

Fylde Coast Academy Trust



(FCAT)

Health and Safety Policy and Arrangements 2018 – 2020

Policy Version & Issue Date	Version 3 – May 16 th 2018
Electronic copies of this plan are available from	FCAT CENTRAL
Copies of this policy and referenced policies are available from	FCAT Group/Shared Drive
Date of next review	May 2020 / Amendments to legislation as required.
Person responsible for Policy / review	Gary Fletcher
Checked by	FCAT Executive

Appendix A

FCAT Health and Safety Check List for Principals

Appendix B

Overview of FCAT Health and Safety Policy

Appendix C

Equality Impact Assessment

Appendix D

FCAT Policy reference

Statement

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974 which states –

"except in such cases as may be prescribed (fewer than 5 employees) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees."

The Health and Safety at Work Act places duties in respect of health and safety on employers and employees and on each person who has to any extent the control of the School premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.

Each and every member of staff of Fylde Coast Academy Trust (FCAT) and its academies must recognise that, under the acts, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Acts and supporting legislation as well as under this Health and Safety Policy and Arrangements. The Organisation and arrangements through which FCAT, the academy Local Council, the academy Principal and staff aim to fulfil the requirements are set out in the following policy and its arrangements. FCAT will ensure that sufficient resources are allocated by it and its academies, to ensure as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

This Health and Safety Policy is the central document in each academy's health and safety management system along side the development Plan*. The Trust and therefore the academy's health and safety objectives are stated within the policy arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the Trust and academy objectives. Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person/s identified in this policy, provided that he or she is satisfied that the task will be fully carried out.

This Policy Document gives details of the specific responsibilities of staff in the section entitled Arrangements. Each Academy must produce a statement of responsibilities for their specific members of staff (Appendix A). A copy of this Policy Document will be made available to all staff, both full-time and part-time visitors and all stakeholders.

The responsibility for the implementation of this Fylde Coast Academy Policy at academy level rests with the Local Academy Council and the Principal.

**FCAT Health and Safety Arrangements and Development for Academies V2 2017-2019*

RESPONSIBILITIES OF FYLDE COAST ACADEMY TRUST (FCAT)

FCAT acknowledges that, as the employer, they are ultimately responsible for health and safety in each academy. FCAT will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. FCAT appoints the Principal of each academy to hold overall responsibility for health & safety within their academy.*

FCAT is responsible for:

- Leading an effective health and safety culture which seeks to promote high standards of health and safety within the establishment;
- 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.
- Ensuring that each academy has access to competent health and safety advice.
- Employees or their representatives to be involved in decisions that affect their health and safety.
- To ensure that contractors and agents of the academy are aware of and work towards the standards set out in FCAT Policies.
- Ensure that all staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy, FCAT Evolve and have access to it.
- Identify the training needs of employees and arranging for training to be undertaken to 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 which are reported in order to make them safe.
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary and that there is effective first aid provision in place.
- Monitoring the standard of health and safety throughout the organisation.
- Ensuring that effective emergency procedures are in place.
- Ensuring effective control of contractors and sub-contractors undertaking building works on FCAT premises.

Note: in the absence of the Principal of Academy, day to day responsibilities will be delegated to another member of the Academy Leadership Team.

Signed:

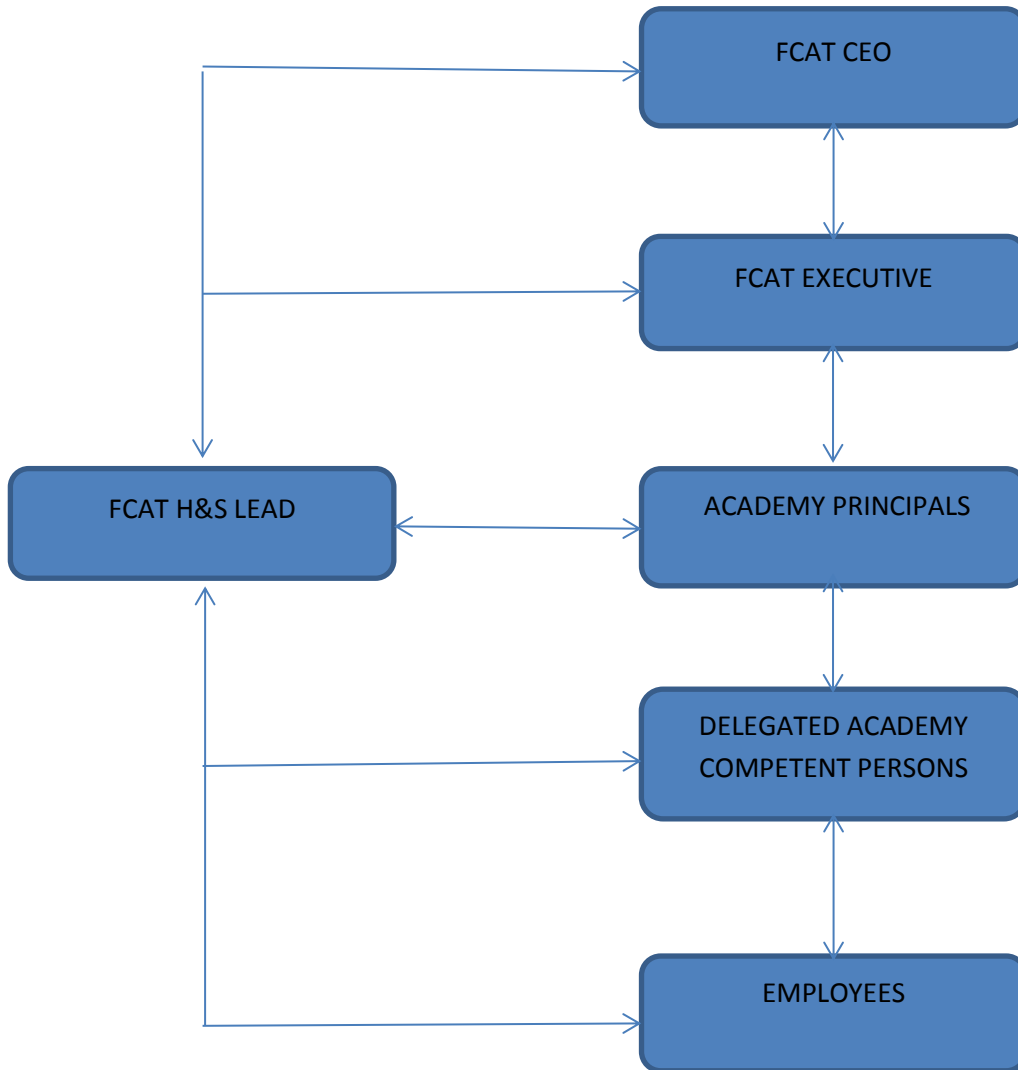
Executive, Fylde Coast Academy Trust

Date: May 16th 2018

(Signed copy on file FCAT Central Services)

Fylde Coast Academy Trust

Health and Safety Organisation Chart



The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work within FCAT.

This part of our Policy allocates responsibilities and provides a clear understanding of individuals' areas of accountability within FCAT.

Health and Safety Responsibilities

FCAT Chief Executive

FCAT Chief Executive has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the FCAT Executive and Academy Principals.

FCAT Chief Executive will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed (RPA)
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance of FCAT is presented to the Executive.

FCAT Executive

FCAT Executive are the designated persons with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near-miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures (DBS)
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving Operations Directors

FCAT Academy Principals

- they actively lead the implementation of our Health and Safety Policy
- they monitor their staff to ensure that they work safely, arrange increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the FCAT Strategic H&S Lead for action
- welfare facilities provided are maintained in a satisfactory state
- health surveillance is carried out and records are kept
- contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- FCAT health and safety rules and procedures are followed by all

Delegated Academy Competent Persons will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- they communicate and consult with staff on health and safety issues
- FCAT health and safety rules and procedures are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to the Health and Safety Team for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

- risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected
- contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping

FCAT Strategic Health and Safety Lead

The FCAT Strategic Health and Safety Lead will ensure that:

- FCAT are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported
- assist in investigating and recording accident investigations
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations
- monitoring systems audits and inspections are completed.

Employees All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the FCAT Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- Report all instance of absenteeism
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

FCAT Health and Safety / Premises Committee

The Health and Safety / Premises Committee's responsibility is to facilitate communication and consultation on health and safety issues across FCAT. They are responsible for ensuring that:

- there is regular communication and consultation with staff on health and safety issues
- health and safety issues raised by employees are discussed and considered for action
- health and safety performance and standards are monitored
- trends in accident statistics across the organisation are identified and making recommendations for action
- health and safety is promoted and new initiatives are considered to progressively improve standards in all areas
- employees are aware of significant changes to our health and safety policy documentation
- all premises issues/ reporting are discussed

Arrangements

Absence due to illness

Students

Students are not expected to attend an academy when they are not well enough to do so whether as a result of short term, long term or recurring illnesses. Students should not be kept away from an academy when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education. Each academy has systems in place to enable parents/carers to report their child's absence because of illness. It is reasonable for an academy to ask the nature of the illness, ask the parent the expected length of absence and make arrangements for the parent to call the academy again if the situation changes.

FCAT has the right to consider whether to accept the parent / carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the Academy as medical absence. If an academy has concerns that the illness may not either be genuine or warrant the amount of absence accruing, FCAT will ask the parent to substantiate the illness by asking to see additional evidence.

All academies will address incidences of recurring absence where illness is given as a reason.

Each Academy decides whether to authorise absence and it can refuse to authorise absence if, after considering all the available information, it believes that the students absence did not appear to be caused by genuine or proven illness. If an academy chooses not to authorise the absence it will notify the parent or carer of this. If after investigation and substantiated evidence accepts that a student was not well enough to attend the academy, the absence will be authorised and recorded.

Employees

To Report all instance of absenteeism
[FCAT Attendance Management Policy](#)

Access and Egress

The academy must ensure the safe access and egress to and from all workplaces. The Principal must ensure, so far as is reasonably practicable, the segregation of vehicular and pedestrian traffic and that safe walkways are provided where appropriate.

Accidents and Incident Reporting

All accidents must be reported using the Online Reporting system / Accident Books Principals are responsible for ensuring that there are specific arrangements in place within each department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents/ near miss are reported in the appropriate way. FCAT Lead Health and Safety must be notified of all major accidents and near misses. Each Academy will appoint a lead administrator of the reporting system. All RIDDOR incidents will be fully investigated by FCAT appointed Health and Safety and the HSE.

[FCAT Accident Reporting and first Aid procedures](#)
[FCAT Accident, Incident and Investigation Policy and Procedures](#)

Administration of Medicines

Medication is only administered to students when the parental consent form has been completed. The medicine will be administered by a member of staff and appropriate records kept. Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in a secure place within the academy. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school. FCAT Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered.

[FCAT Administering Medicines Policy](#)

Alcohol and Drugs

- FCAT Student Policy
- FCAT Staff Policy

Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

[FCAT Contractor Policy / FCAT Asbestos Management Policy](#)

Bullying

Employee

The Health and Safety Executive (HSE) strongly condemns any form of workplace bullying and harassment. It is recognised by the HSE that bullying is a form of organisational violence and, if not dealt with properly, is a potential source of work – related stress. Bullying is an employment issue, an equality issue and a health and safety issue.

[FCAT Management of Stress Policy and related documents](#)

FCAT work to ensure that a workplace bullying culture is discouraged by the introduction of meaningful policies, and support for staff. Bullying takes many forms and can occur in a variety of situations.

