



# MacIntyre Academies

## Discovery Academy

### Health and Safety Policy

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V4	New version	Principal	April 2025
V5	-Iris Assets replaced by Every Compliance, iHasco by National College -Named 3 <sup>rd</sup> party contractors by generic terms -Terminology changed from pupils/young people to learners throughout -Role titles updated	Principal	March 2026

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## Health and Safety Policy

### Table of Contents

Health and Safety Policy .....	4
Introduction.....	4
Legislation .....	4
Statement of Intent.....	5
Responsibilities .....	7
Who .....	7
MAT Board and CEO (or equivalent) .....	7
CEO (or equivalent) .....	<b>Error! Bookmark not defined.</b>
Executive Leader for Education .....	7
Head of Operations .....	7
Compliance Manager .....	7
Discovery Academy Local Advisory Board (LAB).....	7
LAB Member responsible for health and safety .....	8
Principal.....	8
School Business Manager .....	9
Facilities Manager .....	11
Senior Leaders .....	12
All Supervisors .....	12
Learners .....	15
Temporary staff, visitors, volunteers, work experience placements, parent helpers .....	15
Teaching Staff .....	16
Educational Visits Coordinator (EVC).....	16
Arrangements.....	17
Arrangements.....	17
Consultation with employees .....	17
Accidents.....	17
Alcohol and Drugs.....	18
Animals in School.....	18
Asbestos Management .....	19
Cleaning .....	20
Contractors.....	20
Control of Substances Hazardous to Health (COSHH) .....	22
Defect Reporting .....	23
Disability Accessibility .....	23
Display Screen Equipment.....	23
Driving At Work .....	24
Electricity .....	24
Emergency Planning and Business Continuity Plan.....	25
Fire Safety .....	26

First Aid, Medication and Supporting Children with Medical Needs .....	27
Glass and Glazing .....	28
Housekeeping, Cleaning and Waste Disposal .....	28
Infection Control .....	29
Inspection/Maintenance of Equipment .....	29
Legionella and Water Hygiene .....	29
Lone Working .....	30
Manual Handling .....	32
Noise .....	33
Play Equipment .....	33
Physical Intervention .....	33
Pregnancy at Work .....	34
Risk Assessments .....	34
Security .....	35
School Trips/Offsite Visits .....	35
Slips, trips and Falls .....	36
Smoking .....	36
Snow and Ice – Adverse Weather .....	36
Staff with Medical Conditions .....	37
Stress and mental well-being .....	37
Trees .....	37
Traffic Management .....	38
On site vehicles .....	38
Visitors .....	38
Working at Height .....	39

## 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 learners 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) its 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 learners, 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 learner 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;

<b>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
<b>MAT Board and CEO (or equivalent)</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>CEO (or equivalent)</b>	<ul style="list-style-type: none"> <li>The CEO (or equivalent) 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>Executive Leader for Education</b>	<ul style="list-style-type: none"> <li>The Executive Leader for Education will support the CEO (or equivalent) in the discharge of their health and safety obligations</li> </ul>	
<b>Head of Operations</b>	<ul style="list-style-type: none"> <li>The Head of Operations will support the CEO (or equivalent) in the discharge of their health and safety obligations</li> </ul>	(For further detail see MAT Health & Safety Policy)
<b>Compliance Manager</b>	<ul style="list-style-type: none"> <li>The 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 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 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 Principal sets up and maintains an Academy H&amp;S Committee and ensures the 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 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>

Responsibilities		
Who	Objective	Actions
<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 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>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 the Academy draws from support of Handsam, as the Trust Competent Person wherever relevant.</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> </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> <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> </ul>

<b>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
	<ul style="list-style-type: none"> <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 this policy. 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> <li>The Principal 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 Principal will ensure there are effective and enforceable arrangements for the provision of health and safety in the academy.</li> </ul>	
<b>School Business Manager</b>	<ul style="list-style-type: none"> <li>The School Business Manager is the Academy Health &amp; Safety Lead 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>The School Business Manager 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 School Business Manager will ensure that all academy activities and facilities are adequately risk assessed and that employees are aware of and</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes IOSH 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>Reviews the Health &amp; Safety Policy in line with the Trust template and Trust Health &amp; Safety Policy</li> <li>Acts as a focal point for health &amp; safety information and ensure that the academy's systems for health &amp; safety</li> </ul>

