



# MacIntyre Academies

## Discovery Academy

### Health and Safety Policy

Version	Purpose/Change	Responsibility	Date
V2	New policy – format changed in line with HSE guidance	Executive Principal	April 2022
V3	Annual review of policy Changes made in line with the MAT policy – responsibilities & COSHH training Staff Training Appendix added	Executive Principal	April 2023

Person responsible:	Executive Principal
Type of policy:	Statutory
Date of first draft:	Mar 2020
Date of staff consultation:	Mar 2020
Date supported by LAB:	May 2020
Date approved by Board:	May 2020
Date of implementation:	June 2020
Date reviewed:	April 2023
Date of next review:	April 2024

## Health and Safety Policy

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## Health and Safety Policy

Discovery Academy is part of MacIntyre Academies Trust. MacIntyre Academies are committed to effective and successful health and safety management as set out in the MAT Health and Safety Policy.

This policy sets out how Discovery Academy will manage occupational health and safety. This policy is aligned to, and must be read alongside MacIntyre Academies Trust Health and Safety Policy.

### Introduction

All employees of the academy have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent/carer would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

### Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## Statement of Intent

Discovery Academy (part of MacIntyre Academies Trust) it's Trust Board and Local Advisory Board recognise and accept their responsibilities under law for health and safety.

Discovery Academy will demonstrate commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, therapeutic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable us to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Managing risks by undertaking risk assessments, implementing control measures and continuously monitoring and reviewing control systems;
- Maintaining safe access to and from the property;
- Preventing accidents and work-related illness;
- Accessing and controlling risks from curriculum and non-curriculum work activities including off-site visits;
- Complying with statutory guidance as a minimum;
- Complying with Trust policies and guidance covering matters of health and safety;
- Ensuring safe working methods and providing safe equipment;

- Providing effective information, instruction and training;
- Monitoring and reviewing systems to ensure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonable;
- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Ensuring that the health and safety related policies are complied with by having school safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process;
- Ensuring that health and safety is included as a standing agenda item at all SLT and staff meetings;
- Ensuring that we have an academy health and safety committee to involve staff members and a pupil from the School Council who is involved;
- Ensuring that we participate in the MAT Health and Safety Forum and contribute to the building of best practice across the Trust;
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements;
- This policy will be reviewed at least annually and revised as and when necessary;

Responsibilities		
Who	Objective	Actions
<b>MAT Board and Group Director</b>	<ul style="list-style-type: none"> <li>The MAT Board takes overall responsibility for health and safety in the Trust and for the implementation of policies and procedures.</li> </ul>	(For further detail see MAT Health & Safety Policy)
<b>Group Director for Education and Children's Services (MAT CEO)</b>	<ul style="list-style-type: none"> <li>The Group Director will effectively lead and be accountable for the health and safety performance of the Trust</li> </ul>	(For further detail see MAT Health & Safety Policy)
<b>Head of Operations</b>	<ul style="list-style-type: none"> <li>The Head of Operations will support the Group Director in the discharge of their health and safety obligations</li> </ul>	(For further detail see MAT Health & Safety Policy)
<b>Governance &amp; Compliance Manager</b>	<ul style="list-style-type: none"> <li>The Governance &amp; Compliance Manager is designated as the lead member of the Trust central team for health and safety ensuring compliance with all relevant legislation.</li> </ul>	(For further detail see MAT Health & Safety Policy)
<b>Discovery Academy Local Advisory Board (LAB)</b>	<ul style="list-style-type: none"> <li>The LAB ensures that there is an effective policy for H&amp;S at the academy, and that it is available to all employees</li> <li>The LAB ensures that the Executive Principal and staff take steps to evaluate all significant H&amp;S risks by implementing risk assessments, monitoring and managing H&amp;S. They support the Executive Principal to promote a culture in which all staff are made aware of the importance of managing H&amp;S risks.</li> <li>They ensure that the Executive Principal sets up and maintains an Academy H&amp;S Committee. And ensures that the Executive Principal considers the views and recommendations of the Academy H&amp;S Committee.</li> </ul>	<ul style="list-style-type: none"> <li>At least annually they monitor and review the effectiveness of policy and ensure that necessary revisions are made.</li> <li>Elect a member to act as H&amp;S Representative for the LAB. This representative will lead on H&amp;S matters, liaising with the Executive Principal providing challenge and scrutiny for continuous improvement.</li> <li>Attend regular LAB meetings with a running agenda item of health and safety</li> </ul>

<b>LAB Member responsible for health and safety</b>	<ul style="list-style-type: none"> <li>• Ensure that the MAT and academy health and safety policy is implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake an annual health and safety audit in partnership with the Governance and Compliance Manager</li> <li>• Undertake termly health and safety visits, tracking audit actions and inspecting incident records</li> <li>• Participate in the academy health and safety committee</li> <li>• Report findings to the LAB</li> </ul>
<b>Executive Principal</b>	<ul style="list-style-type: none"> <li>• The Principal has overall responsibility for discharging the Trust's duties in relation to the management of health and safety in the academy on a day to day basis</li> <li>• The Principal will ensure that there is a culture in which all academy staff are made aware of the importance of managing health and safety risks ensuring that health and safety functions are clearly described within job descriptions for all staff</li> <li>• The Principal will ensure that where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge</li> <li>• Any serious matters of health and safety or near misses are reported to the Trust without delay</li> <li>• The Principal will ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give the required consideration to health and safety</li> <li>• The Principal will ensure that good house-keeping standards are fostered in the academy as a matter of routine</li> <li>• The Principal will ensure that arrangements for the management of key areas of health and safety are formalised in the Academy's policies and procedures and</li> </ul>	<ul style="list-style-type: none"> <li>• The Principal has responsibility for ensuring day-to-day compliance with this document</li> <li>• Ensure staff receive appropriate training and the academy adopts appropriate policies and procedures to develop and maintain working practices and conditions to ensure that the health and safety standards are met</li> <li>• Ensure the health and safety policy is reviewed at least annually</li> <li>• Support the LAB Health and Safety member with any monitoring and review of health and safety, liaise with them on matters concerning health and safety at work.</li> <li>• Ensure health and safety functions are clearly described within job descriptions for all staff</li> </ul>



	<p>appoint an Academy Competent Person who supports this process</p> <ul style="list-style-type: none"> <li>The Principal ensures that MAT and Academy Health and Safety Policies are understood, implemented and complied with at all times and at all levels</li> </ul>	
<b>Head of School</b>	<ul style="list-style-type: none"> <li>The Head of School will maintain the profile of health and safety within the academy by the development of safe working practices and conditions and will ensure that health and safety measures are maintained at all times</li> <li>The Head of School will ensure there are effective and enforceable arrangements for the provision of health and safety in the academy.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure, where practicable, only safe working practices are used in order to provide maximum safety for all personnel</li> <li>Maintain good housekeeping standards at all times</li> <li></li> </ul>

