

St Andrew's Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties. We will:

- ✓ Plan for health and safety within our academy improvement planning activity.
- ✓ Ensure relevant safety actions are included during the staff 'Do Your Job' process.
- ✓ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this academy.
- ✓ Review with the Academy Council all progress against our plans and take appropriate action.
- ✓ Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ✓ Assess and control risks to all academy staff.
- ✓ Monitor accident trends throughout the academy to further inform the health and safety aspects of the School Improvement Plan.
- ✓ Monitor our performance against plans.

St Andrew's Academy – Health and Safety Policy and Procedures

This document details the organisation and arrangements required to maintain and continuously improve our academy's health and safety management system.

The contents include a list of our local procedures for this academy and the document control system we use.

As the employer, Shaw Education Trust (SET) has overall responsibility for Health and Safety in Community Academies. At academy level, duties and responsibilities have been assigned to staff and Academy Councillors as laid out below.

The aim of the policy is to:

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, students and other supervising adults participating in off-site educational visits.
- Establish and maintain safe working procedures amongst staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, students and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Academy Councillors will pay particular attention to:

- Monitoring and reviewing health and safety issues through the Academy Council.

The Academy Council are responsible for health and safety matters at a local level and are responsible for:

- Reviewing the establishment's Health and Safety Policy and performance annually.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Headteacher

The Headteacher is responsible for the development and maintenance of safe working practices and conditions for all staff, students and visitors to St Andrew's Academy. This extends to engaging in activities sponsored by the academy. To achieve this the Headteacher will be responsible for the implementation of the Health and Safety Policy.

The Headteacher will advise Academy Councillors of the areas of health and safety concerns which may need to be addressed by the allocation of funds.

The Headteacher has overall responsibility for:

- Communicating the policy to all relevant parties.
- Developing a culture of safety throughout the academy.
- Reporting to Academy Councillors on pertinent health and safety issues.
- Reporting accidents and incidents and violence of any significance to the Academy Council.
- Ensuring there is an adequate system in place for undertaking risk assessments.
- The implementation and monitoring of the establishment's health and safety arrangements which form part of this policy.
- Ensuring all staff, so far as is reasonably practicable, are provided with sufficient information, instruction, training and supervision to avoid hazards and contribute positively to their own health and safety.
- Ensuring that the establishment has emergency procedures in place.
- Ensuring there is no misuse of equipment etc.
- Ensuring that the premises and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to Academy Councillors.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The Site Manager will:

- Ensure that he is familiar with the academy's Health and Safety Policy.
- Conduct a termly health and safety survey with a delegated member of staff (or outside agency) and report urgent issues to the Headteacher.
- Conduct regular site checks.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities, for example, storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher (or person delegated) any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct academy use), such as machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Regular testing of fire alarms, including Residential buildings.
- Management of asbestos and legionella testing.
- Fixed electrical wiring testing, gas boiler inspections and the examination/testing of premises.
- LEV, pressure systems, maintenance equipment, scaffolds and ladders.
- Specific oversight of safety matters in the maintenance department and plant rooms.
- Safety when working at height.
- Safe practice for contractors working at the academy.

The Lead for Pastoral and Behaviour and Head of Care will:

- Provide provision of on-site medical support; assessment and treatment or referral of illness and injury.
- Receive and hold medical record forms about students and identify medical information requiring action.
- Prepare and update student Individual Care Plans.
- Ensure delivery of appropriate medication training.
- Monitor and systematically update medication administration.
- Inform and advise those staff that are entitled and need to know about risks to be avoided by particular students.
- Ensure provision and regular checking/restocking of first aid boxes.

The Educational Visits Co-ordinator is responsible for:

- Management of staff in the planning and preparation of risk assessments and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the academy site.
- Developing expertise in the field and being aware of current legislation and regulations.
- Advising staff and ensuring consistency of best practice in the running of academy visits, either in the UK or overseas.

Heads of Departments are Responsible for:

- Identifying and controlling hazards within their areas of responsibility.
- Preparing and reviewing, at least annually, risk assessments and any other assessments/procedures necessary for their department.
- Ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change, and are readily available for reference.
- Being aware of any specific legislation and official guidance relevant to their department and ensuring it is complied with.
- Monitoring of safe practice by all who use the department.
- Provision of personal protective equipment (PPE).
- Manual handling safety.
- Distribution of and ensuring departmental members' understanding of COSHH assessments.

Responsibilities of all Staff

Staff are to apply the academy's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements, and:

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, and record these inspections where required.
- Ensure, as far as is reasonably practicable, that students use equipment safely.
- Report situations, defects/hazards that may present a serious or imminent danger to the Site Manager or in his absence to the Headteacher.

- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms.
- Ensure any medical needs of students are passed to the relevant members of staff, including Ancillaries, Teaching Assistants and Midday Supervisors. All supply staff are asked to familiarise themselves with this.

Responsibilities of Employees

Under the Health and Safety at work etc. Act 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. Staff will:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academy's Health and Safety Policy and procedures at all times. Report all accidents and incidents in line with the reporting procedure.
- Co-operate with academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to the Headteacher any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and Personal Protective Equipment provided for safety or health reasons.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher, then the person in charge of the activities for which the premises are in use will have responsibility for safe practices:

- The Site Manager will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the academy, it will be a condition for all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the academy and that they will not, without the prior consent of the Academy Council:
 - a) introduce equipment for use on the academy premises.
 - b) alter fixed installations.
 - c) remove fire and safety notices or equipment.
 - d) take any action that may create hazards for persons using the premises or the staff or students of the academy.
- All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons.

Access to the Academy by Persons Other than Members of Staff or Students

- All visitors to the academy must report to Reception on arrival and sign in using the touchscreen Inventory system, and sign out on departure.
- All persons on site must present a current and clear DBS on arrival.
- A badge will be issued to be worn by visitors for the duration of their stay at the academy. This does not apply to evening events or performances where an individual risk assessment should be completed.
- In order to prevent unauthorised access to the premises, all outside doors should be kept locked during the academy day, except for students' access at playtimes and lunchtimes.

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to academy documentation will be authorised by the Headteacher.

Co-Operation

Local systems and documentation will be implemented following consultation through our Academy Council.

Communication

Local systems and documentation will be held electronically and on hard copy and made accessible to staff members.

Competence

- The Headteacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- Academy staff members will continually develop their own competence through CPD activities, including health and safety training on induction, refresher training and specific training where necessary, for example, risk assessment techniques.

Planning and Prioritising (Setting Standards) Primary Academy Health and Safety Plans

Academy health and safety planning will be part of our school improvement planning process.

Risk Assessments

Risk assessments will be undertaken and regularly reviewed by the Headteacher. They are authorised by the Headteacher and then placed in an accessible place so that staff can read them. They will be expected to sign the front sheet to confirm that they have been read and understood as appropriate.

Controlling Risk in Curriculum Areas

It is the responsibility of the Teacher to ensure that students in their care conduct themselves in a safe manner and are not exposed to any unnecessary hazards. If there is a potential hazard then students should be made aware of it and the Teacher should ensure that all reasonable precautions are taken. Students should be instructed in the safe use of scissors, craft knives and hand tools and should never be left unsupervised.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the academy (see Local Arrangements section).

Measuring Health and Safety Performance Active Monitoring

Formal inspections of the premises will be carried out in accordance with SET guidelines every 12 months by a nominated person and the Academy Councillor responsible for Health and Safety. There is also a termly check of the building by the Headteacher and Site Manager. Any problems identified by these inspections, including any concerning lifting, carrying, tripping and falling, will be categorised High, Medium or Low risk and dealt with on a priority basis.