Responsibilities		
Who	Objective	Actions
	<p>understand the relevant risk assessments and the control measures, safe systems of work and arrangements in place</p> <ul style="list-style-type: none"> <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> </ul>	<p>are communicated effectively to all relevant persons.</p> <ul style="list-style-type: none"> <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> </ul>

<b>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
	<ul style="list-style-type: none"> <li>• Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.</li> <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> <li>• Consult and seek competent advice where necessary.</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> </ul>	<ul style="list-style-type: none"> <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 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>• Carries out or allocates the undertaking of risk assessments which include manual handling, COSHH, Fire and to ensure details are documented and that appropriate action is carried out.</li> <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> </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 Every Compliance</li> </ul>

<b>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
	<ul style="list-style-type: none"> <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> <li>• Member of the health and safety committee</li> <li>• Member of the MAT Health and Safety Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Every Compliance 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> <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 Learners 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 risks 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>	All line managers (teaching or support) are responsible for:	<ul style="list-style-type: none"> <li>• Risk assessing areas of responsibility</li> </ul>

Responsibilities		
Who	Objective	Actions
	<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, learners, 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> <li>Considering health and safety when purchasing, specifying and hiring equipment or materials</li> </ul>	<ul style="list-style-type: none"> <li>Reporting all accidents, incidents and near misses</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 (Every Compliance)</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> </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 in folder: <a href="#">33 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 learner has a PEEP (Personal Emergency Evacuation Plan) these are shared with the relevant staff members</li> </ul>

Health and Safety Policy V5  
 Adopted by Board: May 2020  
 Last review: Mar 2026  
 Next review: Apr 2027

Responsibilities		
Who	Objective	Actions
	<ul style="list-style-type: none"> <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>Where necessary learners 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> <li>Contractors will be DBS checked and will not be left unaccompanied whilst on site</li> <li>For emergency repairs and maintenance, where there has not been sufficient time to conduct the normal safeguarding checks, contractors will only be allowed on</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, learners 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>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
	<p>site provided they are accompanied by a staff member at all times.</p> <ul style="list-style-type: none"> <li>• During holidays and periods of school closure when there are no learners on site, there is no requirement to accompany contractors at all times.</li> </ul>	
<b>Learners</b>	<ul style="list-style-type: none"> <li>• Some learners, 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>• Learners 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 learners 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>• Temporary staff, volunteers and work experience placements will be DBS checked</li> <li>• Visitors, parent helpers and anyone not requiring a DBS check 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 and Safeguarding procedures.</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>Responsibilities</b>		
<b>Who</b>	<b>Objective</b>	<b>Actions</b>
<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>All staff to familiarise themselves with the 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, learners, 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 and are available on the Academy Website.</li> <li>• Health and Safety Committee meet once a term</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 Health &amp; Safety reports to the LAB as required on RIDDORS, accidents, staff injuries, staff training, planned preventative maintenance and any current focus.</li> <li>• Emails with health and safety reminders to staff are sent as and when required</li> <li>• Staff report health and safety concerns and defects to the Every Compliance 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>Principal</p> <p>School Business Manager</p>
<p><b>Accidents</b></p> <p>Accidents involving staff, learners and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> <li>• Accidents are recorded electronically using the Trusts Accident Recording system via IRIS Adapt.</li> <li>• All accidents must be recorded on this system and reports are generated for monitoring purposes.</li> <li>• All accident forms are reviewed and signed off by the SBM.</li> <li>• Any major or more serious accident must be reported to the School Business Manager and Principal immediately, or where they are unavailable to the most senior member of staff on site (as well as via Iris Adapt).</li> </ul>	<p>Principal</p> <p>School Business Manager</p>

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<a href="#">HSE RIDDOR</a> <a href="#">DfE Guidance on first aid for schools</a>	<ul style="list-style-type: none"> <li>• Where a threshold is met the accident may need to be reported to the HSE as a RIDDOR. RIDDOR reporting is done centrally by the Trust, refer to the MAT Health &amp; Safety Policy.</li> <li>• A Health &amp; Safety investigation will follow any serious or major incidents/accidents. The investigation will be carried out by the Principal, the School Business Manager, or a member of the Trust Central Team.</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 learners 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>	
<b>Alcohol and Drugs</b>	<ul style="list-style-type: none"> <li>• Anyone who is under the influence of drugs or alcohol will not be granted entry to the school premises.</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 Principal or a member of SLT immediately.</li> <li>• Please refer to the <a href="#">MAT Policy on Drugs and Alcohol</a></li> </ul>	Principal School Business Manager
<b>Animals in School</b>  <a href="#">Chapter 8: pets and animal contact - GOV.UK (www.gov.uk)</a>	<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 Principal.</li> <li>• The school has a school dog called ‘Ruby’, and there is a risk assessment in place which is regularly reviewed. The responsible person for ‘Ruby’ is the Head of Learning Support/Nurture Phase Lead.</li> </ul>	Principal School Business Manager

