

Hummersknott Academy



29a - Health and Safety Policy

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Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy and procedures applies to all Academies equally. This policy relates to Hummersknott Academy only.

1. PURPOSE

The Health and Safety policy for Hummersknott Academy is drawn up in line with the Hummersknott Academy Trust policy.

The management of Health and Safety is of the utmost importance for all students, staff and visitors associated with the Academy. Therefore, the Academy recognises and accepts its responsibility to set standards at least as high as that those required by the Health and Safety at Work Act 1974 and supporting regulations, The Academy will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors
- Maintaining any place of work under the Academy's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work
- Providing such protective equipment as is necessary for the health and safety at work of employees and students
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the Academy take with them an attitude of mind which accepts good health and safety practice as normal
- Striving to monitor the effectiveness of health and safety provisions within the Academy
- Keeping the Academy Health and Safety Policy under review in order to support the Academy's policy of continuous improvement and to duly publish any amendments

This policy supports the Trust's Health and Safety Statement of Intent and will be issued annually to all staff in September and to each new member of staff when they are inducted. All staff will sign to acknowledge receipt of the policy.

SCOPE

2. Organisation

Although health and safety within the Academy is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Academy's safety objectives. The Executive Principal is responsible to the Board of Governors for the management of Health and Safety matters within the Academy. Oversight and co-ordination for health and safety across the Academy is the responsibility of the Academy Health and Safety Co-ordinator. An external health and safety advisor has been engaged to provide legal and best practice advice and to support the Academy Health and Safety Co-ordinator. This section outlines the responsibility that each element within the Academy has towards the health, safety and welfare of those connected with Hummersknott Academy.

2.1 Board of Trustees

The Board of Trustees of Hummersknott Academy Trust has overall responsibility for health and safety across the Trust and delegates the monitoring of this to each Local Governing Body. The Board of Trustees will receive a termly health and safety report and copies of the Health and Safety Committee minutes.

2.2 Local Governing Body

The Local Governing Body shall ensure that all health and safety implications are taken into account when undertaking the management of the Academy Budget. Furthermore, their main functions are:

- a) Monitoring the Academy safety performance (including consideration of inspection reports)
- b) Prioritising actions where resources are required
- c) Ensuring actions are carried out
- d) Including health and safety on governors meeting agenda
- e) Ensuring that health and safety is included in their annual report
- f) Ratifying this health and safety policy
- g) Providing a Chair for the Academy Health and Safety Committee

2.3 The Executive Principal

The Executive Principal has overall responsibility for the application of this policy.

The Executive Principal's main functions are:

- a) Overall management of all health and safety matters within the Academy in accordance with the health and safety policy
- b) Ensuring risk assessments are carried out
- c) Submitting inspection reports to the Governors
- d) Ensuring action is taken when suitably recommended
- e) Communicating of information received on health and safety matters to appropriate people
- f) Management of investigations
- g) Identifying staff health and safety training needs and ensure all necessary training is carried out
- h) Liaising with governors on policy issues and any problems in implementing the health and safety policy
- i) Co-operating with and providing necessary facilities for trade union safety representatives

2.4 The Health and Safety Co-ordinator

The Hummersknott Academy Health and Safety Co-ordinator will:

- a) Undertake duties as directed by the Executive Principal in pursuance of the Academy's Health and Safety policy
- b) Review all Health and Safety practices and procedures within the Academy and to advise, make recommendations and implement as necessary
- c) To ensure that all staff who are employed by the Academy receive Health and Safety induction
- d) Co-ordinate the implementation of safety procedures
- e) Maintain contact with outside agencies that are able to offer expert advice
- f) Ensure that appropriate and regular inspections of the Academy are conducted and to check the suitability of working practices
- g) Ensure that accidents and hazards are recorded and reported as appropriate
- h) Also, to conduct appropriate remedial action arising from accident and near miss investigations

- i) Review annually:
 - i) Provisions of First Aid arrangements
 - ii) Emergency procedures
 - iii) Safety procedures

2.5 Director of Facilities - Health and Safety Responsible Person

The Hummersknott Academy Director of Facilities will look after the day to day safety issues and will ensure that the following is carried out:

- a) To act as the Health and safety Responsible Person undertaking monitoring of equipment and maintaining the premises in a safe and healthy condition and to a high standard and be the focal point for day to day Health and safety matters
- b) To be responsible for all aspects of the Academy's risk management, including ensuring all necessary risk assessments are completed and appropriate checks are in place to meet all legal requirements
- c) Assisting staff with risk assessment planning for trips and reviewing trip safety
- d) To be responsible for the installation and maintenance of all fire fighting equipment ensuring all required checks are carried out and recorded
- e) Ensure that the fire alarm system is tested weekly and maintained
- f) To monitor safe use and storage of potentially harmful materials and chemicals and ensure they are properly stored
- g) To ensure that all statutory asbestos and legionella monitoring is carried out and records kept

2.6 Faculty Leaders and Department Managers

Staff holding such positions:

- a) Have responsibility for the application of the Academy Safety Policy to their own departments and should comply with instructions given by the Board of Governors and Executive Principal
- b) Must establish, maintain and develop safe working procedures (eg use and storage of chemicals, machinery, etc)
- c) Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the Academy Safety Co-ordinator any problem for which there is not a satisfactory solution within the resources available
- d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the Academy Health and Safety Co-ordinator
- e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also, to communicate health and safety information received to appropriate people. They should also ensure staff within their departments have received health and safety induction training
- f) Notify the Academy Health and Safety Co-ordinator of changes or additions to plant, equipment and machinery
- g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion
- h) Ensure all Risk Assessments are reviewed at least annually in March each year

2.7 All Staff

The safety of students and visitors in the classrooms, laboratories, workshops, physical education areas and offices is the responsibility of the class teacher or member of staff. Their main functions are to:

- a) Manage day-to-day health and safety in accordance with the health and safety policy

- b) Check classrooms/work areas are safe (eg No trip hazards etc)
- c) Check equipment is safe before use, as well as ensuring equipment is left in a safe condition after use
- d) Ensure safe procedures are followed and that emergency procedures are understood
- e) Ensure protective equipment is available and used, when needed
- f) Participating in inspections and supporting the health and safety committee, if appropriate
- g) Bring problems to the relevant manager's attention and to propose appropriate recommendations to improve safety
- h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety
- i) Ensure all Risk Assessments are reviewed at least annually in September each year

2.8 Students

Students are expected to:

- a) Understand and exercise personal responsibility for safety of themselves and others
- b) Observe standards of dress consistent with safety and hygiene, in line with the Academy's student uniform policy
- c) Understand and observe the safety rules of the Academy and in particular the instructions of staff given in an emergency
- d) Use, and not deliberately misuse, neglect or interfere with items provided for safety