Reactive Monitoring

The Academy Management Team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our Local Arrangement and will nominate someone to report trends etc. to our Academy Council.

Reviewing Health and Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill health data.

The Academy health and safety performance will be reviewed by the Academy's Management Team termly and reported to Academy Councillors.

Auditing/Inspecting Health and Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by the Site Manager and Headteacher. Audits are to be carried out by Entrust, namely Steve Brown.

ST ANDREW'S ACADEMY HEALTH AND SAFETY ORGANISATIONAL STRUCTURE

ACADEMY COUNCIL



HEADTEACHER



SITE MANAGER



FINANCE & GENERAL PURPOSES (inc HEALTH and SAFETY)



LEADERSHIP TEAM



EMPLOYEES

Local Arrangements

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APPENDIX 1

ACCIDENT REPORTING PROCEDURES

- In accordance with the St Andrew's Academy accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences and near misses on MyConcern, in accordance with training given to all staff.
- Academy accident reports will be monitored for trends and a report made to the Academy Council, as necessary.
- The academy will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

Medical Facilities

The academy is required by the Education (Academy Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of students. The academy's nominated accommodation is the Medical Room.

Accident Procedure

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes nearby, such as in the Medical Room, school office. This enables the lesson to continue with minimum disturbance to the Teacher or class.
- MyConcern must be completed and submitted within 24 hours of the occurrence and parents/carers informed as appropriate.
- Serious Injuries are any injuries that may require a qualified First Aider or medical attention.
- Request an ambulance if the need is obvious, summon an appointed First Aider who will be dispatched to meet the ambulance and direct it to the incident.
- For lesser emergencies, ask a colleague for an appointed First Aider to be summoned immediately.
- Staff should contact the Emergency Services directly where it is not practical to summon an appointed First Aider.
- Stay with the casualty while waiting for assistance.
- MyConcern must be completed for all injuries.
- All major injuries need to be recorded on <https://staffordshirecc.info-exchange.com/> by the Headteacher.

Student Illness

Any student feeling unwell should be sent to the Medical Room accompanied by a member of staff. The escort should immediately contact Reception to inform them of where they are.

Employee Accidents

Staff should complete MyConcern if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay. (This applies to all education employees and self-employed

persons on academy premises.) Any accident to an employee resulting in a fatal or major injury should be reported to Pete Potts, Director of Estates, immediately by telephone.

Student Accidents

- Any student complaining of illness or who has been injured will be reported to the class Teacher and a First Aider contacted; where appropriate treatment will be given.
- All incidents, ailments and treatment are recorded via MyConcern.
- Parents/carers are contacted if there are any doubts over the health or welfare of a student.
- In the event of a serious incident, an ambulance is called and a member of staff/parent/carer accompanies the student to hospital. Parents/carers are asked to go immediately to the hospital. It may be appropriate to transport a student to hospital without using an ambulance. This should be on a voluntary basis, with two members of staff to accompany them. In such cases staff should ensure they have specific cover from their insurance company (business use), a valid MOT and tax (where possible parents/carers to accompany the student).
- If a member of staff is concerned about the welfare of a student they should contact the school office immediately. If an injury has been sustained, the student should not be moved.
- Fatal and major injuries to students on academy premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:
 - The condition of the premises, for example, potholes, ice, damaged or worn steps, etc.).
 - Plant or equipment on the academy premises.
 - The lack of proper supervision.
- Fatal and major injuries to students occurring on sponsored or controlled activities, organised by the academy but off the academy site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

Reporting to the Health and Safety Executive (HSE)

The Headteacher will liaise with SET and will report all RIDDOR incidents immediately to the Health and Safety Executive (HSE).

- Employee absence, as the result of a work related accident, for periods of seven days or more (including weekends and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor.
- Incidents resulting in a student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc. must be reported to the HSE within 15 days of the incident occurring.
- The academy will still be required to keep a record of all over three day injuries – recorded on MyConcern.

APPENDIX 2

ASBESTOS

- The SET Asbestos Management Policy, available on the Shaw Education Trust SETNet, will be followed.
- The Asbestos Register is held in the cupboard at the main school entrance and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Headteacher shall ensure:

- The Asbestos Register is maintained and that any changes are notified to Andy Ackerley, SET Estates Project Manager.
- All work on the fabric of the building or fixed equipment is entered in the Permission to Work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the Asbestos Register.
- Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher and signing the Asbestos register.**
- Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager, who will contact Andy Ackerley, SET Estates Project Manager.
- Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher, who will contact Andy Ackerley, SET Estates Project Manager.

Release of Asbestos Containing Materials

- In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.
- The Headteacher must be contacted immediately, who will contact the relevant agencies (asbestos registered contractors), to arrange for a sample to be taken and relevant remedial works carried out.
- Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Headteacher.

APPENDIX 3

CONTRACTORS

- All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.
- All contractors must report to Reception, where they will be asked to sign in using the signing in system. Contractors will be issued with information on fire procedures, local management arrangements and vehicle movement restrictions.
- The Asbestos Register must also be read and signed by all contractors working on the fabric of the building, regardless of the nature of the work being undertaken. No work will be allowed to proceed without the appropriate signature in the Asbestos Register.
- Contractors must report to a member of staff in the first instance.

Contractors will ensure:

- When not in use, any equipment that contractors bring into the academy should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that students or adults are occupying; this includes cloakrooms and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.
- If any contractor creates a hazardous condition and refuses to eliminate it or to take action to make it safe, then the Headteacher or Site Manager will take such actions as are necessary to prevent risk or injury to other persons. If a member of staff is aware of any hazardous situation being created by a contractor, they have a duty to report this to the Headteacher or Site Manager immediately.
- A meeting will take place with all contractors, prior to the commencement of work or awarding of an ongoing contract, in order to ensure that health and safety considerations are adequately provided for and any information held by the academy can be made available as deemed necessary, for example, the Asbestos Register.

APPENDIX 4

DISPLAY SCREEN EQUIPMENT (DSE)

- All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time), for example, Admin staff, Office Manager and Headteacher, shall carry out a self-DSE assessment.
- All workstations, chairs and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. Office staff will be responsible for checking this when ordering.
- The Headteacher is responsible for co-ordinating Display Screen Equipment assessments.
- Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps will be undertaken by the academy to eliminate these risks or otherwise reduce them to avoid the adverse health effects.
- Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every two years by a qualified Optician.
- Where necessary, a contribution is made towards the cost of lenses. Details of this can be obtained from the Headteacher/Office Manager.
- Suitable training and information is given to users of Display Screen Equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.
- Make sure you can get to your working area easily and there's enough space for you to work safely. Check that any furniture is in good repair and that storage equipment is secure and won't fall over. Keep your working area clean, tidy and clear of things that may cause slips or trips.
- If your work activities include using DSE, make sure you follow the guidelines in the DSE guidance.

APPENDIX 5

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

- The Headteacher is responsible for ensuring the fire risk assessment actions are addressed in the timescales specified.
- The fire risk assessment is located in the main office and reviewed every five years by a competent Fire Officer and reviewed annually by the Headteacher.

Fire Instructions

- These are made available to all staff and included in the academy's induction process.
- An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly and a record kept in the fire log book:

- Fire drills will take place at least once a term and reported by the Headteacher to the Academy Council. The outcome of each fire drill practice will be recorded, such that any problems can be noted and procedures reviewed and where necessary inform policy/procedure.
- Fire drills will be timed and their success evaluated. These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained in the school office.

Fire Fighting

It is recommended that staff do not attempt to put out fires. Our priority is to ensure all students, staff and visitors evacuate as quickly and safely as possible.

Details of Service Isolation Points

- These are kept in the red box in the reception area.
- Electric and Gas is next to the boiler room.
- Water is in the main boiler house in the far corner.
- Emergency gas cut off is in the main Kitchen.