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <li>• Other animals or school pets may be kept on site after a full risk assessment has been carried out, with the permission of the Principal.</li> <li>• Learners are taught how to behave responsibly around the school dog and are only allowed to walk the dog when a member of staff is present</li> <li>• The School Business Manager will check learners' allergies and staff will be made aware of any immediate risk to a learner</li> <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 learners.</li> <li>• Dogs must remain outside the main school gates and any excrement is cleaned up and disposed of properly.</li> <li>• All staff and learners 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> </ul>	<ul style="list-style-type: none"> <li>• There is some asbestos on site at Discovery Academy. A third party contractor are appointed by the school to carry out an annual Asbestos Survey of the school site.</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 in their work they inadvertently disturb asbestos they will stop immediately and inform a member of SLT</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 Every Compliance</li> <li>• The Asbestos Management Plan is updated annually or earlier if there has been a change. It is uploaded to Every Compliance 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> </ul>	<p>School Business Manager</p> <p>Facilities Manager</p>

Arrangements	Action	Person/s Responsible
<ul style="list-style-type: none"> <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><a href="#">HSE L143 - Managing and working with asbestos - Approved Code of Practice</a></p> <p><a href="#">DfE Asbestos Management in Schools</a></p>	<ul style="list-style-type: none"> <li>As part of the Asbestos Management Plan, the Asbestos Risk Register is reviewed annually, or as required, to ensure changes are reflected</li> <li>The Facilities Manager undertakes and records visual inspections of known asbestos locations on a monthly basis</li> <li>3 monthly inspections and checks carried out by Facilities staff. External contractor conducts annual inspection 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. All remedial actions are followed up within the recommended timescales.</li> </ul>	
<p><b>Cleaning</b></p>	<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>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> <li>In the event of an unusual infection outbreak, such as COVID19 or other pandemic events, a Deep clean will be carried out as required</li> </ul>	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p><b>Contractors</b></p> <p>Relevant legislation:</p> <p><a href="#">Health and Safety at Work etc. Act 1974 (legislation.gov.uk)</a></p>	<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> </ul>	<p>School Business Manager</p> <p>Facilities Manager</p> <p>SLT</p>

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<a href="#">The Management of Health and Safety at Work (Amendment) Regulations 2006 (legislation.gov.uk)</a>	<ul style="list-style-type: none"> <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> <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, 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 learners 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 Trust 'Permit to Work' arrangements for the management of specified high risk works.</li> <li>• Contractor performance will be monitored at appropriate intervals. This will be undertaken by the Facilities Manager, the School Business Manager or the most senior member of staff on site. Any unsafe Contractor practice will be addressed immediately.</li> <li>• The School Business Manager will ensure that contractors have provided the necessary information, documentation or certificates in order that the school can meet its general and specific health and safety responsibilities</li> </ul>	

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	<ul style="list-style-type: none"> <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 concerns about a contractor to the School Business Manager or a member of SLT.</li> </ul>	
<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 Every Compliance.</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 Every Compliance</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> </ul>	<p>Business Manager</p> <p>Facilities Manager</p>

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <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><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 Every Compliance helpdesk by emailing <a href="mailto:discoveryfacilities@macintyreacademies.org">discoveryfacilities@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 must 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 Facilities Manager</p>
<p><b>Disability Accessibility</b></p> <p><a href="http://legislation.gov.uk">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, restricted access to services, premises, education, associations and transport - on any of the nine protected characteristics. These characteristics are defined in the act as Race, Disability, Sex, Religion or belief, Sexual orientation, Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity</li> <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 learners 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>Principal</p>
<p><b>Display Screen Equipment</b></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</li> </ul>	<p>School Business Manager Facilities Manager</p>