Student

FCAT is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individual can develop academically and socially free from fear of ridicule, harassment or physical threat. Incidents of bullying will always be taken seriously and followed up by staff. Parents have an essential role to play in counteracting bullying. Where bullying is clearly identified parents of both victim and perpetrator will always be contacted and the academy will seek to involve them in securing solutions.

[Academy Anti – Bullying Policy FCAT Equality Policy FCAT Abusive Parents Policy](#)

Chemicals Safety (CLEAPS)

(Control of Substances Hazardous to Health Regulations 1994)

Technicians in Science and Technology have received the appropriate training. COSHH regulations are followed and the documentation is regularly updated. Appropriate records are maintained. All equipment in the workshops and laboratories are regularly tested.

Class Size

The Health and Safety at Work etc. Act 1974 places a general duty on the employer (FCAT) to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and students. This means that it is FCAT's responsibility to put such arrangements in place with regard to class size in practical lessons that the risk of harm be properly controlled, a process which should be done by means of a suitable risk assessment – as required by the Management of Health and Safety Regulations 1999. A risk assessment will entail a careful examination of hazards likely to exist, an assessment of whether the particular hazards are likely to harm anyone and what precautions need to be taken. FCAT academies have specific legal duties to carry out risk assessments for all areas of workplace health and safety, and to appoint a 'competent' person or persons to carry them out. Decisions on class sizes might be influenced where appropriate support staff can be timetabled to assist during the course of practical sessions, for example with some aspects of equipment use and the collection of materials from stores and elsewhere.

Class Size: Physical Education

No statutory limit is placed on class sizes in PE lessons. In determining staff/student ratios, it is necessary to rely on health and safety legislation and in particular the risk assessment process (see below). In particular, when determining the size of teaching groups in PE, account should be taken of:

- the nature of the activity;
- the location of the activity –e.g. indoor/outdoor; and
- the age, experience, maturity, competence etc. of the students

Class Size: Design and Technology

DATA (www.data.org.uk) advises that at KS3, class sizes of 20 should normally be manageable, reducing to 18 at KS4 and 16 for post-16 classes. It furthermore suggests that determination of class size will “require the exercising of professional judgement by the Principal and the subject leader”. Another authoritative source of guidance is British Standard 4163:2007 on safety in design and technology in schools. BS 4163:2007 states that ‘in England and Wales the recommended maximum number of students in any one work area is 20 students with one competent, qualified teacher.’ (para.3.1). the academy may choose to control the risk by another means but it must control the risk. For example, the academy may decide to employ extra staffing for one group in an area if the number exceeds 20. Moreover, BS 4163:2007 states that a risk assessment should be carried out to determine the appropriate number of students

Class Size: Other practical subjects

What matters is the nature of the activity and the circumstances in which it is being undertaken although some activities are inherently more hazardous than others, all practical activities can become hazardous in some circumstances due to factors such as age and ability of students, design of work areas, number of students etc.

Control of Hazardous Substances

The use of hazardous substances in each academy will be kept to a minimum. The Lead Site Supervisor (with appropriate support from senior managers / SLT / Lead Science Tech / Cleaning Supervisor) will complete / obtain a COSHH assessment for all substances used on site. The associated procedures and control measures will be enforced. FCAT complies with COSHH Regulations 2002. In practice that means that no work which is liable to expose any member of the FCAT community to any substances hazardous to health unless a suitable and sufficient assessment of risk created by that work to the health and well being of the community has been carried out and the necessary steps to mitigate against any assessed risks have been put in place.

- Determine control measures to minimise the risk of injury or loss
- Define use and purpose of the substance
- Define who is likely to come into contact
- Define emergency procedures
- Define disposal arrangements

Disposals of old chemicals are carried out by COSHH compliant contractors and any such work is documented by each academy.

Contractors

Management must ensure that where contractors are engaged on behalf of FCAT that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the contractors,
- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety and FCAT Lead Health and Safety.

[FCAT Contractors Policy](#)

Communication

Principals are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels.

Communication / Consultation

Principals are responsible for ensuring that the FCAT Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels. The H&S delegated/ competent person will be responsible for disseminating information on health and safety issues within their academy / department or service. The academy should state how staff can access information such as outcomes of inspections and risk assessments and local procedures for health, safety and fire. Health and safety should also be a regular item (at least once per term) on the agenda of staff briefings and academy council meetings.

The H&S Law poster should be displayed in prominent positions in all work places. Staff and students should be able to access H&S safety information online / televisions / staff noticeboard.

Where appropriate, staff briefings in the morning will be used to communicate health and safety information in order to keep staff and students updated on the preventative and protective measures taken by the academy. FCAT HR will ensure that all new employees know where to find copies of the health and safety policy and all relevant policies.

Confined Spaces

Work in confined spaces should be avoided unless it is not reasonably practicable to do so.

Display Screen Equipment

For members of staff with 'desk based jobs' FCAT procedure for carrying out workstation self assessments on an annual basis will be followed. For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current FCAT guidance on their use.

[FCAT Guidance for Display Screen Equipment](#)

Educational Visits

All off site trips and activities will be subject to approval of FCAT Evolve. A risk assessment must be undertaken in the planning of all trips. The nature of the trip will determine the element of risk. All trips must use FCAT EVOLVE. All trip organisers must produce documentation about the trip for the EVC and delegated 'Head'.

[FCAT Visits Policy / FCAT Missing Student Policy](#)

Electrical Installation

(Electricity at Work Regulations 1989) The fixed electrical installation is tested by maintenance contractors every 5 years. Following this check a certificate is issued to confirm the electrical installation is safe.

Electrical Testing

(Electricity at Work Regulations 1989)

All electrical equipment is checked annually by qualified contractors appointed by the academy. Any concerns over the safety of electrical equipment must be brought to the attention of the academy Health and Safety competent person / Site Team member and / or FCAT Head of Estates.