<b>Academy Competent Person</b>	<ul style="list-style-type: none"> <li>• The School Business Manager is usually the Academy Competent Person for health and safety on a day-to-day basis</li> <li>• Has an overview of health and safety in the academy ensuring that the health and safety policy is adhered to and enforced</li> <li>• Takes a lead in the reviewing of the academy health and safety policy ensuring it is aligned to the MAT policy</li> <li>• The Competent Person will complete an annual internal health and safety audit using the Trust template and quality assuring the Facilities Managers termly internal audits</li> <li>• The Academy Competent Person will ensure that all academy activities and facilities are adequately risk assessed and that employees are aware of and understand the relevant risk assessments and the control measures, safe systems of work and arrangements in place</li> <li>• Ensure that relevant information, instruction and training is in place provided, maintained and monitored to help secure the competence of all employees</li> <li>• Oversees health and safety investigations for the academy which they may take a lead on or provide advice and quality assure</li> <li>• Provide all new employees with a health and safety induction on commencement of employment</li> <li>• Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.</li> <li>• Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes ISOH managing safely training</li> <li>• Updates the health and safety noticeboard in the staff room</li> <li>• Reports regularly to the Principal, LAB board and Trustees on all matters concerning health and safety including RIDDOR's, accidents, potential high risks identified etc</li> <li>• Undertakes periodic H&amp;S checks to see that the Facilities Manager is fulfilling his duties to monitor, review and record safe systems of working</li> <li>• Drafts and reviews the Health &amp; Safety Policy</li> <li>• Act as a focal point for health &amp; safety information and ensure that the academy's systems for health &amp; safety are communicated effectively to all relevant persons.</li> <li>• Ensures that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.</li> <li>• Ensure that premises safety inspections are undertaken within the correct cycles and, where required, keep records of any faults identified.</li> <li>• Ensure that all portable electrical equipment is tested on an annual basis.</li> <li>• Ensure all incidents and accidents are recorded in line with academy policy.</li> <li>• Ensure that all reportable accidents, diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures identified are implemented. (in consultation with the Governance and Compliance Manager).</li> <li>• Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.</li> <li>• Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH,</li> </ul>
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	<p>where necessary, so that appropriate action can be taken to prevent a recurrence.</p> <ul style="list-style-type: none"> <li>• Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.</li> <li>• Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.</li> <li>• Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.</li> <li>• Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.</li> <li>• Take appropriate action following external audits or inspections and own observations.</li> </ul> <p>Consult and seek competent advice where necessary.</p>	<p>Fire and to ensure details are documented and that appropriate action is carried out.</p> <ul style="list-style-type: none"> <li>• Ensure that the academy's safety training needs are identified and that they are met (in consultation with Principal) and all competent persons are trained as necessary.</li> <li>• Act as Chair of the academy Health and Safety Committee and attend the MAT Health and Safety Forum sharing and promoting best practice</li> </ul>
<b>Facilities Manager</b>	<ul style="list-style-type: none"> <li>• Works with the School Business Manager to ensure the safety and high-quality maintenance of the school building and its contents</li> <li>• Maintains health and safety precautions across the whole academy site ensuring good practice, policy and procedures</li> <li>• Support staff with the recording and reporting of incidents and accidents</li> <li>• Undertake regular health and safety monitoring, recording and reporting</li> <li>• Support the senior leadership team with strategic health and safety planning</li> </ul>	<ul style="list-style-type: none"> <li>• Completes IOSH Managing Safely training and any other relevant training to the role</li> <li>• Completes daily, weekly and monthly checks of the school site and upload to Iris Assets</li> <li>• Maintain Iris Assets ensuring all relevant reports are uploaded and helpdesk tickets are responded to in a timely manner</li> <li>• Ensures that planned preventative maintenance (PPM) is completed as required</li> <li>• Undertakes termly health and safety audits</li> <li>• Complete risk assessments as and when required and share with all relevant staff including COSHH</li> <li>• Maintain the schools risk register</li> </ul>

	<ul style="list-style-type: none"> <li>Member of the health and safety committee</li> </ul> <p>Member of the MAT health and safety forum</p>	<ul style="list-style-type: none"> <li>Ensures that the building is in a good condition and responds to defects reported quickly and efficiently</li> <li>Contributes to the review of this health and safety policy and any other relevant policies i.e. First Aid, Supporting Pupils with Medical Needs etc.</li> </ul>
<b>Senior Leaders</b>	<ul style="list-style-type: none"> <li>All senior leaders are responsible for implementing the Trust Health and Safety Policy along with any other subsidiary policies and procedures within their areas of control</li> <li>Ensure that risk are identified and avoided or controlled within those areas</li> <li>Ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give due consideration to health and safety</li> <li>Ensure that adequate information about health and safety is obtained and passed on to relevant staff, contractors, volunteers and visitors</li> </ul>	<ul style="list-style-type: none"> <li>Undertake health and safety investigations as required</li> </ul>
<b>All Supervisors</b>	<p>All line managers (teaching or support) are responsible for:</p> <ul style="list-style-type: none"> <li>The implementation of the MAT and academy health and safety policies and procedures</li> <li>Ensuring that, as far as is reasonably practicable, operations under their control are not detrimental to the health and safety of staff, children, and young people or others</li> <li>Ensuring their area of responsibility is subject to risk assessment, regular inspections and adequate supervision</li> <li>Ensuring that accidents and incidents including near miss events, are reported and appropriate remedial action taken where necessary</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessing areas of responsibility</li> <li>Reporting all accidents, incidents and near misses</li> </ul>

	<ul style="list-style-type: none"> <li>Considering health and safety when purchasing, specifying and hiring equipment or materials</li> </ul>	
<b>All staff</b>	<ul style="list-style-type: none"> <li>All staff are reminded that safety is everyone's responsibility and that we all have a part to play in maintaining a safe place to work</li> <li>On identifying a risk staff should take responsibility to act in any remedial or precautionary way practicable in order to minimise the risk and reporting it using the academy system (IRIS Assets)</li> <li>Staff should always ensure that where work may present a risk of injury, property damage or other such loss that a risk assessment is undertaken and agreed</li> <li>Staff must report any accidents, incidents or near misses immediately</li> <li>Make themselves familiar with this Health and Safety Policy and all relevant risk assessment</li> <li>Day to day responsibility to ensure compliance with this health and safety policy</li> <li>Staff ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices. Reporting any problem that cannot be resolved by them to the Facilities Manager or School Business Manager in the first instance, or lastly the Principal.</li> <li>Report any accidents, unsafe working practices or systems of work, damage to property, machinery or equipment to those identified above using the helpdesk ticket system</li> <li>Co-operate with the Facilities Manager to enable them to carry out their role within trust.</li> </ul>	<ul style="list-style-type: none"> <li>Complete online health and safety training during inductions process</li> <li>Attend the academy health and safety committee to discuss issues/concerns/ideas</li> <li>Copies of all school policies are available to all staff on the SharePoint in <a href="#">MAT-COMMON/1. Policies</a> and on the academy website. Hard copies available on request from the school office</li> <li>Copies of all risk assessments are available to all staff on the SharePoint <a href="#">MAT-COMMON/VEN-STAFF/Risk Assessments</a> Hard copies available from the school office</li> <li>Health and safety is discussed with all new employees during induction process including fire evacuation procedures, reporting accidents and defects</li> <li>If a pupil has a PEEP (Personal Emergency Evacuation Plan) these are shared with the relevant staff members</li> <li>Where necessary pupils have individual healthcare plans (IHCP) and risk assessments in place and these will be shared with the relevant staff on a need to know basis</li> <li>Report any use of unsafe working practices or systems of work to SLT</li> <li>Report to the Business Manager, Facilities Manager and/or a member of the Senior Leadership Team anything that causes cause for concern in relation to health and safety</li> <li>Make appropriate use of safety equipment and protective clothing</li> <li>Follow all information and safety guidance provided</li> <li>Not interfere with anything provided to ensure the safety of staff or others. This includes using a room marked 'out of use' and locking a fire door without understanding the consequences</li> </ul>

<b>Contractors and Partner Organisations</b>	<ul style="list-style-type: none"> <li>• All contractors and partner organisations while working at the academy will be made aware of this policy and associated emergency procedures.</li> <li>• Contractors and partner organisations will fully comply with this policy</li> <li>• They will undertake work activities in line with agreements and documented procedures and cooperate with Trust policies in all relevant matters</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and control any risks arising from their activities and inform the Academy Competent Person or the Principal of any risk that may affect the staff, pupils and visitors</li> <li>• Contractors will review the asbestos risk assessment before starting any work and sign to say they are aware of the risks and the location of asbestos in the school</li> <li>• Contractors will sign in on arrival and show photo ID to the office staff</li> <li>• Contractors will be escorted by a member of staff at all times during school hours</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Some pupils, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others</li> <li>• Observe standards of dress consistent with health and/or safety i.e. wearing an apron in food tech, hand washing etc</li> <li>• Observe health and safety rules of the school and the instructions given by staff in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils are supported by high levels of staffing at all times</li> <li>• Individual health care plans and PEEPS in place as necessary</li> <li>• All pupils contribute to and understand their MPP (My Personal Plan)</li> <li>• The school council contribute to internal health and safety committee</li> </ul>