Details of Chemicals and Flammable Substances On-Site

An inventory of chemicals used by the academy will be kept by the Site Manager, for consultation.

Fire Evacuation - If You Find a Fire or One is Reported to You

Staff discovering a fire or other emergency for which the buildings should be evacuated, should activate the alarm using the nearest available break glass call point, and make their way to the nearest evacuation point.

On Hearing a Continuous Sounding of the Fire Alarm:

- Nominated staff are to pick up all registers and visitor book (which are electronic so staff need to pick up the iPad) and leave by the nearest exit and take them to the fire assembly point.
- Site Manager or other nominated person to meet the Emergency Services and direct them to the required location.
- Leave classrooms or work areas immediately, as quickly and safely as possible, by the nearest designated fire door. Designated evacuation routes are clearly signed with illuminated or reflective signs. These are to be used if the building is in use outside of normal school hours.
- Students should leave the classrooms with the Teacher (if there are any other adults in class they should lead students out). The Teacher should ensure the fire door is closed behind them.
- Encourage the students to move quietly and without panic and to line up at the fire assembly point at the back on the school on the playground, at the clearly marked muster point, and front of the school if the nearest class exit is that way or are located in the Willows, Bungalow or Lodge.
- Registers will be taken by class staff and Fire Marshals will go round all the designated points to ensure everyone has evacuated safely and report anyone unaccounted for.
- Teachers are to take responsibility for their own class. Each class will line up at the fire assembly point and the register taken. Any students unaccounted for must immediately be reported to a Fire Marshal. Under no circumstances must anyone return into the building until declared safe to do so.
- A full evacuation plan, which also includes locations of firefighting equipment, break glass points and sounders, is kept in the Fire Log Book which is kept in the red box, situated in the main school office.
- All other adults, including visitors, are to be taken to the nearest exit and assemble at the evacuation point.
- If there is a fire during assembly, the Teacher leading the assembly should direct classes out, led by the Teacher responsible for that class (if they are present in assembly); this may not be the Teacher that is the usual class Teacher.
- If there is a fire at lunchtime – those Teachers in the vicinity of the staffroom are to exit the academy via the nearest fire exit and go straight to the playground to help Midday Supervisors and Teaching Assistants to organise students into class groups at the fire assembly point.
- If the fire is in the vicinity of the main playground, everyone is to line up as far as possible from the school building.

Fire and Bomb Alerts

- In the event of a fire or bomb, alert the Headteacher or Deputy Head and sound the fire alarm to evacuate the premises. If it is a bomb alert, a call to the Police is required.
- A member of the Management Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.
- All students and adults should remain outside. Only when the 'all clear' has been given are students and adults permitted to re-enter the premises.

Residential Fire Procedures (10:00pm – 07.30am)

- Residential staff should check at bed-time that all students have a warm over-garment and footwear ready for evacuation.

- All students should be walked through the fire drill procedure regularly.
- All staff should know the location of fire alarms and emergency lighting equipment.
- Hi-Visibility jackets are readily available for staff in crash bags.
- Contents of 'crash' bags should be checked at handover and ensure one is easily accessible and located in each area occupied by students and contain:
 - Hi-Visibility jackets.
 - Torches in working order.
 - First Aid pack.
 - Updated files containing Fire Log/s for the shift.
 - Keys and access fob for the Willows building and access code for side gate.
 - Individual Fire Blankets.
 - Pen.

Standard Procedure

- During the above stated hours, responsibility for telephoning the Fire Brigade (if the auto dial is non-functional) and taking the 'crash bags' passes to the Night Wake staff.
- Fire Logs and keys to the Willows are located in each 'crash bag' accessible in the Yellow Room and Green Room during residential hours.

Duties and Responsibilities of the Night Wake Staff

- Report to the Team Leader when coming on duty.
- Check Assembly Points and Exit Points are lit.
- Check all students have suitable clothing and footwear ready for evacuation.
- Ensure each student on the Fire Log checklist is accounted for and in the correct room.
- Ensure staff log accounts for all staff on site.
- Agree areas of responsibility for evacuating the building with the member of Residential staff sleeping in.

Codes: Main Double Gate and Key Safe Perimeter Pathway codes in-line with the current access codes across the site.

In The Event of a Fire the Following Procedure is to be followed:

- Person responsible for the Green Room (rooms 9 – 12) to evacuate by the nearest Fire Exit.
- Staff to go to their agreed area and evacuate students as quickly and effectively as possible, closing doors behind them (person nominated to the Green Room to pick up stragglers outside the building).
- The member of Night Staff designated to the Yellow and Orange Room will evacuate this area working in partnership with the member of Residential staff who is sleeping in. Night Wake Staff will be responsible for the Yellow room (rooms 5 – 8) and Sleep In Staff will be responsible for evacuation of the Orange room (rooms 1 and 2).
- Move to the Willows immediately to help students on the way.
- Night Attendant will use Fire Registers located in 'crash bags' to check all students and staff are present and uninjured.
- Telephone Senior on Call Staff from the Willows and Fire Brigade regardless of Auto Dial to ensure Fire Service attendance.
- Remain in the Willows until Fire Officer deems it safe to do otherwise.
- If any student does not respond to the Fire Alarm appropriately, such as refusing to move, staff can quickly refer to individual PEEPs (Personal Emergency Evacuation Plan). If unsuccessful then ensure the bedroom door is closed and advise Fire Officer/s accordingly.

- If the perimeter pathway is obstructed in any way, staff will guide students through the upper main double gates or go to the central assembly point in the playground.
- If the Willows is identified as an unsafe location, staff and students will assemble in front of the garages.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS MOBILITY IMPAIRMENT

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person. On steps, the helper should descend first with the person's hand on their shoulder, and on the level surfaces they should take the helper's arm and follow them.

Hearing Disability

- People with a hearing disability should be escorted out of the building by staff.
- In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm, for example, pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.
- Where there are any staff or students who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily), a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.

APPENDIX 6

FIRE PREVENTION, TESTING OF EQUIPMENT

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly by the Site Manager and a record kept in the Fire Log book. This test will occur once a week prior to staff coming into the academy.

Any defects on the system will be reported immediately to the Site Manager or in their absence the Headteacher.

A fire alarm maintenance service is provided through an Entrust contractor (being Lantern at the moment). Entrust will facilitate an annual maintenance service of all firefighting equipment.

The Site Manager visually checks on a weekly basis that all firefighting equipment is available for use and operational, and for any evidence of tampering. This is recorded in the Fire Log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to the Site Manager.

Emergency Lighting

These systems will be checked for operation monthly in-house by the Site Manager and six monthly by an approved competent contractor.

Green Door Release Boxes

These will be tested regularly by the Site Manager.

Emergency Red Pull Cords

These will be tested regularly by the Site Manager. Test records are located in the site's log book.

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

APPENDIX 7

FIRST AID AND MEDICATION

First Aid Training and Qualifications

There will, at all times when students are at the academy, be at least one person on-site qualified to a minimum level of an Appointed Person.

A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a First Aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

Off Site Visits

The first aid requirements specific to off-site visits are to be found in the Educational Visits (Learning Outside the Classroom) Policy.

First Aid Kit Provision

First aid kits are available at the following locations:

- The Medical Room.
- The Office.
- Kitchen.

Off-Site Visits

Portable first aid kits are available in school.

Students' Medical Conditions

A list of students who suffer from medical conditions, together with details of those conditions, is updated regularly. Copies of this list are kept in the Medical Room

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-Academy-with-medical-conditions.pdf

Individual Health Plans are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the Medical Room.

Buccal Midazolam is provided as required – appropriate training is provided every six months for staff.