Emergency Procedures

Serious or Major Incident

The Principal is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. They must ensure that the Emergency Plan is maintained, reviewed and exercised at appropriate intervals by the responsible competent person/s within the academy.

[Lockdown Policy / Emergency Plan / FCAT Security Policy](#)

Emergency Procedures: Local

Principals must ensure that there are appropriate arrangements in place in case of an emergency or crisis. This shall include such arrangements that are necessary for fire, bomb threat, chemical or gas release and spillage of chemicals or other substances and Inclement Weather.

[Academy Emergency Plan](#)

Employee Health and Wellbeing

FCAT Employee HR support the academy and staff are referred as outlined in the FCAT Sickness Absence Policy

[FCAT Sickness Absence Policy](#)

Environment

To maintain a healthy and safe environment any faults or issues relating to the fabric of academy buildings, equipment and anything that may affect peoples safe use of the site should be reported without delay to staff and all employees and students to be made aware of reporting procedures.

Equality

FCAT is committed to the promotion of equality of opportunity and good relations between persons of different racial groups, and rejects discrimination on racial grounds (colour, race, nationality or ethnic or national origins). It also rejects discrimination on other invidious grounds (such as gender*, sexual orientation, age or disability) as incompatible with the purposes of the academy, and, through its policies and practice, seeks to promote equality opportunity. FCAT approach towards ensuring equality of opportunity, including the racial, gender, and disability, equality policies here stated, is to meet the law's requirements to fulfil its general and specific race equality duties and develop and implement appropriate race, gender and disability equality schemes. It also has a wider and deeper commitment: to be an institution in which knowledge and learning are pursued in a spirit of collaboration and full mutual respect in a humane and fair environment and there is genuine equality of opportunity in relation to its employed staff.

[FCAT Equality Policy](#)

[FCAT Gender Reassignment Policy](#)

Fire Risk Assessment (Regulatory Reform (fire Safety) Order 2005

Fire Risk Assessments are reviewed annually to examine the fire safety procedures and measures required in each academy. The full evacuation procedure within each academy will be rehearsed at regular intervals in the form of fire drills in order to identify any weakness in the evacuation strategy

[Academy Fire / Evacuation Plan](#)

Fire Safety & Evacuation of Buildings

All fire exits have appropriate signage. Plans showing exit routes are displayed by the door of each classroom. A fire drill is practised and documented once a term Evacuation times and any issues which arise are reported to SLT. Fire extinguishers are checked annually. FCAT Head of Estates will ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. (Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997) A separate fire safety policy and risk assessment has been produced for each academy. Principals must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with FCAT Lead Health and Safety and the local appointed person within the Academy.

[Academy Fire / Evacuation Plan](#)

First Aid Provision

Principals will ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

[FCAT Accident Reporting and first Aid procedures](#)

Food Technology

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Staff must be satisfied that the tasks undertaken are appropriate for the students concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Gas

All academy buildings have access to a gas supply which is fed from the mains. The effects of misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important for academies to consider potential risk when dealing with gas installation and gas fuelled equipment.

The risks associated with the use of gas are:

- Fire
- Explosion
- Exposure to the by-products of combustion, such as carbon monoxide

The main requirements of the above regulations are:

- To design gas installations safely and with a view to anticipated use
- To maintain gas installations in a safe condition
- To have annual safety checks on fixed gas appliances. This does not include mobile or portable appliances, such as heaters which operate from a cylinder.
- Only to allow CORGI approved fitters to work on gas installations.

[FCAT Gas Safety Policy](#)

GDPR

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU).

FCAT must:

- ensure that we only collect and use personal data for specific and justified purposes.
- be transparent about the data we collect, share and use personal and sensitive data. We do this through Privacy Notices issued to students, parents and staff.
- be constantly thinking about the reasons we collect, share and use personal and sensitive data.
- keep detailed records of the data we hold, who we share it with and how we keep it safe.

We can do this by asking and evidencing the answers to the following questions:

1. What do personal data do we collect?
2. Where is personal data stored and how is it kept safe/secure?
3. Who has access to personal data?
4. When or how often do we use personal data?
5. Why are we using the personal data?
 - a. Are we allowed to use personal data in this way?
 - b. Do we still need to use personal data in this way?
6. Do we have a legal or justified reason?
 - report any suspected data breach to ICO within 72 hours.

[FCAT GDPR Policy](#)

Glass and Glazing

All glass in doors and side panels are to be safety glass. All replacement glass is to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary. All incidents of smashed glass should be dealt with immediately.

Hazards (Identification of) and substances

Principals must ensure, so far as is reasonably practicable, that all significant hazards within their academy are identified, properly assessed, the risks eliminated or controlled.

Health & Safety and Premises Committee

Within FCAT there is a Health&Safety Premises Committee for consultation with regards to health and safety at work. This includes Academy Council representation, employee, Site Team, SLT, Bursar Business Managers and workplace / Branch Trade Union H&S Representatives. Union appointed health and safety representatives may make representation to management on any matter affecting the health, safety and welfare of those they represent. Union appointed health and safety representatives may investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent. Union appointed Health and Safety Representatives may periodically inspect the workplace. Union appointed Health and Safety Representatives may examine potential causes of accidents involving those they represent. Following an accident they may inspect the workplace, related statutory documents and represent their employee group in consultation with HSE inspectors.

Health and Safety Law Poster

FCAT have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the poster in a prominent position in each academy or provide each worker with a copy of the equivalent leaflet, which is also available in hard copy,

Health and Safety Signage

Formal health and safety signage throughout FCAT academies conforms to the requirements of the Health and Safety (Signs and Signals) Regulations. All are compliant with the guidance contained in BS5378 with regards to colours, and BS5499 with regard to fire signage. Documented inspection records should be in place.