<b>Temporary staff, visitors, volunteers, work experience placements, parent helpers</b>	<ul style="list-style-type: none"> <li>• Temporary supply staff and visitors are supplied with information and guidance when they sign in on arrival</li> <li>• Supply staff are directly accountable to SLT whilst on the school site</li> <li>• Contractors are also provided with information regarding the location of Asbestos in the school and the Asbestos Risk Register</li> <li>• Contractors will be DBS checked and will not be left unaccompanied whilst on site</li> </ul>	<ul style="list-style-type: none"> <li>• All temporary staff and visitors have to sign in on arrival and are asked to read and agree that they understand fire and emergency procedures, Safeguarding procedures and a COVID-19 declaration</li> <li>• Contractors are shown the Asbestos Risk Register on arrival and are asked to declare that they have read and understood the risk register and will not conduct work in these areas that may disturb the asbestos without the consent of the School Business Manager and/or Facilities Manager</li> <li>• Contractors will not be left unaccompanied whilst on site and will be the responsibility of the Facilities Manager/ School Business Manager.</li> <li>• Regular contractors have undertaken an enhanced DBS check</li> <li>• All temporary staff are subject to safer recruitment checks being carried out which is recorded on the single central record (SCR)</li> <li>• Visitors are the responsibility of the staff member they are visiting whilst on the school site</li> </ul>
<b>Teaching Staff</b>	<ul style="list-style-type: none"> <li>• Teaching staff have a responsibility for ensuring compliance with this health and safety policy and ensuring all persons under their care are aware of the general health and safety requirements of the school and detailed requirements for activities relevant to them</li> <li>• Teachers are responsible for the immediate safety of their own classroom and associated equipment and as such it is their responsibility that it is maintained to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of all policies are available to all staff in the SharePoint at <a href="#">MAT-COMMON/1. Policies</a> and hard copies are available on request</li> <li>• Health and Safety noticeboard in the staff room</li> <li>• Health and safety is part of the induction process</li> <li>• Staff undertake the relevant health and safety training as and when required</li> </ul>
<b>Educational Visits Coordinator (EVC)</b>	<ul style="list-style-type: none"> <li>• The Educational Visits Coordinator (EVC) is responsible for the planning, leading, monitoring and evaluating of off-site visits in line with National Guidance and good practice contributing to health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• At least one member of the teaching staff will have undertaken EVC training</li> <li>• The EVC will run training sessions with staff to ensure they are competent in the planning of off-site visits including writing risk assessments</li> <li>• Staff undertake online training in planning trips and visits</li> </ul>

## Arrangements

Arrangements	Action	Person/s Responsible
<p><b>Consultation with employees</b></p> <p>Discovery Academy recognised the importance of consulting with staff, pupils, parents/carers, visitors, volunteers, contractors etc</p> <p><a href="#">Consulting employees on health and safety: A brief guide to the law (hse.gov.uk)</a></p> <p><a href="#">Involving your workforce in health and safety: Guidance for all workplaces HSG65 (hse.gov.uk)</a></p>	<ul style="list-style-type: none"> <li>• Health and safety is communicated as part of the induction process for all new staff</li> <li>• Health and safety noticeboard in the staff room is up-to-date with advice and support for staff</li> <li>• Health and Safety Law poster displayed in reception with contact details of the responsible person in school</li> <li>• Health and safety policies are circulated with all staff when reviewed or updated for consultation</li> <li>• Health and Safety Committee meet once a term</li> <li>• Health and safety policy and current COVID-19 guidance is available on the school website</li> <li>• All policies and risk assessments are saved on the SharePoint for all staff to access</li> <li>• The School Business Manager produces regular H&amp;S reports to the LAB and the Trustees as required on RIDDORS, accidents, staff injuries, staff training etc</li> <li>• Regular emails with health and safety reminders to staff as and when required</li> <li>• Staff report health and safety concerns and defects to the IRIS Assets management information software, which will alert the Facilities Manager</li> <li>• Staff are asked to complete a termly visual checklist in classrooms which allows them to identify any potential hazards, faulty equipment or out of date PAT tested items</li> </ul>	<p>Executive Principal</p> <p>School Business Manager</p>
<p><b>Accidents</b></p> <p>Accidents involving staff, pupils and/or visitors – including those reportable under the Reporting of</p>	<ul style="list-style-type: none"> <li>• Accident forms are kept in the main school office. All accidents are recorded on these and they are recorded on a spreadsheet for monitoring purposes. All accident forms are passed to the SBM to review and sign off</li> <li>• Any major or more serious accidents are reported to the School Business Manager/Executive Principal and reported to RIDDOR (in consultation with the Governance and Compliance Manager and signed off by the Group Director).</li> </ul>	<p>Executive Principal</p> <p>School Business Manager</p>



<p>Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p> <p><a href="#">HSE RIDDOR</a>  <a href="#">DfE Guidance on first aid for schools</a></p>	<ul style="list-style-type: none"> <li>• All investigations after serious and major incidents/accidents will be carried out by the Executive Principal and/or the School Business Manager</li> <li>• Investigations take place as soon as is practically possible after the incident to determine what (if any) action should be taken. The level of the investigation is proportionate to the severity of the incident – the potential consequence and likelihood of the incident recurring should determine the level of investigation</li> <li>• Investigation findings form the basis of an action plan to prevent the incident from recurring</li> <li>• Parents/carers will be notified via a telephone call if pupils have been involved in an accident. A copy of the accident form is also sent home.</li> <li>• All accident reports and investigation records for incidents involving a child will be kept until the child reaches the age of 21</li> <li>• All accident forms will be readily acceptable and kept for a minimum of 3 years.</li> <li>• All staff undertake online Accident Reporting training as part of induction</li> </ul>	
<p><b>Alcohol and Drugs</b></p>	<ul style="list-style-type: none"> <li>• We refuse entry to the school to anyone who is under the influence of drugs or alcohol</li> <li>• Any staff who believe that another staff member is under the influence of drugs or alcohol must report this to their line manager and/or the Executive Principal immediately</li> <li>• Please see the <a href="#">MAT Policy on Drugs and Alcohol</a></li> </ul>	<p>Executive Principal School Business Manager</p>
<p><b>Animals in School</b></p> <p><a href="#">Chapter 8: pets and animal contact - GOV.UK (www.gov.uk)</a></p>	<ul style="list-style-type: none"> <li>• Please refer to the <a href="#">‘Dog in School Policy’</a></li> <li>• Any proposal to bring a school dog on site will firstly be approved by the LAB and Group Director</li> <li>• We have 2 school dogs called ‘Charlie’ and ‘Ruby’ and there is a risk assessment in place. The responsible person for Charlie is the Executive Principal and the responsible person for ‘Ruby’ is the Head of Learning Support.</li> <li>• Other animals or school pets may be kept on site after a full risk assessment has been carried out</li> <li>• Pupils are taught how to behave responsibly around the school dogs and are only allowed to walk then when a member of staff is present</li> <li>• The School Business Manager will check pupils’ allergies and staff will be made aware of any immediate risk to a young person</li> </ul>	<p>Executive Principal School Business Manager</p>

	<ul style="list-style-type: none"> <li>• Parents/Carers are informed of any pets in the school via email/letter</li> <li>• Parents/Carers/Visitors are asked not to bring dogs into the building due to the academy not being able to fully assess the risk that an unknown animal may pose to the pupils. We ask that dogs remain outside the main school gates and any excrement is cleaned up and disposed of properly. Aggressive dogs, or dogs with a history of aggression must not be brought into the school grounds.</li> <li>• All staff and pupils must wash their hands prior to and after touching any school pets</li> <li>• Where permission is granted it will only be for domestic pets to be allowed in school, no permission will be given to bring wild animals on site.</li> </ul>	
<p><b>Asbestos Management</b></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• Complying with all regulations concerning the control of asbestos</li> <li>• Removing asbestos containing materials where the risk to the building user is unacceptable</li> <li>• Communicating to all staff, visitors and contractors the location of asbestos in the school premises</li> </ul> <p><a href="#">HSE Managing asbestos in buildings: A brief guide</a></p>	<p><i>The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4).</i></p> <p><i>It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.</i></p> <ul style="list-style-type: none"> <li>• WES Property Risk Services are contracted by the school to carry out an annual Asbestos Survey of the school site this is carried out by Lucion services</li> <li>• The Facilities Manager undertakes and records visual inspections of known asbestos locations on a monthly basis</li> <li>• All contractors that arrive on site are required to sign in using the Inventory system. They will have to read and understand the asbestos risk register including the location of asbestos in the school and are asked to sign a declaration to this effect. If their work will disturb asbestos they will stop immediately and inform a member of SLT</li> <li>• Annual review of the asbestos risk register to ensure changes are reflected</li> <li>• The asbestos risk register, annual survey report and visual checks completed by the Facilities Manager are stored on the SharePoint and uploaded to Iris Assets</li> </ul>	<p>School Business Manager</p> <p>Facilities Manager</p>

