertaken with input from our Occupational Health Advisor.

Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months].

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

Last reviewed: 5/2/19

OCCUPATIONAL HEALTH POLICY

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

Occupational Health advice is obtained for those requiring it through our Occupational Health Practitioner.

Occupational Health records are retained confidentially with our independent Occupational Health provider for 40 years.

Last reviewed: 5/2/19

OFF-SITE WORKING POLICY

Working off site is sometimes required for teachers and associate staff. This could be for CPD, Seminars, Covering for teachers at a neighboring or partner school or providing services. Off site working should be agreed by the line manager for the member of staff that is required to work off site. It is the responsibility of the person working off site to create the invoice for the service receiver.

Any work undertaken off site is subject to the completion of a task specific risk assessment and safe system of work.

Last reviewed: 5/2/19

OUT OF HOURS AND LONE WORKING POLICY

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' In our business we have identified the following lone working situations:

- *those working alone in remote parts of a large site*
- *persons working in the premises before or after normal hours*
- *peripatetic workers.*
- *We have undertaken risk assessments of these lone working activities and put in place risk control measures including:*
- *communication via telephone for all site staff working on site*
- *regular communication is mandatory whilst working out of hours*
- *office staff working out of hours are to inform the site staff of their whereabouts and the time they intend to finish*
- *As a result of the risk assessments we have informed staff that the following tasks may not be undertaken as a lone worker:*
- *work at height including steps and ladders*
- *use of machinery*
- *Heavy manual lifting tasks*
- *electrical work*

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

Last reviewed: 5/2/19

PERSONAL SAFETY AND VIOLENCE POLICY

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it we recognise that staff involved in teaching and client facing or public facing roles are at risk of violence perpetrated by parents of pupils, members of the public, pupils.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training. For that reason, where we have the opportunity to redesign workplaces such as reception spaces, interview rooms we ensure that we include improvements to reduce the risk of violence.

A certain amount of access control is applied to the school to restrict unauthorized access. Staff are to ensure they stop and challenge any individual they don't recognize or that doesn't have an I.D badge.

A lock down procedure is in place including communication methods.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures and future premises designs as applicable.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

Last reviewed: 5/2/19

SAFETY AUDITS AND INSPECTIONS POLICY

Safety audits and inspections are a vital part of the continual improvement model adopted by the school through the HS (G) 65 health and safety management system.

A health and safety management audit based on the HS (G) 65 system will be conducted on an annual basis. This can ensure that the school adopts an upward trend in audit scores and gives a clear assessment of the compliance for health and safety management and provide a gap analysis.

A site health and safety inspection will be conducted once per year by Learnsafe. This provides a fresh look at the existing site and can provide an action plan for physical health and safety concerns. This could also help the site development plan.

Last reviewed: 5/2/19

SLIPS, TRIPS AND FALLS POLICY

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a termly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition External step edges are highlighted with yellow paint where necessary for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, cleaning staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning and site staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our termly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

Last reviewed: 5/2/19

SMOKING POLICY

Smoking is not permitted within anywhere on our site and in company vehicles. Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any client premises or within any place where “no smoking” signs are displayed.

Last reviewed: 5/2/19

STRESS AT WORK POLICY

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result we have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the HSE's stress management standards and indicators of stress within the company. As a result we have implemented an action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via Governor and Safety Committee Meetings.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers, the HR team and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the business is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the company has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

Last reviewed: 5/2/19

Please also refer to the BDAT Stress Policy

TEMPORARY WORKERS POLICY

Temporary workers such as cover teachers are inducted by the the School Business Manager. The initial induction is the same as contractors and subsequent visits are a reminder of pertinent points for the areas that they may encounter plus any emergency actions. In the event of emergencies temporary workers are to muster with their class.

As temporary workers present a proportionately higher risk than full members of staff greater instruction and supervision is required.

Last reviewed: 5/2/19

TRAINING POLICY

It is the policy of The Academy at St. James to establish training needs through looking at legislation, guidance and best practice, discussion with staff and the school requirements.

Once a training need has been identified, a request for training goes to the Head Teacher for approval. Once approved the training will be booked and arrangements made for travel or accommodation should this be needed.

A training matrix should be established to keep employees up to date with training.

Training is discussed as part of each employee's appraisal.

The Academy at St James School also provide in house Continuous Professional Development (CPD) for Teachers and Associate Staff.

Last reviewed: 5/2/19

VISITORS POLICY

Visitors to our premises include parents, couriers, clients, sales persons, contractors, members of the public (including children), members of the emergency services, regulatory staff.

Visitors are asked to sign in and out of our buildings and will be under the supervision of one of our members of staff if required or will be provided with information via signage that will assist them in remaining safe during their visit. Contractors undertaking work within the premises will be subject to our contractor control arrangements. All visitors will be issued a pass.