Health and Safety Training

Principals are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Principals / Site Leads must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. FCAT Lead H&S will recommend identified training as required. The Competent person elected within each academy shall be responsible for co-ordinating training for site teams and cleaning operatives.

Induction

On taking up a new appointment, each academy has a duty to ensure that all new members of FCAT staff receive an effective health and safety induction, and understand or relevant information given. The new employee should be advised on FCAT policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc. To ensure that all the relevant information is supplied the FCAT induction checklist should be used as a guide as to what should be covered. It is not practicable for this document to specify all associated risks, hazards and variations in practice that could occur. Thus these should be used as a template, and modified, taking into account local surroundings and circumstances.

[FCAT Induction Form](#)

Infectious Diseases

When people live or work closely together they are more at risk from spreading infections and diseases. When a person has an infectious illness/disease strict precautions will be observed. It is FCAT policy to:-

Train staff so they are aware of any risks and precautions to be taken to prevent the spread of infection/disease.

Provide preventative measures such as personal protective equipment (PPE), training and procedures.

Record all incidents of infection/disease

Report notifiable infections to the local enforcing authority .

[FCAT Infection Control Policy](#)

Insurance RPA (Risk Protection Agency)

All employers must have specific insurance to provide compensation to employees following successful civil law claims for damages in the event of work related injury or damage to health. The risk protection arrangement (RPA) is an alternative to commercial insurance for academy trusts. Under RPA, the UK government covers the losses instead of commercial insurance.

Investigation

All accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the FCAT Lead Health and Safety. Two Investigators must be appointed at each Academy investigating and reporting all work related accidents, incidents, ill health and near misses as required or directed by FCAT Lead H&S, with the aim of preventing re-occurrence.

[Accident Reporting and Investigation Policy](#)

Legionella and Water management

FCAT complies with the requirements of the Approved Code of Practice (L8). Monthly inspections are carried out and are recorded by **FOCUS ON TESTING**

All non-routinely used outlets (taps / showers) that have been identified are regularly flushed and also flushed throughout the academy holidays and logged. A Risk Assessment will be carried out as required.

Lettings

Organisations must provide a risk assessment of the activity being undertaken, Liability Insurance, and, if applicable, DBS. A contract of behaviour must be signed and a signed agreement confirming that organisations must be prepared to abide by FCAT policies and arrangements. In most cases the Site teams of each academy will be the liaison with external organisations.

[FCAT Lettings Policy and Documents](#)

Lifts & Hoists

All passenger lifts and hoists for disabled students are inspected by a competent engineer on a six monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

Lightning Protection

Lightening protection is fitted to some academy buildings as necessary. It is subject to annual inspection by specialist contractors. Full details are available from each site affected.

Local Duties

Members of staff will be tasked to carry out certain health and safety management or supervisory duties on behalf of their academy and FCAT.

These may include:

- Academy/ Health & Safety co-ordinators
- Safeguarding H&S
- Workplace management co-ordinator
- First Aid co-ordinator
- Accident Investigation Officers
- First Aider(s)
- Evacuation Officer
- Fire Wardens
- COSHH Supervisors
- Laboratory Responsible Persons

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and will have access to report to the person responsible for overseeing that function. In addition, adequate training, time and resources will be made available in order for them to carry out their duties effectively.

Local Management of Health and Safety

The Principal is responsible for ensuring that organisational arrangements for health and safety within their academy are put in place. FCAT Lead Health and Safety will oversee the management of health and safety within the FCAT organisation. At academy level principals must ensure that a competent person/s is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. Local academy arrangements will include: risk assessments, local health and safety procedures Inc. fire plan, fire RA, Inclement weather management and employee consultation health and safety training records. Competent members of staff will be tasked, by the Principal, to carry out certain health and safety management or supervisory duties on behalf of their academy and FCAT.

Lone Working

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

Under the Health and Safety at Work etc. Act 1974, FCAT as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

[*FCAT Lone Working Policy*](#)

Maintenance / Inspection of Equipment

All statutory compliance checks of equipment, machinery and other facilities will be carried out with suitably qualified contractors as detailed by the Lead site Supervisor / competent person at each academy. The items to be inspected and frequency will be detailed in the template. The records will be held by the academy and Lead H&S.

Managing / Supporting and administering medication to Students

The Children and Families Act 2014 Section 100 includes a duty for schools / academies to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

[*FCAT Managing / Supporting and administering medication to Students Policy*](#)

Manual Handling

(Manual Handling Operations Regulations 1992)

All heavy lifting should be handled by the Site team, who have received the necessary training and have the appropriate equipment.

Members of the Public and Visitors

FCAT must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to an academy In order to meet these responsibilities, the academy must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the academy's activities,
- Control hazardous areas by means of excluding or restricting access.

[*FCAT Visitors Policy*](#)

Members of the public becoming volunteers

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Principal's PA in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS/CRB clearance and be able to provide the details of two referees.

[FCAT Volunteer Policy](#)

Members Use of Academy premises (Lettings)

Organisations must provide a Risk Assessment of the activity being undertaken, Liability Insurance and, if applicable DBS. A contract of behaviour must be signed, fit for purpose activity forms completed and agree to abide by the Lettings policy. Food and Drink are not allowed in all activity areas. These organisations must be informed of our policies and must be prepared to abide by them. In most cases the Site Team will be the liaison with external organisations.

[FCAT Lettings Policy and Documents](#)

Minibus

FCAT minibuses are a valuable resource, which helps to provide students with access to visits and off-site residential, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. The aims are to provide clear procedures relating to use of FCAT Minibuses and to ensure that all users of FCAT Minibuses are aware of their legal responsibilities.