<a href="#">HSE L143 - Managing and working with asbestos - Approved Code of Practice</a>  <a href="#">DfE Asbestos Management in Schools</a>	<ul style="list-style-type: none"> <li>The Asbestos Management Plan is updated annually or earlier if there has been a change. It is uploaded to Iris Assets and is saved in the DIS-Health &amp; Safety folder on the SharePoint. It is also shared with staff and regular contractors via email when reviewed or any changes made.</li> <li>3 monthly inspections and checks carried out by the duty holder (WES Property Risk Services) of the condition of Asbestos Containing Materials (ACM's). This inspection also checks materials in place to protect or seal hidden ACM's. Remedial actions are followed up as necessary.</li> </ul>	
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>A cleaning schedule is in place which is overseen by the Facilities Manager</li> <li>The school is cleaned daily by a contracted cleaner</li> <li>Deep cleans are carried out after each infection outbreak or COVID outbreak</li> <li>The school ensures that general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc</li> <li>Staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy work environment</li> <li>The school ensures that adequate cleaning products and materials are available as and when required</li> <li>The school contracts a window cleaner to clean the external windows at least once every term</li> </ul>	Executive Principal  School Business Manager  Facilities Manager
<b>Contractors</b>  Relevant legislation:  <a href="#">Health and Safety at Work etc. Act 1974 (legislation.gov.uk)</a>  <a href="#">The Management of Health and Safety at Work (Amendment) Regulations 2006 (legislation.gov.uk)</a>	<ul style="list-style-type: none"> <li>Appropriate checks are carried prior to the letting of any contract to ensure that the school only engages suitably competent contractors to carry out works</li> <li>We will provide contractors with necessary information, induction training, supervision and instruction to undertake their work in accordance with this and all other health and safety policy and any legislative requirements that may apply</li> <li>We will provide contractors with the Asbestos risk register (at tender stage) to enable them to plan and deliver their works without risk of exposure to or the uncontrolled release of asbestos fibres</li> </ul>	School Business Manager  Facilities Manager  SLT

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|  | <ul style="list-style-type: none"> <li>• We will only allow contractors to commence works once they have provided, and where necessary implemented suitable risk assessments to manage any significant risks associated with their work</li> <li>• We will ensure that contractors have the necessary competence to safely undertake the work they are employed to carry out and to deliver that work to the required quality and/or safety standards</li> <li>• We will notify the Health and Safety Executive (HSE) of all relevant construction projects as soon as is practically possible</li> <li>• Contractors are asked to sign in using the Inventory system where they will have to read and agree to basic health and safety instructions, fire evacuation procedures, COVID-19 questionnaire, safeguarding information and the asbestos risk register. The reception/admin team will check identification on arrival. Contractors will be required to sign out when leaving the building and return any keys/fobs etc they have.</li> <li>• The contractor will never be left unsupervised whilst on the school site (unless in the school holidays when the pupils are absent from school and they are under the supervision of the Facilities Manager)</li> <li>• A competent person (School Business Manager) will oversee and monitor all contractors works</li> <li>• The School Business Manager will establish and implement the 'Permit to Work' arrangements for the management of specified high risk works.</li> <li>• The School Business Manager will monitor contractor performance at appropriate intervals and take corrective action where health and safety issues are identified</li> <li>• We will implement measures to ensure that contractors provide necessary information, documentation or certificates in order that the school can meet its general and specific health and safety responsibilities</li> <li>• The School Business Manager will review overall contractor performance at the end of each contract and implement any significant findings where practically possible</li> <li>• School employees will report any significant concerns about the contractors to their line manager, the Facilities or School Business Manager or a member of SLT</li> </ul> |  |
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<p><b>Control of Substances Hazardous to Health (COSHH)</b></p> <p><a href="#">HSE Working with substances hazardous to health: A brief guide to COSHH</a></p> <p><a href="#">HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</a></p>	<ul style="list-style-type: none"> <li>• The Facilities Manager is responsible for the management of COSHH in school</li> <li>• The COSHH file is kept in the Facilities Team office</li> <li>• It is the responsibility of the Facilities Manager to obtain material safety data sheets and carry out risk assessments for hazardous substances</li> <li>• The Facilities Manager undertakes monthly checks to inspect any hazardous materials and check the inventory is up-to-date. This is recorded and uploaded to Iris Assets.</li> <li>• An annual audit of substances on site is undertaken by the Facilities Manager. During this inspection the Facilities Manager will:             <ul style="list-style-type: none"> <li>➤ Ensure all materials are needed and if not, remove them and dispose of them correctly following the advice on the data sheet</li> <li>➤ Obtain up-to-date data sheets</li> <li>➤ Review and update the COSHH risk assessment</li> <li>➤ Compile a register of any employees who are exposed to Group 3 or 4 biological agents indicating the type of work done and where known, the type of biological agent to which they have been exposed. Records of exposures, accidents and incidents should be recorded.</li> <li>➤ Carry out or arrange appropriate exposure monitoring as required</li> <li>➤ Record the annual check and upload to Iris Assets</li> <li>➤ Ensure that employees have appropriate information, instruction and training</li> </ul> </li> <li>• The School Business Manager /Facilities Manager ensure that the type and use of PPE (Personal Protective Equipment) is maintained according to the supplier's instructions. They will ensure that the correct type of PPE is available and that there are good stock levels</li> <li>• Employees must ensure that they make full and proper use of all control systems in place'</li> <li>• Employees use PPE as indicated on the risk assessment</li> <li>• Employees must inform the Facilities Manager and/or School Business Manager or member of SLT if they are aware of any problems relating to the safe use of chemicals including control measures and PPE</li> <li>• All staff receive Health and Safety training as part of the staff induction</li> <li>• The site manager will receive COSHH training</li> </ul>	<p>Business Manager</p> <p>Facilities Manager</p>
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<p><b>COVID-19</b></p> <p>A COVID-19 risk assessment and Outbreak Management Plan have been produced in response to current guidance</p> <p><a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p>	<ul style="list-style-type: none"> <li>• We closely monitor current DfE guidance around COVID-19 and update our risk assessment and Outbreak Management Plan accordingly</li> <li>• Our COVID-19 risk assessment and Outbreak Management Plan are available on our school website <a href="#">Discovery Academy - COVID-19 updated September 2021</a></li> <li>• These documents are shared with all staff every time there is a change. They are stored on the DIS-STAFF SharePoint where all staff can access</li> <li>• The COVID-19 Outbreak Management Plan will be followed in the event of an outbreak</li> <li>• PPE is readily available for all staff – this includes hand sanitiser, face coverings, disposable gloves and aprons</li> <li>• CO2 monitors are in use throughout the school to closely monitor the levels of CO2 in the environment</li> <li>• Staff are encouraged to keep rooms well ventilated and have windows open throughout the school day</li> <li>• Risk assessments are in place for and CEV staff and non-vaccinated staff. These are reviewed termly or sooner if the situation changes either in personal circumstances or DfE guidance</li> </ul>	<p>Executive Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p><b>Defect Reporting</b></p> <p>All staff are encouraged to report defects or hazards to the Facilities Manager and/or School Business Manager</p>	<ul style="list-style-type: none"> <li>• Defects, repairs and hazards can be reported using the Iris Assets helpdesk by emailing <a href="mailto:Discovery.facilities@macintyreacademies.org">Discovery.facilities@macintyreacademies.org</a>. This will alert the Facilities Manager and raise a helpdesk ticket. Staff will receive updates via email regarding how long it will take to sort, progress etc.</li> <li>• Staff are responsible for making sure equipment is safe and for removing unsafe equipment. Any equipment that is broken or damaged should be reported to the Facilities Manager/SBM immediately.</li> <li>• Staff are asked to complete a termly visual health and safety check and electrical appliances check in their class rooms to help identify any damaged equipment, out of date PAT testing and potential hazards.</li> </ul>	<p>School Business Manager</p> <p>Facilities Manager</p>
<p><b>Disability Accessibility</b></p> <p><a href="#">Equality Act 2010 (legislation.gov.uk)</a></p>	<ul style="list-style-type: none"> <li>• Following the Equality Act 2010, a basic framework has been established in law as a means of protection against indirect and direct discrimination, harassment and victimisation, access to services, premises, education, associations and transport - on any of the nine protected characteristics. These characteristics are defined in the act as Race,</li> </ul>	<p>Executive Principal</p>