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<a href="#">HSE Work with display screen equipment: Guidance on regulations</a> <a href="#">HSE Working with DSE: A brief guide</a>	<p>display screens, laptops, screens used to display line drawings, graphs, charts or computer generated graphics (not film or TV)</p> <ul style="list-style-type: none"> <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. The school will make a contribution towards that cost. Contact HR for details of the value and how to claim.</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 National College</li> </ul>	
<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>• Refer to MAT Driving at Work Policy</li> <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 learners unless in very exceptional circumstances. In such exceptional circumstances permission from the Principal is required, who will then immediately inform the CEO (or equivalent).</li> </ul>	<p>School Business Manager Principal</p>
<p><b>Electricity</b></p>	<ul style="list-style-type: none"> <li>• All staff using electrical equipment must visually check for damage to the power cable and other cable connections before each use</li> <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> </ul>	<p>All staff School Business Manager Facilities Manager</p>

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	<ul style="list-style-type: none"> <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> <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> </ul> </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 Every Compliance helpdesk email address and remove the equipment from the room immediately</li> <li>• Extension leads are not overloaded, not used in daisy chains, and where possible are surge protected</li> <li>• All facilities staff complete Electricity at Work online training</li> <li>• All staff receive health and safety essentials (or for Managers) online training</li> </ul>	
<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> <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>	Facilities Manager  School Business Manager  Principal

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<p><b>Fire Safety</b></p> <p><a href="https://www.hse.gov.uk">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 and repeat this annually.</li> <li>• See Emergency Evacuation Plan (Fire) for details of Fire Marshalls</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 annually by Handsam as the Trust's Competent Person for Health &amp; Safety.</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 once per term as per the MAT planned preventative maintenance schedule and this is recorded in the Fire Log Book which is uploaded to Every Compliance. The fire drill is timed and discussions regarding lessons learned 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 Every Compliance</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 Every Compliance</li> <li>• The main fire assembly point is located at the far end of the playground with an alternate evacuation point at the front of the school for those with fire exit that are closest to that</li> </ul>	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

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	<p>area. Both assembly points are identified with a green Fire Assembly Point sign. Both are also named on the fire evacuation plans and fire action notices around the school</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 Every Compliance</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(s)</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 learners is stored in a locked cabinet in the main school office. It is kept in its original packaging and labelled with the learner'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 exception to the above will be medications which need to be readily accessible such as inhalers and EPI pens which the learner will keep on them at all times or be held by the class team for easy access.</li> <li>• The medication file is stored in the main office and keeps a record of any medication given to learners</li> <li>• Medicine is administered to learners 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 learners 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> </ul>	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p> <p>First Aiders in school – see First Aid Policy and posters on wall for details of current staff</p>

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	<ul style="list-style-type: none"> <li>• First aid kits are located around the school. See the First Aid Policy for details of locations. 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 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>	
<b>Glass and Glazing</b>	<ul style="list-style-type: none"> <li>• A glazing survey is carried out every 10 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 Every Compliance and a copy to DIS-HEALTH-SAFETY on SharePoint</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 Every Compliance</li> <li>• External waste bins are located in the compound in the front car park. They are emptied weekly by the school's refuse collection contractor. <ul style="list-style-type: none"> <li>• The school uses Enviro Electronics Ltd. for the safe disposal of any electronic equipment</li> </ul> </li> </ul>	Facilities Manager

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<p><b>Infection Control</b></p> <p><a href="#">Public Health England Guidance on infection controls in schools and other childcare settings</a></p>	<ul style="list-style-type: none"> <li>All staff undertake online training in 'Infection Control and Prevention' on National College 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>Disinfectant sprays for telephones and keyboards are available for all staff to use</li> </ul>	<p>Facilities Manager</p> <p>School Business Manager</p> <p>Principal</p>
<p><b>Inspection/Maintenance of Equipment</b></p> <p><a href="#">HSE Safe use of work equipment: Approved Code of Practice and guidance</a></p> <p><a href="#">HSE Using work equipment safely</a></p>	<ul style="list-style-type: none"> <li>Inspections of equipment and machinery are undertaken in line with the MAT's Planned Preventative Maintenance (PPM) schedule.</li> <li>Equipment is maintained in accordance with HSE regulations and copies of all reports and certificates are uploaded to Every Compliance</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>	<p>Facilities Manager</p> <p>School Business Manager</p>
<p><b>Legionella and Water Hygiene</b></p> <p><a href="#">Legionnaires' disease: guidance, data and analysis - GOV.UK (www.gov.uk)</a></p> <p><a href="#">HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations</a></p> <p><a href="#">HSE Legionnaires' Disease: A brief guide for duty holders</a></p>	<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 Facilities Manager conducts weekly outlet flushing and monthly temperature checks which are recorded in Every Compliance</li> <li>The biannual water risk assessment is carried out by an external contractor as per the PPM schedule. These checks are recorded in the water hygiene file which is stored in facilities team office and are uploaded to Every Compliance.</li> </ul>	<p>Facilities Manager</p> <p>School Business Manager</p>