[FCAT Minibus Policy](#)

Monitoring

To monitor the effectiveness of the FCAT Health and Safety Policy internal 6 monthly audits of each academy take place. These inspections are carried out by the competent person/s at each academy. A written record of each inspection and subsequent remedial action is kept and available for scrutiny. Additionally, informal checks of the workplace are undertaken on a regular basis including checking of means of escape, fire doors, fire extinguishers, weekly testing's, water etc. and 6 monthly / annual servicing records of facilities equipment.

FCAT Lead Health and Safety will oversee all inspections and conduct random audits.

Regular monitoring is conducted through the Health and Safety / Premises meetings held every half term. Formal and informal inspections as well as checks of high risk areas such as workshops are carried out regularly at each academy to ensure that all working procedures detailed in the guidelines and risk assessments are followed e.g. the use of guards on machines, the use of PPE. Each academy is advised to conduct a periodic examination of documents such as risk assessments and training records and to make sure suitable arrangements are in place. Each academy is subject to external audits. These audits mainly focus on a detailed examination of the systems that are in place to effectively manage health and safety within the academy and also check compliance with the FCAT Health and safety Policy by carrying out a tour of selected (by the auditor) areas within the trust.

The FCAT H&S Action Plan is used to identify health and safety objectives and room for improvement. It provides a timetable to ensure that these objectives are met. Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:

- Physical controls are in place and working
- Staff have done what they are supposed to do: and
- Review procedures are working

[FCAT H&S Action Plan](#)

New or Expectant Employee / student

In line with the Management of Health and Safety at Work Regulations the employing FCAT is required to assess the workplace risks that may affect the health, safety and welfare of any pregnant staff or new mother. This risk assessment will outline the existing control measures designed to safeguard the staff member and her unborn child as well as detail what further action needs to be taken to remove or reduce these risks from occurring. Pregnant staff or new mothers will be required to comply with any changes to their job design; activities etc. in line with any assessment actions, as well as inform their line manager of any concerns that may require the assessment to be reviewed.

Noise and vibration

Where local assessments indicate that noise or vibration levels may be significant, FCAT Lead Health and Safety should be consulted and a quantitative assessment will be carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.

Occupational Health

Advice should be sought, where necessary, from FCAT HR in connection with occupational health matters including health surveillance.

Personal Protective Equipment

Where risks cannot be controlled at source, appropriate personal protective clothing and/or equipment will be provided free of charge. (HSWA and Personal Protective Equipment at Work Regulations 11)

Permit to Work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)
- Confined Spaces

[FCAT Safe Systems of Work Policy](#)

Planning and Development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of FCAT. FCAT shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according to the appropriate standards approved under the Building Regulations.

[FCAT Development Safety Policy](#)

Plant

Systematic inspections of plant and equipment will take place at appropriate intervals to ensure the effective operation of workplace precautions. FCAT, as an employer, will provide equipment for use, from hand tools and ladders to electrical power tools and larger plant. Each academy will demonstrate that arrangements are in place to make sure they are maintained in a safe condition. Maintenance on plant equipment is carried out to prevent problems arising, to put faults right and to ensure equipment is working effectively.

Maintenance will be part of a scheduled planned servicing programme or may have to be carried out at short notice after a breakdown.

The provision and Use of Work Equipment Regulations 1998 (PUWER) require work equipment and plant to be maintained so it remains safe and the maintenance operation is carried out safely in our academies.

Playground Supervision

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Public Events and Entertainments

Academies must ensure, as far as is reasonably practicable within their control, that all entertainment events occurring at an academy are safe and without risk to health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies. Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

[FCAT Performance Drama Hall / RA Policy](#)

Preventing Extremism and Radicalisation

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate.

[FCAT Preventing Extremism and Radicalisation Policy](#)

Risk Assessment

Each academy will maintain a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds

They are all available on the academy group / shared drive for staff to inspect and refer to as necessary. The Principal and delegated H&S Lead at the academy will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

[FCAT Risk Assessments Policy and Guidance](#)

Risk: Assessment (Task) / Risk Control Measures

Each Head of Department / Responsible Person / SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically, and whenever there are significant changes to such operations.

Risk: Hierarchy of Controls

Each academy must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- PPE

Risk: Factors (Special)

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health

New or Expectant Mothers

Young Persons at Work

Staff and Students with Impairments and Disabilities

EYS

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins the academy.

[FCAT Equality Policy/ Equality RA](#)

Review of Risk Assessments

FCAT Lead Health and Safety will check that local risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation

Safe Access and Egress

Management must ensure the safe access and egress to and from all workplaces. The Head of Estates must ensure so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on all FCAT property and that safe walkways are provided where appropriate.

Safeguarding: Child Protection

- To inform all adults working or volunteering within FCAT
- To support the development of safe environments for students to learn, develop and grow
- To safeguard children from extremism and radicalisation and to support PREVENT strategy

Science

It is the duty of all members of the science staff, i.e. teachers / supply staff who work in the department occasionally, technicians and other support staff:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work;
- To be familiar with the FCAT Science Policy by periodic reference to it
- To look out for revisions
- To follow its provisions
- To co-operate with other members of staff in promoting health and safety.

[FCAT Science Policy](#)

Science: Equipment and resources

- Fume Cupboards – COSHH regulations –testing
- Radioactive Sources – (Where applicable) RPA The local rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA
- Pressure vessels (Where applicable) Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations. Inspection should take place annually.
- Chemicals – The task of arranging safe storage of chemicals (and where necessary disposal), including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) is given to the science technician at each academy (Where applicable) who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished

Security

This document identifies the key elements of Fylde Coast Academy Trust (FCAT) security management system and the ways in which the security of students, staff, governors, contractors and visitors is applied. It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

[FCAT Security Policy](#)

Slips Trips and fall's on the Level

The potential for slips trips and falls within each academy has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the Principal is informed immediately and this information contributes to any decision to close the academy.

[*Academy Inclement Weather Plan*](#)

Stress at Work

Proactive - FCAT templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with FCAT welfare policies.