Last reviewed: 5/2/19

WASTE MANAGEMENT POLICY

Where possible recycling is encouraged. We provide a number of recycling bins which we administer frequently. Card and paper are separated and placed in the large recycling receptacle in the secured waste area. Currently we are not set up to segregate food waste, metals and plastics. The environmental hierarchy of controls are being used to address this point and updates to this policy will reflect as and when changes are made.

Biohazard waste is managed by Crest. We receive 2 hygiene visits per month and ad hoc visits as necessary.

Waste Transfer notices are filed in the Waste Manage Log in the site office.

Last reviewed: 23/10/2018

WELFARE FACILITIES POLICY

We have evaluated the welfare facilities required for our school to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them. Showers are also provided for staff.

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Staff are able to rest and eat food at their desks should they wish however staff rooms are available.

Lockable cupboards are provided for some staff due to the nature of their work. Accommodation for outdoor clothing is catered for with the provision of coat hooks.

We have disabled W.C's throughout the site.

Last reviewed: 5/2/19

WINTER CONDITIONS POLICY

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Where the temperature in the work areas falls below 16 degrees Celsius (teaching unions have stipulated 18 degrees) for a prolonged period, managers will authorise staff to go home on full pay or work from home where appropriate. If work in some areas involves physical effort such as snow clearance the minimum temperature which applies is 13 degrees Celsius.

For outdoor workers thermal clothing, warm jackets, gloves and hats, non-slip overshoes have been provided. Changes to work patterns such as switching to indoor tasks, additional rest breaks, hot drinks facilities are also included.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they are not expected to come to work e.g. during a period of prolonged freezing conditions. See Snow Policy

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Staff who can be correctly set up to work from home should do so if possible. This would be at the discretion of the Head Teacher and Chair of Governors.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working. This may occur due to low staff numbers in the workplace or due to home working arrangements being instigated. Should staffing level be such that lone worker situations are encountered then refer to the Lone worker policy for tasks not to be conducted under such conditions.

If due to low staff numbers, our first aiders are not available the most senior manager present will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

We have also put in place contingency plans to cover loss of heating, power or water. These are covered in the schools Critical Incident Plan.

Procedures will be implemented in accordance with our slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be regularly cleared of snow and gritted to reduce ice. We will follow the government's snow code in our approach to clearing snow and ice.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings. Should snowfall or ice deposits be such that we can't effectively clear that route we will adopt a traffic management scheme. We will cordon off some routes and concentrate our efforts on clearing the high traffic areas.

Last reviewed: 5/2/19

WORK EQUIPMENT POLICY

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by a competent external contractor. The frequency of testing is scheduled in accordance with IET guidance and completed annually. This testing is in addition to the pre-use inspections that all staff are instructed to carry out. All portable power tool are subject to a visual inspection by the user prior to and after use.

Defects are reported to the site team. The site team ensures that a repair or replacement is undertaken promptly. Equipment that is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Persons who have been suitably trained only carry out maintenance. In the case of passenger lifts specialist contractor's carry out this maintenance.

Fixed machinery including kitchen equipment is inspected during our termly workplace monitoring programme as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment.

Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company.

Records of maintenance are kept by the School Business Manager.

Last reviewed: 5/2/19

WORKPLACE TRANSPORT POLICY

Our premises include visitor parking, staff car parks, driveway, delivery area, external storage areas and one way systems.

We have undertaken a risk assessment to cover these activities and identified the risk control measures required. segregation of pedestrian routes, zebra crossing, mirrors for blind spots, avoidance of vehicles reversing, supervision of reversing vehicles, pavements, barriers and fencing, speed limit signs and access control have all been applied.

Vehicles such as minibuses are only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators are also formally authorised to use the equipment and keys are removed when the equipment is left unattended. We have training programmes to cover minibus driving and use the MIDAS scheme through Bradford Council

Records of training and authorisation for the use of vehicles are held with the School Business Manager.

Traffic routes and precautions such as barriers and signs are inspected by staff and supervisors informally on a daily basis and as part of the workplace monitoring programme.

Pre-use inspections are carried out by drivers and are recorded on the minibus check sheet provided in each minibus.

Safe methods of loading are exercised to ensure security of the load during transit and adherence with load limit rules.

Last reviewed: 5/2/19

WORKING AT HEIGHT

Working at height may not be undertaken by any staff unless they have the requisite training for the items of work equipment and processes they may undertake. Regular training updates are provided for all working at height tasks. Staff are reminded that no working at height tasks are to be performed by lone workers.

Last reviewed: 5/2/19

PEDESTRIAN TRANSIT AREAS

Our premises include visitor parking, staff car parks, driveway, delivery area, external storage areas and one way systems.

We have undertaken a risk assessment to cover these activities and identified the risk control measures required.

Last reviewed: 5/2/19