No medication is stored in classrooms or accessible to students.

Informing Parents/Carers

Where the incident has required the issue of medication, or dressings which will need review after leaving the academy site, school staff will contact parents/carers.

Parents/carers will be contacted in the event of any head injury, if an ambulance is called or any other circumstances where the professional judgement of staff dictates that such contact should be made.

Hygiene/Infection Control

Basic hygiene procedures must be adhered to by all staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with any dressings etc. in the medical waste bin provided in the Medical Room.

Responsibilities

Included within the responsibilities of Approved staff are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
- To check the contents of first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.
- The Headteacher is responsible for all necessary reporting under RIDDOR.

Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately. Parents/carers will be informed when an ambulance has been required to be called.

If a parent/carer cannot accompany a student to hospital, a member of staff will accompany them to hospital, following academy guidance, and remain with them until the parents/carers can take over responsibility.

Treatments

When dealing with blood, plastic gloves and an apron **must** be worn.

Cuts/Scratches – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above. If profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Apply a cold compress. Run your hands over their scalp to find any bleeding, swelling or any area that feels soft or indented. Handle the head and neck very gently. Parents/carers are advised in a 'Bump to the Head' letter.

Falling – Children do fall over from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the student is unable to get up and is in obvious distress then call a First Aider, who will assess the situation and take appropriate action. If the student is unable to stand unaided, **do not lift them** as this could cause other injuries.

Unconsciousness – Call the First Aider immediately.

Breathing Difficulties – Ask the student to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the student does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a student is falling, try to support them or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a ‘bleed’, call an ambulance to take them to hospital.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class Teacher and/or a First Aider.

Anaphylaxis – This is the result of severe, generalised allergic reaction. The student could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the student’s adrenaline and call for an ambulance. Common allergies are:

- Food, such as eggs, fish, nuts, especially peanuts.
- Insect stings.
- Immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) is placed in a disposable bag and fastened securely. Any clothing should be placed in a plastic bag and fastened ready to take home.

Health Plans

Health plans are in place for those students with complex medical needs, for example, chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

Staff under-go specific training related to health conditions of students and administration of medicines, such as for diabetes, epilepsy, anaphylaxis etc., which is conducted by a health professional as appropriate.

These plans are reviewed as and when informed by parents/carers and written precautions /procedures made available to staff.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the 'Control of Substances Hazardous to Health Regulations 2002' (the COSHH Regulations).

The Site Manager completes a COSHH assessment sheet for substances in the academy, compiling and maintaining a list giving details of these substances.

The Academy will ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety datasheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of students.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable Personal Protective Equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

All substances with harmful properties used in the academy by the Site and Cleaning staff will be COSHH (Control of Substances Hazardous to Health) assessed. Copies of the safety datasheets will be kept in the Site Manager's room and around the school.

COSHH assessments will be updated as necessary by the Site Manager.

If a member of staff brings into the academy a substance marked as hazardous, for example with Red and White or Orange square warning symbol, a COSHH assessment must be carried out by the Site Manager and the datasheets kept in an accessible area.

APPENDIX 9

HEALTH AND SAFETY INFORMATION AND TRAINING

Communication of Information

Detailed information on how to comply with SET's Health and Safety Guidance is available on the SET SETNet. There is also a Health & Safety Policy on the school website and latest information will be displayed in the staff room.

The Health and Safety Law posters are displayed in the staffroom and kitchen.

The SET Health and Safety Team and Headteacher, alongside the Site Manager, provide competent health and safety advice for St Andrew's Academy.

Health and Safety Training

Health and Safety induction training will be provided and documented for all relevant employees by the Headteacher.

The Headteacher is responsible for ensuring that all staff have been provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees Will Be Provided With:

- Induction training in line with the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, such as Moving and Handling, Working at Height etc.
- Refresher training where required.

Health and Safety training records are held by the Office Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training, for example, in First Aid, is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Site Manager/Headteacher.

Monitoring inspections of play equipment/play areas etc. will be carried out by nominated staff. The Headteacher and Site Manager will carry out termly inspections of fixed outdoor play equipment. A qualified inspector will carry out bi-annual checks of fixed outdoor play equipment.

Advice and proforma inspection checklists can be found on the Entrust Property Portal.

- Inspections will be conducted jointly with the establishment's Health and Safety representative(s) if possible.
- The person(s) undertaking the inspection will complete an action plan and submit this to the Headteacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named Health and Safety Academy Councillor will be asked to be involved/undertake inspections on an annual basis and report back to the Full Academy Council meetings. This Academy Councillor monitoring will also cover management systems in addition to inspecting the premises.

APPENDIX 11

LEGIONELLA

St Andrew's Academy complies with advice on the potential risks from legionella as identified in guidance from the HSE and Entrust.

A legionella water risk assessment of the academy will be completed by a competent contractor.

Hot and cold water temperature checks will be undertaken by the Site Manager and flushing will be carried out on a weekly basis and recorded.

The results of this test are to be kept in the Water Hygiene logbook.

Quarterly, six monthly and annual tests are carried out by competent contractors.

APPENDIX 12

LESSONS

St Andrew's Academy will ensure, where some lessons pose a greater risk, they will be managed in accordance with relevant legislation and current guidelines and the risk managed.

Food Hygiene

St Andrew's Academy will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out unless it is in use for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking/Preparing Food

- Cookers should not be used without essential fire precautions being immediately available, for example, fire blanket, fire extinguisher.
- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct cooking temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in the academy.
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present).

Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks).
- All food rubbish must be put in black plastic sacks and tied up.
- The microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly.

Eating the Food or Transporting it Elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out uncovered.
- Parents/carers must inform the Teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class Teacher should exercise vigilant supervision of students when they use any potentially dangerous equipment.

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make students aware of this and insist that care is always taken. Students should not carry heavy loads, nor should they run about when carrying equipment that could shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects, for example glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Students should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The students should never handle moulds.

Use of cutting devices, such as knives/scissors, can be dangerous. Students should be shown the correct techniques for their use before handling them.

Dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, such as vinegar, lemon juice etc. and acidic items. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and advise the students accordingly to take care.

Lenses, such as magnifying glasses, can focus light and heat and, therefore, special care should be taken that students do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something flammable.

Students should never look at a very bright light, such as a projector beam. Students should never look directly at the sun, even though dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the academy. Magnets, although not a hazard to students, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used, only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance.

Protective Clothing

Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes. If handling soil for any activity, gloves should be worn.

In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

Guidance on safe practice in PE is detailed in the AFPE book.

General points to be considered when teaching PE are:

- The Teacher should be dressed appropriately, with jewellery removed.
- The correct footwear is essential to ensure quick and safe movement when necessary. The students should change into a T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The Teacher should be aware of what the students are doing throughout the session and should not leave them on their own.

Playground

Football/ball games are supervised. Stitched balls or hard balls are only allowed during PE lessons under strict supervision.

Staff actively encourage students to play safely and discourage fighting or other rough games.

Staff supervise the playground during playtimes.

Dance Safety

Although dance is less dangerous than other physical activities, Teachers should be aware of hazards.

Students should dance in bare feet or wear pumps.

Students should be discouraged from running around in a boisterous manner.

The Teacher should make sure there is nothing in the Hall on which students could harm themselves.

Swimming Rules

We follow the LA's Policy Guidance Note on swimming.

Swimming instruction is provided by qualified swimming instructors.

Male and female staff should accompany the students (where possible) when visiting the baths. The senior Teacher (Group Leader) is to have a list of all the students in his/her care and the numbers involved.

The students must be counted on entering and leaving the pool and when leaving the swimming baths.

The students should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the academy staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the students are changing.