It is the policy of FCAT to take all reasonable and practicable steps to safeguard the health and safety of its employees at work. FCAT recognise that excessive levels of stress, especially if endured for long periods, can lead to ill health. While FCAT have no control over external factors, the objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work
- Enable staff to recognise, at an early stage, problems which might be related to harmful levels of stress
- Provide support for those who are suffering ill health due to work related stress and provide assistance

[*FCAT Managing the Cause of Work Place Stress Policy and Documents*](#)

Students (With exceptions Nursery / EYS)

All students are expected to:

- Exercise personal responsibility for safety of themselves and others
- Observe standards of dress consistent with safety and hygiene
- Observe the safety rules of FCAT including the emergency evacuation procedures
- To tell a member of staff as soon as possible if they become aware of any health and safety issue to another student or person.

Supervision of students

Sensible, safe behaviour will be promoted to students by all members of staff. Dangerous or risky behaviour displayed by students will be addressed and dealt within the academy rules Students will only be allowed into or stay in classrooms under adult supervision appropriate supervision of cloakrooms and toilet access will be in place at busy times

Temperature

Surveys (to measure both high and low temperature levels) are carried out on request with the aid of a temperature logger

Traffic Management

Each Academy will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site
- Wherever possible avoid same-access for all

Training, Information, Instruction, and Supervision

Health and Safety Training Needs are assessed as part of individual's annual review. Training needs may also be identified as part of a risk assessment process. Principals are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Principals / Executive must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained within the academy. Refresher training must also be carried out when appropriate. Employees must be given comprehensible information, instruction, training and supervision necessary to ensure their health and safety and that of others. [HSWA, MHSW and other regulations e.g. COSHH]. The H&S Law poster will be displayed.

[FCAT Health and Safety Training Policy](#)

Violence at work

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

[FCAT Abusive Parents Policy](#)

Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Principal's PA in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS clearance and be able to provide the details of two referees.

[FCAT Volunteer Policy](#)

Weapons

It is illegal to carry knives or other offensive weapons on and around Academy premises. The presence of weapons, or items which could potentially be offensive weapons, in the academy would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes within the FCAT organisation. It is therefore it is Academy Policy to forbid the possession, custody and use of weapons in, on, or around the Academy premises and during Academy activities.

[FCAT Weapons Policy](#)

Welfare

Sufficient toilet facilities are available for both employees and students, which include adequate hand washing / hand drying facilities. Students have access to drinking water throughout the day. There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the (Lead Site supervisor / Head of Estates/ FCAT Premises Committee). All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Working at Height

Working at heights risk assessments have been completed. Appropriate record keeping and safe systems of work are kept in the working at heights file. All site/caretaking staff who under take working at heights have been on a half day training course.. Work at heights must be avoided so far as reasonably practicable from untrained employees.

Workplace Risk Assessment

All workplaces will be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

Work Equipment

Lead Site / Head of Departments / must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations (HSE) and is suitable for its intended use.

FCAT Safety of Work Equipment Policy

Workplace Equipment Maintenance

The Academy / Lead Site Supervisor must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

Work Placement

A risk assessment must be undertaken in the planning of all work placements. The nature of the work placement will determine the element of risk. The Academy / External approved provider will carry out the Risk Assessment. Procedures will follow the guidance contained FCAT Safeguarding Policy.

FCAT Work Placement Risk Assessment's and documents

Workplace Inspections

Delegated Competent Persons from each academy must ensure that regular housekeeping inspections and statutory inspections are carried out and evidenced to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

Workplace Management

The Principal must ensure that there are organisational measures in place within their academy to ensure their academy is safe as far as is reasonably practicable.

The Principal must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the Academy, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Lead Site Supervisor but only where the Lead Site Supervisor is able and competent to carry out this role.

Workplace Statutory Examinations

All Staff / Heads of Department must ensure that all equipment within their control, and which is to be maintained by the academy, is notified to the Lead Site Supervisor for inclusion in the testing regime. The academy site team must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. Each academy must ensure that a register of all equipment owned and/or maintained by the trust which requires statutory testing is maintained.

Inspection / Servicing Contracts

Type	Frequency	Contractor
Air Conditioning	Annual or as recommended by manufacturer	
Catering Equipment	As required by risk assessment, recommended by manufacturer	
D&T Machinery	As required by risk assessment, recommended by manufacturer	
Electrical Installation	Five Yearly	
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	
Fume Cupboard / Dust Extraction (LEV)	Annual	
Gas Boilers / Cookers	Annual	
Water Testing	Monthly	
Gym Equipment (Fitness Equipment etc.)	6-Monthly / Annual	
Emergency Lighting	6-Monthly	
Fire Alarm	3X Year	
Fire Extinguishers	Annual	
Pest Control	2 Monthly	
Lightning conductors	Annual	
Passenger Lifts (including disabled)	6 Monthly	
PE and Play equipment	Annual	
Portable Electrical Appliances	Annual	
Power Tools	As required by risk assessment, recommended by manufacturer	
Pressure Vessels (e.g. compressors, steam generating equipment) Sprinklers	Annual (frequency depends on type installed)	
Tree Inspections	As Recommended by ARB	

Appendix A

FCAT Health and Safety Check List for Principals and delegated Competent Person/s