	<p>Disability, Sex, Religion or belief, Sexual orientation, Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity</p> <ul style="list-style-type: none"> <li>• The school building complies with all regulations and is physically accessible to all</li> <li>• Furniture, fixtures and fittings are appropriate to the needs of the pupils and altered as necessary with the input from specialists i.e. Occupational Therapists</li> <li>• Future developments will be constructed and developed with accessibility in mind</li> </ul>	
<p><b>Display Screen Equipment</b></p> <p><a href="#">HSE Work with display screen equipment: Guidance on regulations</a>  <a href="#">HSE Working with DSE: A brief guide</a></p>	<ul style="list-style-type: none"> <li>• Discovery Academy will meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 by assessing risks, providing employees with suitable working conditions for working on DSE workstations, i.e. all alpha-numeric and graphic display screens, laptops, screens used to display line drawings, graphs, charts or computer generated graphics (not film or TV)</li> <li>• DSE assessments are carried out by the Facilities Manager annually</li> <li>• The School Business Manager will assess the DSE risk assessments and action any recommendations. The DSE assessments are then filed in employees HR files</li> <li>• All staff are entitled to free eye tests and the Office Manager and School Business Manager can arrange these as required. The MAT will cover the cost of basic frames and the lens prescription necessary to undertake display screen work. If it is found that glasses are needed and specifically for DSE use then the employee will be able to select a pair of glasses from the £45 range or can use the £45 contribution towards an upgrade to other frame ranges.</li> <li>• Eye test/glasses vouchers need to be used within 12 months of issue</li> <li>• All DSE users undertake DSE online training with iHasco</li> </ul>	<p>School Business Manager Facilities Manager</p>
<p><b>Driving At Work</b></p> <p><a href="#">Driving for work - Vehicles at work - HSE</a></p> <p><a href="#">DfE Driving school minibuses – advice for schools and local authorities.</a></p>	<ul style="list-style-type: none"> <li>• All staff are asked to complete a driving declaration form both as part of recruitment processes and annually.</li> <li>• Staff will not use their own vehicles to transport pupils unless in exceptional circumstances. In such exceptional circumstances permission from the Executive Principal is required, the Group Director must then be informed.</li> <li>• Staff with a category D on their driving license are permitted to drive the school minibus</li> <li>• Please see the MAT Driving at Work Policy</li> </ul>	<p>School Business Manager Executive Principal</p>



<b>Electricity</b>	<ul style="list-style-type: none"> <li>• Staff under no circumstances will attempt to repair or install sockets, plugs or tools or will interfere with plant, appliances or electrical installations</li> <li>• All electrical works and repairs will be carried out by a competent person who is trained under NIC EIC expectations</li> <li>• Planned Preventative Maintenance as per the MAT schedule that will be carried out by the Facilities Manager includes:             <ul style="list-style-type: none"> <li>▪ Mains supplies are inspected and checked for breaks, clean and tight connections and loading</li> <li>▪ Plant and equipment is maintained in according with the manufacturers and installers guidelines</li> <li>▪ Appropriate warning and safety signs will be posted alongside plant, equipment and supplies</li> </ul> </li> <li>• All electrical works must conform to the Health and Safety Act 1974, The Management of Health and Safety at Work Regulations 1999, Electricity at Work Regulations 1989</li> <li>• Portable appliance testing will be carried out annually</li> <li>• A 5-year hard wire test will be carried out by a competent person and any remedials followed up</li> <li>• All staff are asked to complete a termly visual check of electrical equipment in their classrooms/office or other rooms</li> <li>• Staff report all damaged equipment, cables etc to the Facilities Manager using the Iris Assets helpdesk email address and remove the equipment from the room immediately</li> <li>• Extension leads are not overloaded and where possible are surge protected</li> <li>• All devices must be visually checked by the Facilities Manager for damage to the cable and to check all cable connections to the device and plug</li> <li>• All facilities staff complete Electricity at Work online training</li> <li>• All staff receive health and safety essentials online training</li> </ul>	School Business Manager Facilities Manager
<b>Emergency Planning and Business Continuity Plan</b>	<ul style="list-style-type: none"> <li>• The academy has a business continuity plan in place in case of emergencies which has been shared with all staff and available on the SharePoint</li> </ul>	Facilities Manager School Business Manager Executive Principal



	<ul style="list-style-type: none"> <li>An Emergency Evacuation Plan (Fire) is reviewed annually and displayed in each room in the school building. This states evacuation procedures, roles and responsibilities of staff, the location of the fire assembly point etc</li> </ul>	
<p><b>Fire Safety</b></p> <p><a href="https://www.hse.gov.uk/fire-safety/">Fire safety (hse.gov.uk)</a></p> <p><a href="https://www.gov.uk/guidance/fire-safety-risk-assessment-educational-premises">Fire safety risk assessment: educational premises - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.gov.uk/guidance/fire-safety-in-new-and-existing-school-buildings">Fire safety in new and existing school buildings - GOV.UK (www.gov.uk)</a></p>	<ul style="list-style-type: none"> <li>All staff receive training in Fire Awareness as part of their induction process</li> <li>Fire Wardens in school are listed in Appendix A</li> <li>The Building Emergency Evacuation Plan (BEEP) is reviewed annually unless required earlier. It is shared with all staff and available on the SharePoint</li> <li>A Fire Risk Assessment, Fire Door Assessment, Fire detection and alarm system assessment, Fire Fighting Equipment survey and Fire Dampers Assessment are carried out annually as per statutory guidance and remedial actions are followed up immediately</li> <li>The Fire Risk Assessment is conducted by a competent person</li> <li>The Facilities Manager conducts a fire call point test weekly, rotating which call point is tested each week to cover them all</li> <li>There is a fire drill carried out at least every 3 months as per the MAT planned preventative maintenance schedule and this is recorded in the Fire Log Book which is uploaded to IRIS Assets. The fire drill is timed and discussions regarding lessons learnt is had by SLT and the Facilities Manager to improve the process</li> <li>The Facilities Manager undertakes weekly visual checks of all fire doors, fire exits and fire fighting equipment and these are uploaded to IRIS Assets</li> <li>Fire Evacuation Plans are reviewed annually or earlier if required and are on display in every room in the school</li> <li>Signage highlighting fire exits, fire extinguishers and fire action notices are up to the current standards and can be seen in all areas of the school</li> <li>Emergency lighting is serviced on an annual basis</li> <li>The Facilities Manager conducts a 'flick test' on emergency lighting monthly and records results and uploads to IRIS Assets</li> <li>The fire assembly point is located at the far end of the playground and is identified with a green Fire Assembly Point sign. It is also named on the fire evacuation plans and fire action notices around the school</li> </ul>	<p>Executive Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

	<ul style="list-style-type: none"> <li>• Fire drills and fire safety is a regular item on the internal Health and Safety Committee agenda</li> <li>• The Facilities Manager conducts twice daily visual checks of the school site including visual checks to ensure fire exits are clear and these are recorded and uploaded to IRIS Assets</li> <li>• The fire risk assessment is available to all staff on the SharePoint</li> <li>• All visitors/contractors are asked to read a health and safety declaration when they sign in which informs them of fire procedures and the location of the assembly point</li> </ul>	
<p><b>First Aid, Medication and Supporting Children with Medical Needs</b></p> <p><a href="#">HSE First aid at work: Guidance on Regulations</a></p> <p><a href="#">HSE First aid at work: Your questions answered</a></p> <p><a href="#">DfE Guidance on first aid for schools</a></p> <p><a href="#">DfE Supporting pupils at school with medical conditions: Statutory guidance</a></p>	<ul style="list-style-type: none"> <li>• Medication for pupils is stored in a locked cabinet in the main school office. It is kept in its original packaging and labelled with the pupil's name, dosage, the name of the medication and its expiry date. All medicine is signed in when brought into or out of school and the expiry date is noted as well as the number of pills</li> <li>• The medication file is stored in the main office and keeps a record of any medication given to pupils</li> <li>• Medicine is administered to pupils in the school office. It is witnessed by another member of staff and double signed for. It is recorded in the medication file.</li> <li>• All pupils who take regular medication need to have a care plan in place that has been filled in and signed by a parent or carer</li> <li>• There are posters located around the school stating who the First Aiders are</li> <li>• Staff training records are kept in the school office and the Business Manager is responsible for making sure training is up-to-date</li> <li>• First aid kits are located in every room in the school. The Facilities Manager is responsible for making sure they are replenished monthly or as needed</li> <li>• If a child needs to go to hospital then the school office call an ambulance, print off a data collection form to hand to the paramedics and inform parents. A member of the admin team will stand outside the front of school in a hi-viz jacket to wait for the ambulance</li> <li>• Consent is obtained from parents/carers for permission to administer emergency medicine as necessary i.e. paracetamol, emergency inhaler etc</li> <li>• Trip Leaders are responsible for ensuring that any medication (emergency or routine) is taken on the trip and administered to the child with 2 members of staff present</li> </ul>	<p>Executive Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p> <p><b><u>First Aiders in school:</u></b> <b>(see appendix A)</b></p>