APPENDIX 13

LONE WORKING

Lone working can be defined as a wide variety of situations, including:

- Travelling alone - on foot, by car or public transport.
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of lone working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the academy.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal academy hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible, it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by text message, for example. The staff member must receive a response before lone working. If a reply is not received from the Headteacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so the member of staff should ensure a family member is aware s/he will be working alone on the academy premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the

policy will be reviewed. Staff attendance needs to be logged so staff must log in via the signing in inventory system.

Staff should not enter the academy premises if there are signs of intruders, and are advised to immediately call the Police.

Staff should lock the outer doors when lone working and ensure that areas of the academy not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the Police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Management's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the academy's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the academy's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within the school grounds. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All academy staff are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all academy personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The academy respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher any aspect of work related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

APPENDIX 14

MINIBUSES

The academy have procured the services of DCC Fleet Management to maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus, and will conduct an annual check of their driving licence. Access to this is via (01332) 641517¹.

The Headteacher will carry out a weekly check of the minibuses. Drivers are responsible for checking the vehicle they are using prior to use.

Risk assessments have been carried out on the use of the minibuses and all checks are carried out prior to using the vehicles.

Occupational Driving and Driving the Academy Minibus

This document describes the procedure for the management of occupational driving. NB: This does not include hired transport and drivers.

Minibus - Introduction

These procedures are designed to give guidance but are not exhaustive. In essence, the academy must ensure that its vehicles are operated safely and comply with all the relevant legislation governing transport operations.

It is a requirement that the academy's procedures are followed by all employees. Failure to do so may result in action being taken under the academy's Code of Conduct Policy. If you are in any doubt you must seek advice from the Office Manager or the Headteacher.

Responsibilities

The vehicles must not be used for 'hire and reward'.

The minibuses will only be driven by staff who have a Cat D1 licence and comply to all other conditions.

The academy will be responsible for ensuring the vehicles are correctly taxed, MOT'd and insured. Any defects in the vehicles should be reported to the Headteacher.

Approved drivers must be medically fit to drive and are required by law to inform the DVLA at once if they have any disability which is or may become likely to affect their fitness as a driver, unless they do not expect it to last for more than three months. They must also inform the Office Manager/HR.

Approved drivers must inform the Office Manager/HR if they receive any endorsements on their driving licence.

¹ All drivers must hold a full Category B (car) licence and must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must check the following before taking the minibus out on the road:

- Lights, horn, stop lights and reflectors.
- Brakes and steering.
- Windscreen washers and wipers.
- Visually inspect the tyres for damage and wear.
- That there is no damage to the body of the vehicle that is likely to cause harm.
- Seat belts are working correctly.
- The interior is safe and luggage is appropriately stowed.

Drivers must adhere to all current speed limits, road regulations and follow the Highway Code.

All fines and fixed penalty tickets are the responsibility of the driver of the minibus.

If the minibus is involved in an accident, the driver of the minibus should obtain all details, including weather conditions, witnesses and third parties.

The Office Manager will:

- Review drivers' driving licences online via the Gov.UK website annually.
- Drivers may purchase the appropriate amount of fuel and obtain a dated receipt, which must be handed to the school office.

The Headteacher will:

- Follow up any incidents/accidents.

All staff who drive on behalf of the academy will:

- Sign keys in and out from the school office (including mileage on return).
- From the risk assessment findings, take appropriate corrective actions where identified and record the action taken.
- Report any endorsements, impending endorsements and disqualifications to the Office Manager.
- Carry out the pre-start checklist at the start of your journey when driving on academy business.
- Where the journey time is more than one hour, a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 15 minute break away from the wheel when you drive continuously for more than two hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.

In the event of an RTC, obtain the following information:

- Stop, and check whether you need the Emergency Services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform management.
- In the event of breakdown, the details of our breakdown cover and contacts are in the minibus. This should be checked by the driver before any journey.
- Make a sketch drawing/take photograph of the accident site.

APPENDIX 15

MOBILE PHONES

Introduction and Aims

At St Andrew's Academy the welfare and well-being of our students is paramount. The aim of the Staff Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse, including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This guidance applies to all individuals who have access to personal mobile phones on the school site. This includes staff, volunteers, Academy Council members, students, young people, parents/carers and any family member and/or children with them, visitors and contractors. This list is not exhaustive.

This guidance should be read in conjunction with the following documentation:

- Child Safeguarding Policy.
- Anti-Bullying Policy.

Code of Conduct

A Code of Conduct is promoted with the aim of creating a co-operative workforce, where staff work as a team, have high values and respect each other, thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim therefore is that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles – Staff/Volunteers

- Staff are not permitted to make/receive calls/texts during contact time with the students. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight, such as in staff lockers or bags, during class time.

- Mobile phones should not be used in a space where students are present, for example, in the classroom or on the playground.
- Use of mobile phones (including receiving/checking and sending texts and emails) should be limited to non-contact time when no students are present, such as in office areas, staff room, empty classrooms.
- It is also advised that staff protect access to functions of their mobile phone using security settings.
- Should there be exceptional circumstances, for example, an acutely sick relative, then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of students or sharing images. Legitimate recordings and photographs should be captured using school equipment, such as academy cameras and tablets.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:

- On off-site visits, where possible, school mobile phones are used to make contact with the school office (and in exceptional cases parents/carers). In normal circumstances mobile phones should not be used to make contact with parents/carers during school trips – all relevant communications should be made via the school office.
- Where parents/carers/volunteers are accompanying on trips, they are informed not to make contact with other parents/carers (via calls, text, email or social networking) during the trip or use their phone to take photographs of the students.

Volunteers, Visitors, Academy Councillors and Contractors

All volunteers, visitors, Academy Councillors and contractors are expected to follow the Staff Mobile Phone Policy as it relates to staff whilst on the premises.

On arrival, visitors will be informed of our expectations around the use of mobile phones. We accept that there will be occasions when contractors will need to use their mobile phones on the premises. They will be asked to make their calls in an area where no students are present.

Parents/Carers

While we would prefer parents/carers and anybody with them not to use their mobile phones while at the academy, we recognise that this would be impossible to regulate and that many parents/carers see their phones as essential means of communication at all times. We therefore ask that parents/carers' usage of mobile phones, whilst on the academy site, is courteous and appropriate to the academy environment.

Dissemination

The Mobile Phone Policy will be shared with staff and volunteers as part of their induction. It will be available to parents/carers via the school office and website.

APPENDIX 16

MOVING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training in order to do so safely.

All manual handling activities, which present a significant risk to the health and safety of staff, will be reported to the Headteacher. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

In the normal day-to-day running of the academy, there are times when students might need to move equipment or items of furniture, such as chairs and/or tables, sports equipment or other small pieces of equipment.

Students should always be supervised when moving any equipment or piece of furniture. Students are shown how to lift and carry safely and reminded of this each time.

Paediatric Moving and Handling

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling students is subject to inspection on a six monthly basis by a competent contractor (not including changing beds which will be subject to an annual inspection).

APPENDIX 17

NEW AND EXPECTANT MOTHERS

New and expectant mothers are employees who are pregnant or who have given birth within the previous six months, or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

The academy is aware that expectant mothers may have health and safety concerns which need to be addressed, and a risk assessment will be completed by the Management Team once this has been confirmed by the member of staff.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on their personnel file for future reference. A generic risk assessment is also in place relating to new and expectant mothers.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in a pregnancy.

The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations, for example, academy lab technicians, give the academy as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work.

There are facilities within the academy for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

APPENDIX 18

OFF-SITE VISITS

Our procedures are based on SET's Educational Visits – Learning Outside the Classroom Policy.