2.9 Academy Health and Safety Committee

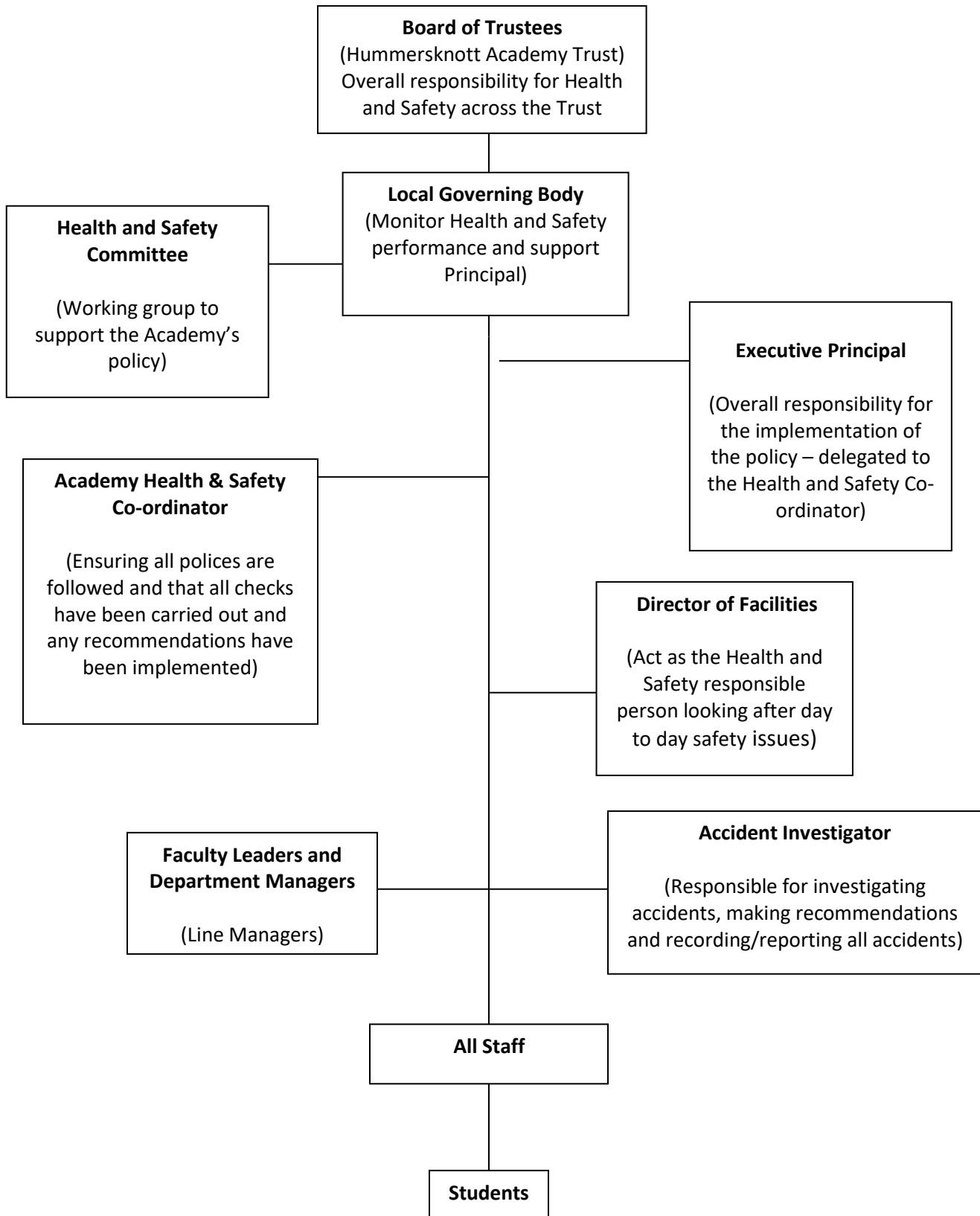
The Committee is an important element in achieving the Local Governing Body and Executive Principal's health and safety objectives and as a working group will have a valuable contribution to make. The Committee will be chaired by a member of the Board of Governors and will comprise a minimum of two members of the Board of Governors, the Executive Principal, the Academy Health and Safety Responsible Person, a representative from the Science, DT, PE, Catering and Premises departments, the accident investigator and an Academy student if a volunteer is forthcoming. The external health and safety advisor will also be invited to the meetings.

The Health and Safety Committee will meet each term to review safety performance. Furthermore, health and safety will be a standing item on the agenda of the Board of Governors meetings, where minutes of Health and Safety Committee meetings will be made available.

Terms of Reference for the Health and Safety Committee are:

- a) To investigate potential hazards and dangerous occurrences and to examine the cause of accidents at the workplace
- b) To investigate complaints by any employee relating to their health, safety or welfare at work and to represent or advise employees when in consultation with enforcing authorities
- c) To make representations to the Board of Governors on concerns regarding health, safety or welfare at work
- d) To receive and utilise information from any inspection reports
- e) To ensure the Academy receives up to date information on health and safety issues
- f) To ensure Academy staff receive relevant health and safety training when required
- g) To ensure risk assessments are completed and updated on an annual basis
- h) To have an overview of the Academy trips which are taking place to ensure health and safety matters have been addressed

Hummersknott Academy Health and Safety Organisation Flowchart



3. Arrangements

3.1 Introduction

This section provides guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

3.2 Accident Reporting

Accidents or injuries to any person, including contractors, must be reported as soon as possible by completing an accident report form, these are held in the main office or can be found in the X drive under Health & Safety, Accidents, Accident Form. The accident form must be passed to the Accident Investigator as soon as possible after the accident.

Once completed, Accident reports for all students and all members of staff must be forwarded to the Academy's Health and Safety Advisor where advice will be given as to the level of any further investigation required.

The Accident Investigator must ensure that all major injuries to students and employees, and hospital attendance by members of the public as a result of an accident will be reported immediately by telephone to the Academy's Health and Safety Advisor. Such injuries to students require parent notification.

Major injuries requiring telephone notification to the Academy Health and Safety Advisor are:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance. Full accident reporting details can be found in the Academy's Accident Reporting and Investigation Procedure.

Reporting Telephone Number: 07748 242120

3.3 Near Miss Reporting

If you are involved in or witness a near miss accident it must be reported either by emailing the details to the Academy's Health and Safety Co-ordinator or by completing a near miss card available from the Main Office or Student reception. This will then enable an investigation to take place to try to avoid an accident in the future.