<b>Glass and Glazing</b>	<ul style="list-style-type: none"> <li>• A glazing survey is carried out every 3 years as per the planned preventative maintenance schedule to ensure it complies with current safety standards</li> <li>• All low-level glazing (below 800mm) such as glazing in doors and high risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film</li> <li>• Any broken glass is reported to the Facilities Manager immediately and the area is made safe and repairs carried out as soon as possible</li> <li>• The glazing survey remedials are carried out by the Facilities Manager to ensure full compliance</li> <li>• The glazing survey report is uploaded to IRIS Assets</li> </ul>	Facilities Manager
<b>Housekeeping, Cleaning and Waste Disposal</b>	<ul style="list-style-type: none"> <li>• The Facilities Manager is responsible for the general upkeep and maintenance of the school building and grounds</li> <li>• The Facilities Manager conducts daily, weekly and monthly checks of the school site which are recorded and uploaded to IRIS Assets</li> <li>• External waste bins are located outside the main school kitchen. They are emptied weekly by Coventry City Waste Management on a Tuesday next to exit gate in the car park</li> <li>• The school uses Stone Recycling for the safe disposal of any electronic equipment</li> </ul>	Facilities Manager
<b>Infection Control</b>  <a href="#">Public Health England Guidance on infection controls in schools and other childcare settings</a>	<ul style="list-style-type: none"> <li>• All staff undertake online training in 'Infection Control and Prevention' on iHasco as part of the induction process</li> <li>• The school adheres to national guidance published by the Health Protection Agency on 'Guidance on Infection Control in Schools and other childcare settings'; and this poster is displayed in the school office and in the staff room</li> <li>• The school site is cleaned by an external cleaning company daily</li> <li>• A deep clean of the school site is undertaken after an outbreak of infection</li> <li>• PPE is available to all staff if they choose to wear it – disposable gloves, face masks, disposable aprons, face shields, anti bac hand gel and wipes are all available from the Facilities Team</li> <li>• Disinfectant sprays for telephones and keyboards are available for all staff to use</li> </ul>	Facilities Manager  School Business Manager  Executive Principal

	<ul style="list-style-type: none"> <li>Please read the COVID-19 Risk Assessment and the COVID-19 Outbreak Management Plan alongside this policy. They can be found on the school website and on the SharePoint (see COVID-19 section above)</li> </ul>	
<b>Inspection/Maintenance of Equipment</b>  <a href="#">HSE Safe use of work equipment: Approved Code of Practice and guidance</a>  <a href="#">HSE Using work equipment safely</a>	<ul style="list-style-type: none"> <li>Inspections of equipment and machinery are undertaken in line with the MAT's Planned Preventative Maintenance (PPM) <a href="#">schedule</a></li> <li>Daily visual checks are carried out by the Facilities Manager of all equipment</li> <li>Equipment is maintained in accordance with HSE regulations and copies of all reports and certificates are uploaded to IRIS Assets</li> <li>A qualified Electrician is used for all electric works</li> <li>PAT testing is carried out by a qualified Electrician in line with national guidance</li> </ul>	Facilities Manager  School Business Manager
<b>Legionella and Water Hygiene</b>  <a href="#">Legionnaires' disease: guidance, data and analysis - GOV.UK (www.gov.uk)</a>  <a href="#">HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations</a>  <a href="#">HSE Legionnaires' Disease: A brief guide for duty holders</a>	<ul style="list-style-type: none"> <li>The Academy complies with the MAT Legionella Management Policy.</li> <li>The Facilities Manager is the named competent person responsible for Legionella and has undertaken Legionella Responsible Person training and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner</li> <li>The academy contracts an external contractor to carry out weekly outlet flushing, monthly temperature checks and the bi annual water risk assessment as per the PPE schedule. These checks are recorded in the water hygiene file which is stored in facilities team office and are uploaded to IRIS Assets.</li> <li>A legionella management plan is in place identifying exposure to legionella and the control measures in place to remain effective</li> <li>The School Business Manager will ensure that all employees are provided with suitable and sufficient information, instruction, training and supervision to enable them to perform their duties under this policy to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria</li> <li>The Senior Leadership Team will ensure that all new water systems are designed, specified, installed and commissioned to avoid, as far as is reasonably practicable, the foreseeable exposure of people to legionella bacteria or at least reduce the risk to a tolerable level</li> <li>All works on hot or cold-water systems are only carried out by competent people</li> </ul>	are

	<ul style="list-style-type: none"> <li>A legionella risk assessment is carried out at least every 2 years and appropriate action is taken to remediate any matters arising from the risk assessment</li> <li>All reports and regular checks are recorded and uploaded to IRIS assets by the Facilities Manager</li> </ul>	
<b>Lone Working</b>	<ul style="list-style-type: none"> <li>Staff will only work alone if absolutely necessary</li> <li>The Lone Working risk assessment is reviewed annually and shared with all staff. It is also shared on <a href="#">MAT-COMMON SharePoint</a></li> <li>The Facilities Manager will ensure that planned preventative maintenance is carried out on the security systems (Integra intruder alarm)</li> <li>Any staff who need to work alone will be aware of the lone working procedure: <ul style="list-style-type: none"> <li>➤ Text the Executive Principal or Head of School to inform them of their arrival to the building</li> <li>➤ Text regular updates (at least hourly) if in the building alone</li> <li>➤ Text the Executive Principal or Business Manager when leaving the school site</li> </ul> </li> <li>The school have contracted Manor Security to monitor the alarm out of hours. Manor Security have the names and contact details of all keyholders. In the first instance Manor Security will respond to out of hours alarm calls. If Manor Security are unavailable and a keyholder has to respond they should: <ul style="list-style-type: none"> <li>➤ On receipt of the telephone call informing them of the sounding of the intruder alarm they should identify the caller recording their name, role and contact number</li> <li>➤ Use the contact number obtained to call them back and verify the details</li> <li>➤ Arrange with a responsible person (Executive Principal or Business Manager) to call the Police to the premises if they haven't heard from the key holder attending site that they have arrived safely, have assessed the situation and have stated their further intentions</li> <li>➤ This call should be made 45 minutes after the estimated time of arrival</li> </ul> </li> </ul> <p><b>On arrival at the premises:</b></p> <ul style="list-style-type: none"> <li>➤ If the Police or Manor Security are on site make sure they have checked all sides of the building and if safe to do so, enter with the Police/Security and check all areas</li> </ul>	<p>Executive Principal</p> <p>Senior Leadership Team</p> <p>Keyholders</p>

- If the Police or Manor Security are not in attendance drive slowly around the site as much as possible checking for signs of entry including the roof and walls. If in any doubt leave the site and call the Police by dialling 999
- If all appears to be safe, enter and check premises. If there appears to have been a break in leave immediately and call the Police and arrange to meet them nearby (not at school)

**On entering the premises:**

- Note down any information displayed on the alarm system
- Check that the telephones are working. If they are not there is a chance lines have been cut – make the Police aware that the telephones are not working
- If alone and there are any signs of a break in, leave and call the Police
- If there has been a break in, re-enter the premises with the Police and note down the crime reference number for insurance purposes

**After checking the premises:**

- If there is no apparent break in then call the alarm company (Integra) to arrange for an engineer to attend and investigate for faults. Obtain his/her name and note estimated time of arrival
- Notify the responsible person, who is expected to be contacted, to let them know you are safe and all is in order
- Check alarm engineers ID on arrival and note time of arrival – call the company to verify if needed
- Never leave the premises unprotected – if necessary call for other staff members to accompany you
- Ensure all written logs are completed and left in the main school office
- Advise SLT as soon as is possible
- Secure the premises, set the alarm system and vacate the building

**Control Measures if having to lone work:**

- Working at height is not permitted at any time if working in the building alone
- Carry a fully charged torch if working out of hours
- Ensure employee lone working is adequately trained for the task
- Check weather forecasts and grit hazardous walkways before ice or snow forms