Educational visits are activities arranged by or on behalf of the academy and which take place outside the school grounds. The Academy Councillors and staff believe that off-site activities can supplement and enrich the curriculum by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our students' learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum for the safety and health of all students at all times. Within these limits we seek to make our visits available to all students and, wherever possible, to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our students.
- Provide a wider range of experiences for our students than could not be provided on the school site alone.
- Promote the independence of our students as learners and enable them to grow and develop in new learning environments.

Off-site visits will be organised following guidance from the OEAP National Guidance. <http://oeapng.info/>.

Teachers will set appropriate learning challenges, responding to students' diverse learning needs. The academy will make provision, with well-planned reasonable adjustments made to support students, enabling them where possible to participate effectively in all educational visits.

Roles and Responsibilities of the Headteacher/Management

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensure that the Educational Visits Co-ordinator (EVC) is aware of their duties and that a clear line of responsibility is established.
- Headteacher/Management who sign approval forms for Educational Visits must in turn have evidence of recent and relevant training.
- Ensure the Educational Visits Co-ordinator (EVC) is competent, trained and is revalidated /accredited through refresher courses every three years as a minimum.
- Makes sure, through the Headteacher's report, that Academy Councillors are kept informed of the nature and progress/success of educational visits.
- Ensure adequate Staff Inset, Visit Leader Training, First Aid and Continued Professional Development (CPD) for Educational Visits (on EVC training we recommend half yearly inset for whole staff).
- Ensure that medical and personal/address details for all students are updated annually.

- Consider Insurance matters for Educational Visits and fully inform parents/carers.
- Write and fully inform parents/carers regarding regular and repeated activities, that is either on or off-site, PE and sporting activities and fixtures or regular repeated programme of off-site Educational Visits.
- Parents/carers are informed they have responsibility for transporting their own children to and from venues when transport is not provided.

Educational Visits Co-ordinator

- Promotes and 'Champions' Educational Visits from the academy and takes a lead in policy development, monitoring, Inset and other training for Educational Visits.
- Approves all visits and notifies SET for categories of 'Adventurous Activities' and 'Overseas Visits'. Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation with the Headteacher may be desirable/advisable on occasions). Ensure the Visit Leader is a SET employee.
- Ensures compliance with requirements of SET's policy.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately.
- Ensures that all the procedures outlined in the academy's policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'collective discussion/briefing' regarding the risk assessment process prior to the visit has taken place, which ensures ownership of the risk assessment by the Visit Leader and all accompanying staff.
- Ensures all staff are aware of Educational Visits procedures via documentation and Inset sessions, staff training and relevant meetings.
- Checks to ensure parents/carers are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff.
- Records of all accident reports and near misses are held centrally in the academy by the EVC, for example, the Risk Management Portfolio.
- EVOLVE is used to record all off-site visits and this enables all paperwork to be viewed at any time in the event of an emergency situation.
- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting students in own cars).
- Review staff evaluations of trips and provide and encourage staff training and CPD.
- Ensure an annual review of any generic academy risk assessments and an annual 'Fit for Purpose' review of the academy's Educational Visits Policy.

Visit Leader, Teaching, and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Headteacher/Management/EVC.
- Have a thorough up-to-date knowledge of the academy's Educational Visits Policy and procedures.
- Understand the importance of the 'collective discussion/briefing' regarding the risk assessment process prior to the visit, ensuring ownership of the risk assessment by the Visit Leader and all accompanying staff.
- All staff included on a visit must have a clear understanding of accident/emergency procedures.

- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include names, addresses and telephone numbers of each student and adult, any special medical requirements, any negative consents to medical treatment, any special dietary requirements, helpers and the groups that the students will be in.
- Ensure parents/carers are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to the visit. Ensure that copies of these details are given to the Headteacher/Management and EVC in the agreed time. It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible invite them to take part in the collective discussion/briefing to promote 'ownership'.
- Collate and check parental consent forms for all students. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- It is the Visit Leader's responsibility to ensure everyone is suitably briefed at all stages of the visit. All group members must be clear of the rules and behaviour code. Students should be involved in the ongoing risk assessment.
- The Visit Leader has responsibility for the whole group and must ensure the following documentation is taken on all visits: all relevant student medical and consent information; the risk assessment including a Plan B; itinerary details; emergency contact details and 'Critical Incident' emergency numbers.
- Copies of these documents must be kept by the Visit Leader. It is the Visit Leader's responsibility to ensure adequate First Aid has been considered and provided for the visit and that First Aid kits are taken along with any individual medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for First Aid. The risk assessment must show evidence First Aid has been considered.
- Transport for all visits must meet guidance/standards. The itinerary, arrangements and drop off and collection places must be checked and agreed upon.

Notes on 'Risk Management' and the Planning and Preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The EVC and the Headteacher/Management should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims.

The following must be addressed in further planning:

- Matters of supervision, Provider checks, content of all the activities, First Aid and transport must be considered and organised in advance.
- Parents/carers must be advised of the details of any visit and kept fully informed. Any costs for the visit must take into account the academy's Charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is good in the area that you are visiting.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.

How to Undertake a Risk Assessment and who to Submit it to

In addition to the above planning, a written risk assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which students, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level.
- Be passed on to the EVC and Headteacher/Management for consultation and approval. During the visit, this is to be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or Provider have their own risk assessments.
- Ensure a suitable collective discussion/briefing takes place regarding the risk assessment prior to the visit, ensuring ownership of the risk assessment by the Visit Leader and all accompanying staff. Any generic risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

The six main considerations in undertaking risk assessments are:

- Type of Group.
- Staffing (ratios and competency).
- Equipment.
- Venue/Activities.
- Travel.
- Emergency Procedures.

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC. With more hazardous or unusual visits, close contact between the academy and the venue/Provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice from the Headteacher/Management/EVC if necessary.

Risk Assessments must be passed on to the EVC/Management as follows:

Off-site visits – four weeks prior to the visit (the LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).

During the Visit

In addition to measures documented on the risk assessment, staff should:

- If traveling by coach, EITHER hand a copy of the Emergency Contact List, in a sealed envelope, to the driver (this must be collected from the driver as you exit the coach) OR ensure the driver has the academy's contact details.
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition, a head count should be done.
- Ensure adequate supervision and check students are always given suitable briefings in their group with their group leader and staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments related to assessment of risks.

After the Visit

A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately. Where possible, encourage students and adult helpers to contribute to this report. A copy of the report should be given to the EVC.

APPENDIX 19

PHYSICAL INTERVENTION

At St Andrew's Academy there may be a number of students with severe behavioural difficulties who, despite structured behavioural programmes, display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the student, however, where the lack of compliance poses a danger or potential danger to the student themselves or others, physical intervention may be considered.

Please refer to the Behaviour Policy for more information on the academy's guidance and procedures.

APPENDIX 20

PREMISES AND WORK EQUIPMENT

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the school office.

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (Portable Appliance Testing) by a competent contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Gas System

A competent contractor will test the academy's gas system every 12 months. This will include gas soundness testing and boilers and heat producing appliances. Isolation points for gas are clearly marked and their location made aware to staff.

Play Equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

PE equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager. A termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

Smoking

The school site is kept as a non-smoking site and this also includes the use of all forms of electronic cigarettes/vapes. Staff must not smoke in the vicinity of the external school building.

Air Conditioning Units

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

Housekeeping

The premises must be kept clean and tidy, at all times. Cleaning should be carried out in accordance with the requirements of the Headteacher. Any cleaning substances must be kept away from students in a locked cabinet or cupboard. Any spillages are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in the correct manner. This is the responsibility of all staff and will be monitored frequently by the Headteacher and the Site Manager.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure that classrooms, storerooms etc. are kept tidy and do not pose a fire risk.