3.4 Accident Investigation - see Accident Investigation Procedure

The Accident Investigator, with the cooperation of the class teacher or other member of staff when necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Academy's Health and Safety Advisor. Findings from all investigations should be recorded on the accident report form, recommendations actioned by those responsible and signed off by the Health and Safety Coordinator. Full accident investigation details can be found in the Academy's Accident Investigation and Reporting Procedure.

3.5 First Aid

First aid posts will be established in the Academy, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the Academy's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The Academy accident computer report log will be maintained and is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end staff will attend training courses as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

A defibrillator is located at Main Reception and should be used, when required, by those staff who have undergone training.

3.6 Fire Safety - see Fire Safety Procedure

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, eg restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the Academy has employed a no-smoking policy within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

- a) Physical measures include sprinkler system in the new buildings, fire doors, smoke detectors, alarm systems and fire fighting equipment. These are provided, tested and maintained where necessary. The extinguishers will be checked and maintained by a qualified company every 12 months, the remaining fire precaution measures will be checked and maintained by the Academy premises staff.
- b) Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation will be displayed in class and other rooms where staff and students regularly work. Members of the Academy should familiarise themselves with such details and establish the quickest route from the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the Academy Fire Evacuation Procedure.

Records will be kept of any tests and examinations of alarm systems and held by the Director of Facilities. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action taken regarding any problems that have occurred.

3.7 Risk Assessments - see Risk Assessment Procedure

Risk assessments provide the backbone of any safe system of work and therefore all Academy activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing, and the measures needed to control the risk to health and safety should be listed and communicated by the Head of Department involved.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change. The following sporadic activities require individual risk assessment to be undertaken:

- a) Any activity involving overseas travel
- b) Any activity involving research activity off –site premises, whether undertaken by staff or students

The risk assessment must be submitted to the Head of Department who will liaise with the Director of Facilities or Academy Trust’s Health and Safety Co-ordinator if required. No activity should be undertaken without a risk assessment being undertaken and the Executive Principal or Academy Trust’s Health and Safety Co-ordinator agreeing to the activity.

It is part of the Academy’s policy objectives that staff are required to undertake training in risk assessment, which will be organised from time to time through the Health and Safety Committee.

3.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the Academy, including personal items.

- a) Only electrical equipment that is properly installed and maintained should be used in the Academy. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has passed, should be withdrawn from use and given to the appropriate Head of Department/Systems Services
- b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test, this will be done by a qualified company or a trained member of staff. All members of the Academy should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables
- c) Any item that becomes faulty should be taken out of service and reported to a member of Systems Services
- d) Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where this cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping
- e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

3.9 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the Cover Manager, will arrange for Supply Teachers - on their first day of joining to receive induction information as required in the Academy’s Code of Practice for Induction Training.

The Academy’s Health and Safety Co-ordinator is responsible for ensuring all staff employed in the Academy receive a health and safety induction and a copy of this policy within their first week of employment. Induction records will be held by the Health and Safety Co-ordinator and will be available for audit when required.

The appropriate Faculty Leader or Department Manager will inform new students about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety.

Students on placement will be provided with Health and Safety advice regarding their placement in the Workplace Booklet provided by the Careers/Work Experience Co-ordinator.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Academy Health and Safety Co-ordinator through Faculty Leader or Department Manager. The Academy Health and Safety Co-ordinator may liaise with the Academy Trust's Health and Safety Advisor who will advise on how to satisfy Hummersknott Academy's training needs.

Members of the Academy will not be expected to undertake any procedure for which they have not been adequately trained.

3.10 Control of Substances Hazardous to Health (COSHH) - see COSHH Procedure

The Control of Substances Hazardous to Health Regulations 2002, often known as the “**COSHH**” Regulations, require the Academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The Academy will do this by:

- a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm
- b) Providing suitable precautions to protect persons against the hazards
- c) Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary
- d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities
- e) In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the Academy will arrange for such appliances to be tested and examined as required

3.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDUs). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the Academy will aim as far as reasonably practicable to provide students who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

3.12 Traffic Management

Staff and visitors may park with care in the designated car parks. It should be noted that Hummersknott Academy, does not take any responsibility for damage to vehicles whilst on the Academy's property.

The speed limit of 10 mph must be observed at all times and pedestrians have right of way on Academy property without exception. Drivers must observe the car park traffic signs at all times.

Students must **not** bring any motorised vehicles, including e-scooters, onto the Academy premises at any time. Students can bring bikes to school but are to dismount and wheel them to the bike sheds when they enter the school gates. Students are responsible for locking bikes to the fixings provided.