Key Points to Remember	NOTES
Policy	
1. Health and Safety Responsibilities - Check that your staff are aware of their role regarding Health and Safety issues.	
2. Health and Safety Policy Also ensure that FCAT Health and Safety Policy statement and supporting documents are available for the audit process.	
3. School Development Plan - Include Health & Safety issues in your School Development Plan or other Action Plan.	
4. Health and Safety Law Poster - Employers have a legal duty under the Health and Safety Information for Employees Regulations to display the approved poster in a prominent position in each workplace.	
Health and Safety Guidance	
5. STAFF Make sure they can easily locate the Health and Safety Policy and associated documents, and use to obtain guidance on a range of health and safety issues.	
Termly Inspections	
6. Health and Safety Inspections - Carry out interim health and safety inspections around your buildings and land. These should be carried out two times a year. Involve your staff to raise their awareness of health and safety issues.	
Essential Risk Assessments	
7. Undertake risk assessments , considering risks to staff and visitors, as well as pupils.	
8. Caretaker Risk Assessments – caretakers along with management must complete risk assessments for the tasks carried out at the academy.	
9. Control of Substances Hazardous to Health (COSHH) – caretakers along with management must carry out risk assessments of all chemicals used in the academy.	
10. Fire Risk Assessment - It is your responsibility to ensure the academy has a fire risk assessment and it is reviewed on an annual basis.	
Key Points to Remember	
Essential Risk Assessments contd.	
11. Working at Height - You must ensure a task based risk assessment is carried out for all work at height activities in your academy and your caretaker/s have been trained to work at	

height. They must also ensure access equipment is regularly inspected.	
12. Manual Handling – You must ensure a task based risk assessment is carried out for manual handling activities in your academy and your caretaker/s have been appropriately trained.	
Requirements	
13. Asbestos Register – It is your responsibility to ensure the Asbestos Register is held in the reception office. (If applicable)	
14. Legionella Risk Assessment - You must ensure any remedial works following recommendations made on your Legionella risk assessment are noted on the risk assessment document.	
15. Five Year Fixed Installation Test/PAT Testing – It is your responsibility to ensure the KCC commission a competent company to carry out your Five Year Fixed Installation test. You must also ensure all portable electrical equipment is PAT tested on an annual basis and appropriate for the task being used.	
16. Management of Contractors - You must manage the contractors you have on site so that the risks to pupils, staff and visitors are minimised. This includes using the Asbestos register (if applicable) and ensuring you know your responsibilities as a duty-holder.	
17. Active and reactive monitoring	
Emergency Procedures and Accident Reporting Arrangements	
18. Emergency Procedures - Ensure that procedures are in place for emergencies, including fire, first aid, violence and accidents.	
Emergency Procedures and Accident Reporting Arrangements contd.	
19. Accident/Incident Reporting - Ensure that you and other senior staff know what procedures to follow if there is an accident or incident (FCAT Policy). Set up a system for monitoring accidents that occur.	
Training	
20. Communication, Training and Consultation - Set up adequate systems for communication, training and consultation with your staff regarding health and safety.	
21. Training - Incorporate employees' Health and Safety responsibilities into their job descriptions, and ensure they are provided with suitable training.	

Appendix B

Overview of FCAT Health and Safety Policy

The statutory responsibility for ensuring the health and safety of students, Staff and Visitors, so far as is reasonably practicable, lies with the FCAT Trust.

FCAT will ensure, as far as is reasonably practicable, that students, staff and visitors are not exposed to risks to their health and safety in an academy and during off-site visits. FCAT will have a health and safety policy and arrangements to implement it. FCAT will assess the significant risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

FCAT has the power to ensure that its health and safety policy is carried out. It will provide health and safety guidance to academies and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows that training is needed FCAT will make sure this takes place. FCAT will fulfil its statutory duty by monitoring how well its academies and staff are complying with its Health and Safety Policy and associated policies.

Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

Staff must:

- Take reasonable care for the health and safety of students while at work
- Co-operate with their employer and the Principal / Academy Council as far as necessary to enable compliance with the above duties.
- Follow instructions from the employer on health and safety matters
- Carry out activities in accordance with school policies, training and instructions.
- Inform delegated staff of any serious risks or hazards.

It shall be the duty of every employee whilst at work:-

‘To take reasonable care of their own health and safety and of any other person who may be affected by their acts or omissions and to co-operate with their employer so far as is necessary to enable FCAT to meet their requirements with regards to any statutory provisions’

The expectation is that all employees and Academy Council members familiarise themselves with the full FCAT Health and Safety Policy

Appendix C

Date: May 16 th 2018	Policy/Activity: FCAT Health and Safety Policy	Assessor: Gary Fletcher
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carers			
2	Gender	✓	Information	FCAT Gender Policy
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment	✓		Gender Reassignment Policy (Staff / Student)
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc.			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc.			
9	Age			
	Age			

Appendix D

Policy Reference:

FCAT Abusive Parents Policy
FCAT Accessibility Policy
FCAT Administering Medicines Policy
FCAT Accident, Incident and Investigation Policy and Procedures
FCAT Accident Reporting and first Aid procedures
FCAT Alcohol and Drug Policy (Staff / Student)
FCAT Attendance Management Policy
FCAT Asbestos Management Policy
FCAT Contractor Policy / FCAT Asbestos Policy
FCAT Development Safety Policy
FCAT Equality Policy/ Equality RA
FCAT GDPR Procedures and Policy
FCAT Gender Reassignment Policy
FCAT Guidance for Display Screen Equipment
FCAT Health and Safety Training Policy
FCAT Infection Control Policy
FCAT Lettings Policy and Documents
FCAT Lone Working Policy
FCAT Managing the Cause of Work Place Stress Policy and Documents
FCAT Managing / Supporting and administering medication to Students Policy
FCAT Minibus Policy
FCAT Performance Drama Hall / RA Policy
FCAT Preventing Extremism and Radicalisation Policy
FCAT Risk Assessments Policy and Guidance
FCAT Safety of Work Equipment Policy
FCAT Safe Systems of Work Policy
FCAT Security Policy
FCAT Sickness Absence Policy
FCAT Visits Policy / FCAT Missing Student Policy
FCAT Visitors Policy
FCAT Volunteer Policy
FCAT Weapons Policy
FCAT Work Placement Risk Assessment's and documents

Local: Academy Lockdown Policy, Academy Emergency Plan, Academy Fire / Evacuation Plan, Academy Inclement Weather Plan