All boiler houses must be kept free of flammable materials and must not be used as storage areas.

The equipment listed below has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

Lighting, Ventilation and Temperature

In general, natural lighting is best but it must be appropriate to allow people to work without straining their eyes. Try to avoid glare or very bright light by repositioning workstations or by using curtains and blinds.

The most effective way to provide ventilation is usually by opening windows. Make sure work areas are positioned so that draughts won't be a problem.

Hot Drinks

Hot drinks are only to be taken in the staffroom/or areas where students are not in contact unless they are in a non-spill cup/mug or transported in a safe container such as a washing up bowl.

Movement Around the Academy

No students should remain unsupervised in classrooms.

Site Inspections

The Site Manager inspects the site as part of his daily routine. Urgent matters are referred to the Headteacher.

The Site Manager conducts a termly health and safety survey and reports back to the Academy Council. All significant matters are reported to the Academy Council.

APPENDIX 21

RISK ASSESSMENTS

St Andrew's Academy's risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff and approved by the Headteacher/Deputy Head.

These risk assessments are available for all staff to view and are held on EVOLVE or on Sharepoint.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, for example, staff members or students, are held on that person's file and will be undertaken by the designated member of staff.

It is the responsibility of staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by staff, using the relevant codes of practice and model risk assessments developed by National Bodies.

The National Minimum Standards for Residential Special Academies defines Risk Assessment as being: "The process of identifying hazards to safety or welfare of children, estimating their seriousness and likelihood, and identifying reasonable measures to minimise unnecessary hazards, recorded in writing as the basis for an action plan and decision making to reduce unnecessary hazards to children."

This risk assessment, and risk taking policy, arises out of Standard 26 of the National Minimum Standards for Residential Special Academies, countering risks identified through the academy's risk assessments and standard risk taking.

At St Andrew's Academy the main focus of risk assessment work lies in two main areas, positive steps and protocols that are taken in order to keep boarders safe from risk from hazards arising out of their specific needs and behaviours.

Positive Steps and Protocols that are Taken to keep Boarders, Staff and Visitors Safe from Risk from Fire and Other Environmental Hazards

The Residential Department of St Andrew's Academy uses the '5 steps to Risk Assessment' format issued by the HSE for risk assessment within establishments. The five steps are:

- 1 Look for the hazards.
- 2 Decide who might be harmed and how.
- 3 Evaluate the risks and decide whether existing precautions are adequate or whether more could be done.
- 4 Record your findings.

5 Review your assessment and revise it if necessary.

An example of an everyday risk that is taken at St Andrew's Academy is in the use of the local shops by students who board. Some students are assessed as being able to get to, and use, the shops independently. Other boarders are assessed as being too vulnerable for such an activity.

The benefits of using the local shops are numerous, for example, money skills, leisure and recreational opportunities, social inclusion etc. The potential hazards for our students could include bullying from local youths, road safety risks, exploitation and disorientation.

This guidance is aimed at informing the many informal risk assessments we are involved in by providing a framework by which our risk assessment processes and decisions are recorded.

It should be noted that risk evaluation is an on-going process and as features of the situation change, such as a student gets older and matures, so will the degree of risk.

Progress and development on an individual level is seldom achieved without change and change often implies new opportunities, experiences and risks.

It is recognised that whilst every boarder has a right to self-determination, the over-riding duty of care imposed upon staff for our students means that it can be a very difficult and sensitive process to make decisions involving risk.

Three issues should be considered to determine the level of risk and the level of intervention demanded on staff:

- Autonomy – the independence and self-sufficiency of the boarder.
- Protection – the need to protect the boarder from themselves or others.
- Competence – the capability, abilities, know-how and experience of the boarder.

Each individual risk should be considered with reference to the issues above as they apply to the risk involved and the individual concerned. The level of competence of the individual boarder will be the dominant factor in assessing the conflict between the need to protect and the drive towards independence. The assumption in all cases should be autonomy is desirable and protection is minimised.

A Risk Profile and/or an Individual Student Risk Assessment for each Residential student will be completed/reviewed at the beginning of each academic year.

The following questions might be useful when staff are evaluating a particular activity in terms of its risks to an individual:

- Where does the risk or danger come from?
- Is it from other people or due to a lack of skills or awareness on the part of the boarder?
- Is it from the environment, such as the swimming pool or soft play area?
- What are the possible outcomes from the risky activity or situation?
- What is the worst case outcome? What is the least likely outcome?
- Is it more or less likely that these outcomes will happen?
- Is it very likely that a worse case outcome will arise? What realistically will be the outcome? A student could have a fit in the pool but is it very likely to happen? Exactly what is the actual danger or harm feared? (If the issue is a student who is epileptic and the activity is

swimming, the actual danger is the student having a fit whilst in the water. If the risk concerns a boarder using the local shops, the actual danger could be being run over on the road or being bullied by local youths.)

- Could the young person involved have an aggressive outburst or become a danger to themselves or others?
- How far can any action be taken to lessen the danger while maintaining the quality of life for the boarder? If the issue is going around to the shops, the action taken might be only going when it is light, with staff support across the roads etc.

It is important that we try to record, as well as we can, the decisions we make with our young people. Hindsight always has perfect vision and it is important that we try to be as honest and as predictive as we can.

If we take no risks we offer our boarders little, if any, opportunities for learning. Going ahead with an activity without giving any consideration to potential risks is reckless. Our task is to consider all the information thoroughly and reach a decision that could be considered reasonable and fair to all onlookers.

APPENDIX 22

SECURITY OF STUDENTS

Security

The security and safety of our students, staff and visitors is of paramount concern to our whole academy community. The Academy Councillors and Headteacher have endeavoured to make St Andrew's Academy as safe as possible.

The Headteacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these times to ensure that only students and staff enter the building.

Entry to the Academy for Visitors/Staff

The main reception area is clearly marked and directs visitors to the front entrance of the school. Visitors are identified by office staff and allowed entry into the academy through the electronic door system. This door must not be propped open.

All visitors are required to sign in and a visitor badge must be worn throughout the whole of their visit. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the school site. The signing in/out system is also used for Fire Register purposes.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the academy.

Student Supervision

A member of staff remains on the premises until the last student is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Academy Councillors for consideration as necessary.

Controlled Access and Egress during the School Day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk.

St Andrew's Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff.

Buildings and Grounds

The academy will take all reasonable efforts to restrict access to the buildings and grounds to prevent unauthorised access to students and ensure the personal safety of staff.

The access control procedures for the buildings are:

- The main building has only a single access entrance via the reception desk.
- Only authorised visitors are allowed access.

- Designated entrances, restricted for staff use, have had security access control systems installed.
- Extensive floodlighting covers the entrance and exit doors adjacent to the car parks.
- The academy has close links with the local Police and the Community Police Officer. Police will patrol the academy on request.
- The academy operates a signing in/out system for all parents/carers and visitors.
- Caretaking staff closely monitor the movement of vehicles whilst present on the academy premises and are responsible for contractors on site.
- Contractors comply fully with the academy's procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around the site.

The following areas are accessible by the public but the risk is controlled with our academy's supervision arrangements and how the academy deals with visitors.

The Access Arrangements for the Grounds are:

- Academy field access for PE is always under the control of staff. Staff would professionally challenge any person not wearing a photo ID or academy visitor badge.
- At lunchtime students use the field that could be accessed by a person walking past the authorised entrance, but is always under the control of staff. Staff would professionally challenge any person not wearing a photo ID or academy visitor badge.