3.13 Transport – see Minibus Procedure

Hummersknott Academy currently lease two minibuses that are used for various activities. The use of minibuses for conveying students and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the Academy will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Director of Facilities has responsibility for arranging and ensuring that the Academy minibus is regularly serviced and maintained in a roadworthy condition. Staff hiring minibuses must ensure that they are roadworthy. Members of staff may only drive the school minibus and any hired minibuses if authorised by the Director of Facilities. The Director of Facilities will also provide other pertinent advice to users about aspects such as supervision of students and precautions for prolonged journeys. Drivers must complete standard pre-use checks prior to using the vehicle.

3.14 Safety of Visitors including Contractors

All visitors of any nature must report to the Academy reception and sign in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the Academy's emergency procedures and that there is a Hummersknott Academy Health and Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of Contractors, the Academy Director of Facilities should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the Academy Health and Safety Policy should be made available to all contractors working on the Academy premises if requested. Guidelines are provided in the Procedure for On-site Contractors.

Organisations that hire premises from the Academy are to read and sign a lettings contract provided by Hummersknott Active Ltd.

3.15 Violence to Staff

The HSE defines violence to staff as any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Academy is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they will complete an Accident Report Form and inform their Faculty Leader or Department Manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The Academy has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the reception office and is available for reference.

3.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The Academy advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Faculty Leader, Department Manager or Line Manager in complete confidence, so that if possible some early action may be taken. Confidential counselling services are also available from Chapters

Counselling Tel 01325 304100 for those in stressful situations. The Stress Policy and related guidance for employees and managers is available on the X Drive.

3.17 Waste Disposal

Waste is segregated and placed into designated recycle/non-recycle skips, which are emptied weekly by the appointed contractor. Hazardous waste is disposed of through a licensed carrier and the Academy's Director of Facilities collates and maintains all receipts from the carrier.

3.18 Manual Handling

Staff and students are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to Faculty Leader or Department Manager.

3.19 Machinery and Equipment

All members of staff and students involved with the use of Academy machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Faculty Leader, Department Manager or Academy Health and Safety Co-ordinator.

In addition, all workshop, kitchen, Science, Art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Faculty Leader and Department Manager are to ensure that any shortfalls are reported to the Academy Health and Safety Co-ordinator and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

3.20 Legionellosis

The Academy aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore, the Health and Safety Responsible Person must ensure that the designated water supply checks and maintenance tasks are carried out by appointed contractor under the terms of contract and are recorded.

3.21 Educational Visits – see Educational Visits Procedure

Comprehensive advice on organising Educational visits can be found in the Trips Policy. A copy of which is in the main office, on the X drive and on the Evolve site.

Any proposed educational visit must first be cleared by the Executive Principal. At least one of the organisers must have undertaken training on running school trips. A member of staff who has received First Aid training must accompany every trip. The EVOLVE process must be used and authorisation obtained prior to going on any trip. This will include assessment of:

- a) Suitability of the Trip Provider, according to the current good practice advice on electing suitable providers set out in HASPEV
- b) Suitability of the location and activities according to the competency of supervision and abilities of students attending
- c) The submitted risk assessments for all activities to be undertaken
- d) Any other provision as decided by the Executive Principal

3.22 Personal Protective Equipment/Clothing (PPE)

The Academy will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the Academy deem that PPE is required for a particular activity, they should raise this concern through their Faculty Leader, Department Manager or Academy Health and Safety Co-ordinator.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

3.23 Working at Heights

Staff are only to work at height if using suitable access equipment and have been provided with working at height awareness training. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height or use step ladders on a regular basis must request training through the Safety Co-ordinator. The Caretakers will assist with putting displays at height if requested. A working at height risk assessment must be in place before commencing the activity and ladders must always be inspected before use.

3.24 Lone Working

The Academy does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in the Academy. There is no general legal prohibition on working alone. However, under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have legal duties to assess all risks to Health and Safety including the risk of lone working. If the risk assessment shows that it is not possible for work to be done safely by a lone worker, then other arrangements must be in place.