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <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> <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 Every Compliance 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 in <a href="#">33 Risk Assessments</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 Principal or School Business Manager 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 Principal or Business Manager when leaving the school site</li> </ul> </li> <li>• The school has a contracted security company to monitor the alarm out of hours. They have the names and contact details of all keyholders. In the first instance the security</li> </ul>	Principal Senior Leadership Team Keyholders

Arrangements	Action	Person/s Responsible
	<p>company will respond to out of hours alarm calls. If they are unavailable and a keyholder has to respond they should:</p> <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 (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> <p><b>On arrival at the premises:</b></p> <ul style="list-style-type: none"> <li>➤ If the Police or security company 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> <li>➤ If the Police or security company 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</li> <li>➤ 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)</li> </ul> <p><b>On entering the premises:</b></p> <ul style="list-style-type: none"> <li>➤ Note down any information displayed on the alarm system</li> <li>➤ Check that the telephones are working. Make the Police aware that the telephones are not working</li> <li>➤ If alone and there are any signs of a break in, leave and call the Police</li> <li>➤ If there has been a break in, re-enter the premises with the Police and note down the crime reference number for insurance purposes</li> </ul> <p><b>After checking the premises:</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> </ul>	

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <li>➤ Notify the responsible person, who is expected to be contacted, to let them know you are safe and all is in order</li> <li>➤ Check alarm engineers ID on arrival and note time of arrival – call the company to verify if needed</li> <li>➤ Never leave the premises unprotected – if necessary, call for other staff members to accompany you</li> <li>➤ Ensure all written logs are completed and left in the main school office</li> <li>➤ Advise SLT as soon as is possible</li> <li>➤ Secure the premises, set the alarm system and vacate the building</li> </ul> <p><b>Control Measures if having to lone work:</b></p> <ul style="list-style-type: none"> <li>• Working at height is not permitted at any time</li> <li>• Carry a fully charged torch if working out of hours</li> <li>• Ensure employee lone working is adequately trained for the task</li> <li>• Check weather forecasts and grit hazardous walkways before ice or snow forms</li> <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>	
<p><b>Manual Handling</b></p> <p><a href="#">HSE Manual Handling Operations Regulations Guidance</a></p> <p><a href="#">HSE Manual handling at work: A brief guide</a></p> <p><a href="#">HSE Manual handling assessment charts (the MAC tool)</a></p>	<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 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 learners as our current cohort does not require them</li> <li>• The Manual Handling risk assessment is available for all staff to read in <a href="#">33 Risk Assessments</a> under DIS-Staff on SharePoint</li> </ul>	<p>Facilities Manager</p> <p>Business Manager</p>

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <li>Trolleys are available for transporting heavy items and stools are available to reach items stored at height</li> </ul>	
<p><b>Noise</b></p> <p><a href="#">HSE Noise at work: A brief guide to controlling the risks</a></p> <p><a href="#">HSE Controlling noise at work: Guidance on Regulations</a></p> <p><a href="#">HSE Noise at work microsite</a></p>	<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>	<p>Facilities Manager</p> <p>School Business Manager</p> <p>Principal</p>
<p><b>Play Equipment</b></p> <p><a href="#">EN1176 playground equipment standard - RoSPA</a></p>	<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 Every Compliance</li> <li>Every 3 months, operational checks are carried out by the Facilities Manager. These are recorded and uploaded to Every Compliance</li> <li>As per the planned preventative maintenance schedule, all play equipment is inspected annually by a competent person</li> </ul>	<p>Facilities Manager</p> <p>School Business Manager</p>
<p><b>Physical Intervention</b></p> <p><a href="#">DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</a></p>	<ul style="list-style-type: none"> <li>The school follows the Department for Education's guidance on the use of reasonable force to restrain learners (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>	<p>Principal</p> <p>Behaviour Lead</p> <p>School Business Manager</p>