Residential Unit Main Entrance

- During the school day no unsupervised access is allowed. Everyone is directed to the main school entrance.
- Outside school hours the procedure implemented at the main academy entrance is automatically relocated to the Residential entrance, where there is the same security controlled access.
- During out of school hours this will be facilitated by Residential staff who will respond to the bell that is located to the right of the door.

Alarm System

The alarm is always set each day.

Care of ICT Equipment

As far as possible all of the equipment is secured. Expensive portable equipment is locked away where possible.

Site Manager

It is the responsibility of the Site Manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Supervision of Contractors

Everyone will be given academy badges once they are signed in and are expected to wear them. LA staff must also wear their own badges, visible at all times.

Contractors will only park where authorised to do so and will be asked to move their vehicles if they are causing an obstruction.

Contractors will only carry out work agreed at the start of the contract and at the times agreed.

Contractors will be supervised at all times by academy staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised students.

Dogs

Dogs are not allowed within the perimeter of the academy grounds for health and safety reasons, though exceptions are made for working dogs, namely guide dogs and hearing, reading and therapy dogs.

Should a dog foul in an area of the academy grounds, the area must be cleared immediately as there is a possibility the students could pick up serious infections, for example, Toxocariasis.

Dogs in the area around the academy should be with their owners and on a lead at all times. Parents/carers should stay outside the academy grounds when they have a dog with them and stand clear of the exit gates so that students are not frightened.

Security of Data

The Academy Councillors recognise their responsibility to ensure that measures are taken to ensure no breach of security arise.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.” Security of data is outlined in the Data Protection Policy.

Curriculum Networked Computers

All computers (laptops, desktops and iPads) are accessed by personal passwords and files are backed up securely.

Office Computers

Office computers are accessed only via individual passwords for office staff.

Accounts/Budget files are only accessible by a password.

Other Data Protection Issues

All printed material is disposed of by shredding.

Parents/carers are informed of data kept by the academy and its use through the Fair Processing Notice.

Personal data is never disclosed over the telephone.

Updated anti-virus software runs regularly.

The academy uses an external contractor to look after the IT systems.

APPENDIX 23

STRESS/WELL-BEING

St Andrew's Academy and the Academy Council are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

The academy will consider using the HSE stress management tool questionnaire and analyse the results.

The Headteacher operates an open door policy (work and home life issues).

Agile Appraisals are conducted throughout the academic year.

Planning meetings to discuss any issues or concerns are held on a regular basis.

New members of staff are supported by a range of people.

Staff will be supported through Occupational Health as and when required.

Staff well-being is included in the academy's Staff Absence Policy.

Return to Work interviews are conducted after any absence from work.

APPENDIX 24

SUN PROTECTION

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

St Andrew's Academy has used the guidance promoted through Cancer Research in order to draw up this guidance.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11am and 3pm.
- Make sure you never allow your skin to burn.
- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

At St Andrew's Academy we want staff and students to enjoy the sun safely. We shall work with staff, students and parents/carer to achieve this.

Education

- All students will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.

Shade

- Natural cover, for example, trees.
- Canopy.
- Sail Sheets.
- Umbrellas.
- Students have access to water at all times.

Sunscreen

- Parents/carers are asked to apply sunscreen before the child arrives at the academy.
- The academy does not have sunscreen available for students, so they need to bring their own supply from home to reapply.
- Sunscreen use will be encouraged when on school trips.

APPENDIX 25

VEHICLES

Vehicular access to the academy is through a controlled access gate. Office staff will verify your reason for visiting the academy prior to automatically operating the gates.

Staff and visitors are asked to reduce their speed limit when driving on the school site.

Parking is at a premium and staff and visitors are asked to park sensibly and not put people at risk.

The access from the road must be kept clear for emergency vehicles access.

The vehicle access gate must not be used for pedestrian access.

Contractors coming onto the site to carry out repairs/maintenance should pre-arrange their visit with the Site Manager or school office.

Any grounds maintenance work ceases when playtime/lunchtime is taking place.

APPENDIX 26

VIOLENCE

St Andrew's Academy will not tolerate violent behaviour from parents/carers, visitors or others who enter any part of the academy site.

The academy has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for St Andrew's Academy.

Prevention

To reduce the risk of violence, staff should consider the following guidance:

- Consider the working environment, for example, exits, space available.
- Do not meet parents/carers when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the academy. Consult with Academy Councillors if this is the case.
- Always have another member of staff present.
- If there is a confrontation then try to calm the situation. Staff should be aware of their stance and tone of voice etc.

APPENDIX 27

VOLUNTEERS IN THE ACADEMY

Introduction

At St Andrew's Academy we define a volunteer as any adult who agrees to undertake, without pay, designated tasks which support the work of the academy. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of the academy. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to academy resources.

St Andrew's Academy values volunteers and the contribution that they make to the sustained success of the academy. We hope that the association will be a mutually beneficial partnership between the academy and the volunteer, that the benefits to be gained by the academy in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in the academy.

Safeguarding

St Andrew's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at St Andrew's Academy will require an Enhanced Disclosure Check prior to starting their placement. This must be confirmed with the Headteacher and recorded on the Single Central Record by the Office Manager.

The Headteacher and Academy Councillors decide on who may come into the academy as speakers and service providers.

There are some exceptions:

- Law Enforcement Officers in certain circumstances.
- HM Chief Inspector of Academies (Section 4 of Part 1 of Chapter 1 of the Education Act 2005) and Local Authority (Academy Standards and Frameworks Act 1998).

It is the responsibility of the academy to ensure that its Safeguarding Policy is adhered to at all times.

Organisation

Volunteers will not be asked to undertake certain duties:

- Those which would normally fall within a Teacher's responsibility under loco parentis.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with students.
- Those which would normally be undertaken by a contractor engaged by the academy or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the academy's staff, although they may be working with other staff on a day-to-day basis. The Line Manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of

volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them. These are to be agreed with the supervising person in view of any skills, experience and training and development needs of the volunteer and organisational needs.

A Volunteer Agreement Form should be completed for, and signed by, all official volunteers in the academy. It should be noted that volunteers' work in the academy is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the academy.

Academy Information and Regulations

Volunteers will be provided with all relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as that of paid staff within the academy.

The academy holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in the academy.

Expenses

Although there is no obligation to make financial reimbursements to volunteers, the academy will, under normal circumstances, reimburse 'out-of-pocket' expenses, for example, excess travel costs connected with the tasks undertaken for the academy etc. Travel expenses will be reimbursed at the current agreed rate and any other expenses, such as resources or equipment purchased for academy use, will be reimbursed at the cost paid. All financial claims made should be agreed with the Headteacher prior to reimbursement.

Induction and Training

Volunteers who work in the academy will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the academy and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and Safeguarding training will take place on the first day at the academy, if not before. If the volunteer is undertaking formal training (NVQ or other work-based qualification), the academy will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within the academy, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Academy Council involvement.

APPENDIX 28

WORK EXPERIENCE AND STUDENTS

The academy retains a duty of care for all people who undertake work experience within the academy and therefore:

- All are briefed before working in the academy regarding school arrangements and health and safety responsibilities, and receive a copy of the induction booklet.
- Where work placements form part of the vocational qualification offered by a FE college, then the college is responsible for ensuring equivalent placement checks are conducted.
- Each will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of the academy staff can contact parents/carers should an incident occur.
- All incidents involving people on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

APPENDIX 29

WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays), appropriate stepladders are to be used. Staff must not climb onto chairs etc.

The academy's nominated person responsible for work at height will be the Site Manager.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled. Staff will be trained to use the step ladders safely.

Contractors will not be permitted to use any of the academy's work equipment.

HEALTH AND SAFETY POLICY AND PROCEDURES

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This Policy to be read in conjunction with SET's Colleague Wellbeing and Stress Management Policy.