	<ul style="list-style-type: none"> <li>• Ensure access and egress from site are free from defects and well lit</li> <li>• Ensure all risk assessments have been undertaken and have been read and understood</li> </ul>	
<b>Manual Handling</b>  <a href="#">HSE Manual Handling Operations Regulations Guidance</a>  <a href="#">HSE Manual handling at work: A brief guide</a>  <a href="#">HSE Manual handling assessment charts (the MAC tool)</a>	<ul style="list-style-type: none"> <li>• All staff undertake online Manual Handling training as part of the induction process</li> <li>• Any activities that involve significant manual handling are risk assessed and where provided, training is provided for staff</li> <li>• The Executive Principal is responsible for assessing the appropriate approach to manual handling tasks</li> <li>• The school currently has no hoists or slings for manual handling pupils as our current cohort does not require them</li> <li>• The Manual Handling risk assessment is available for all staff to read on the <a href="#">MAT-COMMON SharePoint</a></li> <li>• Trolleys are available for transporting heavy items and stools are available to reach items stored at height</li> </ul>	Facilities Manager  Business Manager
<b>Noise</b>  <a href="#">HSE Noise at work: A brief guide to controlling the risks</a>  <a href="#">HSE Controlling noise at work: Guidance on Regulations</a>  <a href="#">HSE Noise at work microsite</a>	<ul style="list-style-type: none"> <li>• We comply with the Control of Noise at Work Regulations 2005</li> <li>• We ensure that daily noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the facilities manager carries out periodic noise monitoring checks.</li> <li>• Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up.</li> <li>• In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas.</li> </ul>	Facilities Manager  School Business Manager  Executive Principal
<b>Play Equipment</b>  <a href="#">EN1176 playground equipment standard - RoSPA</a>	<ul style="list-style-type: none"> <li>• A risk assessment is carried out on all play equipment and this is reviewed annually or sooner if needed</li> <li>• Playground equipment meets the British safety standards BS EN1176 (playground equipment) and BS EN 1177 (Impact absorbing playground surfacing)</li> <li>• The Facilities Manager conducts visual checks on all play equipment as part of his daily and weekly checks. These checks are recorded and uploaded to Iris Assets</li> </ul>	Facilities Manager  School Business Manager

<a href="#">EN1176 playground equipment standard - RoSPA</a>	<ul style="list-style-type: none"> <li>• Every 3 months, operational checks are carried out by the Facilities Manager. These are recorded and uploaded to Iris Assets</li> <li>• As per the planned preventative maintenance schedule, all play equipment is inspected annually by a competent person</li> </ul>	
<b>Physical Intervention</b> <a href="#">DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</a>	<ul style="list-style-type: none"> <li>• The school follows the Department for Education's guidance on the use of reasonable force to restrain pupils (always used as a last resort)</li> <li>• Staff receive Team Teach training and it is refreshed each year</li> <li>• Please also read our Behaviour Support and Restoration Policy</li> </ul>	Executive Principal Behaviour Lead School Business Manager
<b>Pregnancy at Work</b> <a href="#">Protecting new and expectant mothers at work - Risk assessment (hse.gov.uk)</a>	<ul style="list-style-type: none"> <li>• A specific risk assessment is carried out by the employees Line Manager where women of child bearing age or new and expectant mothers who may be at risk from a work process, working condition or physical, chemical or biological agent</li> <li>• As soon as notified that an employee is pregnant, a risk assessment will be carried out by the employees Line Manager</li> <li>• Regular risk assessments will be carried out every half term</li> <li>• Following these risk assessments, reasonable adjustments will be made to alter working conditions as necessary</li> <li>• If adjustments are unable to be made then the employee will be offered suitable alternative duties for the duration of the pregnancy</li> <li>• Where there is no alternative work, MAT reserve the right to suspend the employee from work on medical/health and safety grounds, on full pay until they are no longer at risk.</li> <li>• Mothers may begin to feel uncomfortable as the pregnancy progresses so the school will make reasonable adjustments such as: <ul style="list-style-type: none"> <li>➤ Regular movement breaks throughout the school day to prevent discomfort</li> <li>➤ Take regular breaks</li> <li>➤ Be mindful of the environment for potential trip hazards</li> <li>➤ Avoid lone working at all times</li> <li>➤ Avoid heavy lifting or strenuous activities/situations</li> <li>➤ Avoid direct parental contact or situations that may involve a greater risk of verbal or physical abuse</li> <li>➤ Seek further advice and guidance from Health and Safety Executive (HSE) as is necessary</li> </ul> </li> </ul>	Executive Principal  School Business Manager



	<ul style="list-style-type: none"> <li>The MAT Maternity Policy will be shared with the employee and should also be referred to</li> </ul>	
<b>Risk Assessments</b>  Discovery Academy uses a risk assessment process and template as a standard for risk assessment.  .Risk assessments are reviewed periodically or when there is a change in circumstances.  <a href="#">Managing risks and risk assessment at work – Overview -HSE</a>	<ul style="list-style-type: none"> <li>Team Leaders, Curriculum Subject Leads, the Facilities Manager, the EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</li> <li>All staff have training on how to complete risk assessments via iHasco and face to face</li> <li>Specialist risk assessments are in place for individual pupils and staff as necessary</li> <li>Individual health and care plans are in place for pupils and staff with medical conditions as necessary</li> <li>Risk assessments are signed off by the competent person and the Executive Principal</li> <li>Risk assessments are available on the SharePoint for all staff to access</li> </ul>	Competent Person – School Business Manager  Facilities Manager  EVC  Executive Principal
<b>Security</b>  <a href="#">School and college security - GOV.UK (www.gov.uk)</a>	<ul style="list-style-type: none"> <li>Risk to the security to the school property is assessed and managed through the risk assessment process</li> <li>Members of SLT, the Facilities Manager and the Safeguarding Lead are keyholders and have a grand master key and a code to the intruder alarm</li> <li>The intruder alarm is managed by Breedon fire</li> <li>The school contracts Manor Security to respond to any out of hours alarms. Manor Security are also a grand master keyholder</li> <li>If the alarm sounds out of hours then Manor Security are the first responder. They will assess the site and only enter if they deem it safe. If they think it is not safe to enter they will call the police.</li> <li>Manor Security will contact the Executive Principal in the first instance if there has been an issue on site and will leave a written report of their actions/reason for the alarm sounding</li> </ul>	Executive Principal  School Business Manager  Facilities Manager  Patrol Guard – Security <a href="#">Security Services Coventry, Warwickshire, Stratford &amp; Leamington (patrolguard.co.uk)</a>
<b>School Trips/Offsite Visits</b>  Discovery Academy complies with DfE guidance on offsite visits	<ul style="list-style-type: none"> <li>Discovery Academy will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate taking reasonable steps to manage risks as well as current DfE guidance</li> <li>Local area visit permission is gained from parents/carers annually</li> <li>A risk assessment of any new offsite visit location is undertaken by the trip leader</li> </ul>	Executive Principal  Educational Visits Co-ordinator (EVC)  School Business Manager

<a href="#">Outdoor Education Advisors Panel (OEAP)</a>  <a href="#">Health and safety on educational visits - GOV.UK (www.gov.uk)</a>	<ul style="list-style-type: none"> <li>• The offsite visit risk assessment is read, understood and signed by all staff members attending the trip and is signed off by the competent person (School Business Manager)</li> <li>• All staff accompanying pupils on the trip are made aware of any pupils who require medication, times it needs to be administered and how.</li> <li>• The trip leader is responsible for the administration and recording of medication during the duration of the trip</li> <li>• Emergency medication is kept with the pupil requiring it at all times on transport and during the educational visit i.e. inhalers, EpiPen's</li> <li>• Also refer to OEAP Guidance where used as a basis for school policy.</li> <li>• The name of the Educational Visits Co-ordinator is in Appendix A</li> </ul>	
<b>Slips, trips and Falls</b>  <a href="#">Slips and trips (hse.gov.uk)</a>	<ul style="list-style-type: none"> <li>• Discovery Academy recognises that the main cause of accidents in school relate to slips, trips and falls</li> <li>• It is the responsibility of the class teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear, especially fire exits</li> <li>• The Facilities Manager conducts daily checks of the school site to identify any hazards</li> <li>• All staff undertake online training with iHasco on Slips, Trips and Falls</li> <li>• All staff are expected to read the slips, trips and falls risk assessment which is available on the SharePoint</li> <li>• All hazards, obstructions, spillages, defects or maintenance requirements are reported via the IRIS assets helpdesk email or in person to the Facilities Manager</li> <li>• All staff are expected to uphold their responsibility to health and safety and be vigilant and aware of possible hazards</li> </ul>	Executive Principal  Facilities Manager  School Business Manager
<b>Smoking</b>	<ul style="list-style-type: none"> <li>• Smoking or vaping is not permitted anywhere on the school grounds or in the school building and notices are displayed to this effect</li> <li>• Smoking or vaping is not permitted in any school vehicles or on any off-site activities or visits</li> <li>• All staff are made aware of the no smoking policy through the induction process</li> </ul>	Executive Principal
<b>Snow and Ice – Adverse Weather</b>	<ul style="list-style-type: none"> <li>• In the event of snow or ice, the Facilities Manager will visit the school site to assess safety and contact the Executive Principal with recommendations</li> </ul>	Facilities Manager