Arrangements	Action	Person/s Responsible
<p><b>Pregnancy at Work</b></p> <p><a href="#">Protecting new and expectant mothers at work - Risk assessment (hse.gov.uk)</a></p>	<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 throughout the pregnancy</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> <li>• The MAT Maternity Policy will be shared with the employee and should also be referred to</li> </ul>	<p>Principal</p> <p>School Business Manager</p>
<p><b>Risk Assessments</b></p> <p>Discovery Academy uses a risk assessment process and template as a standard for risk assessment.</p>	<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 National College and face to face</li> <li>• Specialist risk assessments are in place for individual learners and staff as necessary</li> </ul>	<p>Competent Person – School Business Manager</p> <p>Facilities Manager</p> <p>EVC</p>

Arrangements	Action	Person/s Responsible
<p>.Risk assessments are reviewed periodically or when there is a change in circumstances.</p> <p><a href="#">Managing risks and risk assessment at work – Overview -HSE</a></p>	<ul style="list-style-type: none"> <li>Individual health and care plans are in place for learners and staff with medical conditions as necessary</li> <li>Risk assessments are signed off by the competent person – normally the SBM or Principal</li> <li>Risk assessments are available on the SharePoint for all staff to access</li> </ul>	Principal
<p><b>Security</b></p> <p><a href="#">School and college security - GOV.UK (www.gov.uk)</a></p>	<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 under contract by a third party.</li> <li>The school contracts out to an external security company to respond to any out of hours alarms. They are also a grand master keyholder</li> <li>If the alarm sounds out of hours then the security company 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>The security company will contact the 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>	Principal School Business Manager Facilities Manager Security Contractor
<p><b>School Trips/Offsite Visits</b></p> <p>Discovery Academy complies with DfE guidance on offsite visits</p> <p><a href="#">Outdoor Education Advisors Panel (OEAP)</a></p> <p><a href="#">Health and safety on educational visits - GOV.UK (www.gov.uk)</a></p>	<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> <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 EVC</li> <li>All staff accompanying learners on the trip are made aware of any learners who require medication, times it needs to be administered and how.</li> </ul>	Principal Educational Visits Co-ordinator (EVC) School Business Manager

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <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 learner 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> </ul>	
<p><b>Slips, trips and Falls</b></p> <p><a href="https://www.hse.gov.uk">Slips and trips (hse.gov.uk)</a></p>	<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 National College 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 Every Compliance 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>	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p>
<p><b>Smoking</b></p>	<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>	<p>Principal</p>
<p><b>Snow and Ice – Adverse Weather</b></p>	<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 Principal with recommendations</li> <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> </ul>	<p>Facilities Manager</p>

Arrangements	Action	Person/s Responsible
	<ul style="list-style-type: none"> <li>If the 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 Principal (or any other member of staff they feel comfortable with) if they are experiencing any work-related stress</li> <li>The Line Manager, 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>	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 Every Compliance</li> </ul>	Facilities Manager School Business Manager

Arrangements	Action	Person/s Responsible
<b>Traffic Management</b>  <b>On site vehicles</b>	<ul style="list-style-type: none"> <li>• Remedial actions from the report are carried out in a timely manner</li> <li>• A Traffic Management Plan is in place which is reviewed annually or more frequently when required.</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 Invenry 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 learners 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 Invenry 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>	

Arrangements	Action	Person/s Responsible
<p><b>Working at Height</b></p> <p><a href="#">HSE Working at height: A brief guide</a></p> <p><a href="#">Working at Height - Step-by-step guide</a></p> <p><a href="#">HSE WAIT Toolkit</a></p>	<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> <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 must not 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 Every Compliance</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>	<p>School Business Manager</p> <p>Facilities Manager</p>

## 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	As required	
Infection Control and Prevention	Yes	As required	
Medication Awareness	Yes	3 years	For all staff who are willing to administer medication to learners

### 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 learners 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)	School Business Manager Facilities Manager
Legionella – Responsible Person	Principal School Business Manager Facilities Manager
Lone Working	Facilities Manager School Business Manager Senior Leaders Other staff as required
Working at Height	All Site Services Staff