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times. Lone workers should not undertake any activities which present a significant risk of injury. If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

Staff staying in the building later than **8.30pm** on a **weekday evening** and **anytime** on a **weekend** must sign in and out using the sign in sheet on the Active office door. A contact telephone number must be given. You should also:

- make sure your colleagues know where you are working
- check where they are likely to be in the building
- make sure suitable precautions have been taken to prevent intruders entering the area where you are working
- if possible, take a telephone into the room in which you are working
- if you are alone, consider locking yourself in
- report your departure when you leave the premises

3.25 Swimming Pool – See Swimming Pool Procedure

The swimming pool, changing area and walk ways around the pool area are potential hazards to staff, students and visitors. The PE Department and Director of Facilities will ensure that the pool facilities are maintained in a clean and tidy condition.

Bespoke maintenance, including chlorination and servicing of the pool equipment will be the duty of a qualified person and any faults are to be reported to the academy Director of Facilities immediately for remedial action.

Hummersknott Academy follows the requirements of HSG 179 (Managing Safety in Swimming Pools). A copy of this guidance is held by the Pool Manager and PE Department.

3.26 Food Safety, Hygiene and Allergies

We aim to provide the highest standard of food safety and hygiene. In particular, the Academy will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore, we will strive to ensure that legal requirements, relating to food safety, hygiene and allergies, will be complied with fully. We shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation, including government legislation on nutritional standards in Academies.

In order to assist the Academy with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore, the Academy will support both management and employees with a range of measures designed to assist with this duty. In particular the Academy, so far as is reasonably practicable will:

- a) Ensure that the food meets the highest quality and safety standards by quality management
- b) Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety, hygiene and allergies

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the Academy's Food Policy which is available on the X drive or can be requested from the Catering department.

3.27 Managing Students at Break and Lunchtime

All students are expected to manage their behaviour in a responsible manner whilst on the academy premises. In order to deal with unforeseeable events, the Academy will deploy staff throughout break times and lunchtime in order to monitor student behaviour.

During this duty, staff are to exercise common sense in dealing with unforeseeable situations and are not to compromise their safety or the safety of students. If an event occurs requiring more staff members, the Academy reception desk is to be contacted immediately and a request for assistance made.

3.28 Lift Operation

The main lift in the STC is only to be used by students who have mobility problems, staff needing to do so can use the lift. The lift near the LRC can only be opened with a key and students must not use this lift unaccompanied.

3.29 Construction Design Management

Construction work carried out on Trust premises will fall under the requirements of the Construction Design Management Regulations 2015. This puts a legal duty on the Academy in our role as 'The Academy'. The full CDM procedure is available on the website.

4. Monitoring the Effectiveness of the Policy

Monitoring the effectiveness of the Academy Policy on health and safety is a responsibility in which the Director, Governors, Academy Health and Safety Co-ordinator and Health and Safety Committee play key roles. Monitoring includes ensuring that premises inspections are taking place regularly so that the hazards and risks of activities carried out within the Academy are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the Academy) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at Academy level is particularly important so that remedial action can be taken to prevent any recurrence. The Academy Health and Safety Co-ordinator will monitor all reported accidents and incidents and the Assistant Principal HR will monitor occupational ill-health, in order to determine those events that are legally reportable to the relevant Enforcing Authority and those which require further investigation and possible notification to others within the Academy, and to set in train appropriate remedial action.

5. List of Health and Safety Appointees

Position	Responsibility	Contact
Chair of Board of Trustees	Oversee Health and Safety in Academy Trust	
Chair of Governors	Oversee Health and Safety in Hummersknott Academy	
Executive Principal	Overall management of Health and Safety	Ext 444
H and S Co-ordinator	Overseeing the Health and Safety co-ordination within the Academy	Ext 418
Health and Safety Advisor	Legal and best practice advice, general support as requested.	07748 242120
Director of Facilities	Responsible for the mini bus and day to day Health and Safety in the building	Ext 434
Accident Investigator	Investigating accidents ensuring documentation completed	Ext 460

Hummersknott Academy Governing Body Health and Safety Committee will comprise
Governor – Chair
Executive Principal
Health and Safety Co-ordinator
Director and Governor
Governor
Director of Facilities
DT Representative
Science Representative
PE Representative
Drama Representative
Student Representative
Health and Safety Advisor to the Academy

This policy links with values 4 – Taking responsibility and 7 – Healthy lives of Hummersknott Academy Trust’s Vision and Values.

6. RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Academy Health and Safety Co-ordinator, and approved for adoption by Local Governing Body Health and Safety Committee.

7. PUBLICISING THE POLICY

A copy of this policy and related procedures will be available on the Academy’s website and the X Drive. Staff will be advised of amendments to this policy via the Staff Bulletin and are expected to familiarise themselves with the content.

8. POLICY STATUS

This is a statutory policy.