	<ul style="list-style-type: none"> <li>The Facilities Manager will take preventative measures in the forecast of bad weather to ensure the site remains open – i.e. gritting the car park and walkways, having shovels and other equipment available to clear the site</li> <li>If the Executive Principal has deemed it necessary to close the school then the Emergency Closure Procedure will be followed</li> <li>The Office Manager will contact school transport of the closure as well as any other visitors booked in the school diary</li> <li>Closure will be communicated to staff and families via SIMS InTouch and/or ParentPay (text and email)</li> <li>The local radio station and Warwickshire County Council will be informed by the Business Manager of the closure</li> </ul>	
<b>Staff with Medical Conditions</b>	<ul style="list-style-type: none"> <li>All staff are required to undertake a health questionnaire as part of the recruitment process</li> <li>If staff have medical conditions then an Individual Health Care Plan (IHCP) will be put into place by the Business Manager in consultation with the employee to see what reasonable adjustments (if any) need to be made</li> <li>Ongoing health monitoring forms are in place as needed</li> </ul>	School Business Manager
<b>Stress and mental well-being</b>  <a href="#">HSE Work related stress microsite</a>  <a href="#">HSE Tackling work-related stress using the Management Standards approach (workbook)</a>  <a href="#">HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</a>	<ul style="list-style-type: none"> <li>MacIntyre Academies provides all employees with access to an employee assistance programme provider (EAP). The EAP provides a free counselling service 24/7 as well as other free advice</li> <li>There is a well-being internal committee that meet every term to discuss ideas</li> <li>Staff are encouraged to talk to their line manager and/or the Executive Principal (or any other member of staff they feel comfortable with) if they are experiencing any work-related stress</li> <li>The Office Manager or School Business Manager, with the consent of the staff member, can make an Occupational Health referral to see how the school can support the employee</li> </ul>	Executive Principal  School Business Manager  Office Manager
<b>Trees</b>	<ul style="list-style-type: none"> <li>The Facilities Manager visually checks the condition of trees daily to check for fallen trees or branches but especially after adverse or severe weather</li> <li>A tree survey is carried out every 3 years and the reports are uploaded to IRIS Assets</li> <li>Remedial actions from the report are carried out in a timely manner</li> </ul>	Facilities Manager  School Business Manager

<b>Traffic Management</b>  <b>On site vehicles</b>	<ul style="list-style-type: none"> <li>• SLT and other staff undertake traffic duties at the start and the end of the school day to ensure that pupils are accompanied in and out of the building and taken safely to and from their transport</li> <li>• A risk assessment is in place for vehicle movement on the school site</li> <li>• WCC staff come and do spot checks on transport regularly</li> </ul>	
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• All visitors from the LA, representing a business, agency staff, contractors or other professionals (Therapists etc) will be asked to show photo identification on arrival to the school</li> <li>• All visitors enter the building via the main school entrance and will be asked to sign in using Inventory by the office staff. They will be required to wear a visitor's lanyard containing their visitors pass at all times when on the school site</li> <li>• All visitors are given a safeguarding leaflet and are asked to confirm they have read and understood this</li> <li>• Visitors are asked to state who they are meeting and will wait in the reception area until the person they are visiting greets them</li> <li>• Visitors will be escorted around the school site at all times by a member of staff and will never be left alone with pupils at any time</li> <li>• The member of staff that the person is visiting is responsible for them whilst on site – this includes the event of an emergency evacuation</li> <li>• Any person on the school site who is not wearing a visitor's badge will be politely challenged by school staff to enquire who they are and their business on site. They will then be escorted to the school office to sign in using the SG World system and issued with a visitor's badge and lanyard. The above procedures then apply.</li> <li>• In the event that the visitor refuses to comply they will be asked to leave the site immediately, SLT should be informed and will consider the information and agree next steps – whether it is necessary to inform the Police or relevant authority</li> <li>• If an unknown/uninvited visitor becomes aggressive or abusive then a member of SLT should be called and the visitor will be asked to leave the school site and warned that if they do not comply the Police will be called for assistance</li> </ul>	
<b>Working at Height</b>	<ul style="list-style-type: none"> <li>• Staff who would be working at height undertake online training in Ladder Safety and Working at Height</li> <li>• A risk assessment is in place and available to all staff on the SharePoint</li> </ul>	Business Manager  Facilities Manager

<p><a href="#">HSE Working at height: A brief guide</a></p> <p><a href="#">HSE Safe use of ladders and stepladders: A brief guide</a></p> <p><a href="#">HSE WAIT Toolkit</a></p>	<ul style="list-style-type: none"> <li>• Any staff who use ladders do so only if a second person is available to act as a spotter and stand at the bottom of the ladder</li> <li>• Staff are not expected to stand on tables or chairs to work at height. Step stools are provided to access items stored at height.</li> <li>• All staff are encouraged to carry out pre-use visual checks on equipment and report any defects to the Facilities Manager using the helpdesk email address</li> <li>• The Facilities Manager completes a ladder safety checklist every 3 months which is uploaded to IRIS Assets</li> <li>• Inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage are carried out additionally</li> </ul>	
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## Appendix 1 – Staff Training

High quality e-learning for staff and volunteers ensures that MacIntyre Academies Trust provide a sound understanding for all staff as part of the health and safety management.

All staff must complete the following health and safety e-learning within their first 12 weeks of employment and repeat as per the frequency indicated:

Course	Induction	Frequency of repetition	Variations
Health & Safety Essentials	Yes	3 years	(not applicable to managers)
Health & Safety for Managers	Yes	3 years	(not applicable for non-managers)
Fire Awareness in Education	Yes	Annually	
Fire Warden Training	Yes	2 years	(Not applicable to staff who are not named fire wardens)
Control of substances hazardous to health (COSHH)	Yes	2 years	
Legionella Awareness		2 years	All facilities staff and senior leaders
Display Screen Equipment	Yes	As required	
Asbestos Awareness	Yes	3 years	Where asbestos is on site only
Manual Handling	Yes	3 years	
Slips, Trips and Falls	Yes	3 years	
Risk Assessment	Yes		
Infection Control and Prevention	Yes		
Medication Awareness	Yes	3 years	For all staff who are willing to administer medication to pupils

## Team Teach and Positive Behaviour Support

Team Teach is training that equips staff to manage distressed behaviours and conflicts safely and respectfully. The training is provided at academy level for all front-line staff as a priority either as part of their induction or immediately after usually within the first 3 months of employment. Until this training has been undertaken, staff will be discouraged from intervening when pupils become distressed where another person is available to support. A risk assessment will be put into place covering this until the Team Teach training has been undertaken. Team Teach training must be kept in date and repeated as required.

## Other Role Specific Training

Course	Who?
IOSH (Institution of Occupational Safety and Health)	Academy Competent Person (SBM) Facilities Manager
Legionella – Responsible Person	Facilities Manager
Lone Working	Facilities Manager School Business Manager Senior Leaders
Working at Height	Facilities Manager
Electrical Safety	Facilities Manager

## Appendix 2

This appendix will be updated as required.

Role	Name	Contact number
Executive Principal	Emily Hopkins-Hayes	07980 281872
School Business Manager	Jennie Nicholls	07759 832818
Facilities Manager	Mark Abbott	07496495435
Educational Visits Co-ordinator	Stefan Gudinski	
Behaviour Lead	Jake Saville	

First Aiders:	Role	First Aider training due for renewal:
Emily Hopkins-Hayes	Executive Principal	July 2022
Shanney Clarke	Office Manager/Admin	
Amy Garnham	Exams Co-ordinator	

Fire Wardens:	Role	Fire Warden training due for renewal:
Emily Hopkins-Hayes	Executive Principal	Jan 2023
Jennie Nicholls	School Business Manager	Jan 2023
Marc Abbott	Facilities Manager	
Lorraine Nicholls	Safeguarding Lead	
Helen Green	Office Manager	
Shanney Clarke	Admin Assistant	
Clair Greening		
Amy Garnham	Data & Exams	
Stewart Burwood	Teaching Assistant	
Matt Conant	Teaching Assistant	

