



Top Valley Academy

**Health and Safety Policy
2014-2015**

Approved by Governing Body 23 June 2015

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Top Valley Academy Health and Safety Policy Statement

The Headteacher recognise their responsibility for the protection of all Academy staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the Academy.

In association with the Governing Body, the Headteacher will manage the health and safety functions of the Academy to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the Academy by provision of safe premises and equipment, and the effective management of the work activities over which they exercise control. This provision will be established based on the principles of risk management and include any controls and protective equipment necessary for persons identified as being at risk.

The Headteacher will, so far as it is reasonable to do so, ensure that staff designated with health and safety responsibilities are competent to achieve aims prescribed by the LA.

Without detracting from the primary responsibilities of the Headteacher and Governors, for ensuring safe conditions at work, the LEA will provide advice on health and safety matters to assist them in their delegated tasks and this advice will be directed through the Children’s Services Safety Adviser at Loxley House, Nottingham. Telephone: 0115 987 64318.

It is equally the duty of all staff to co-operate with the Headteacher and Governing Body to ensure the safety of themselves, co-employees, and other persons such as pupils; liable to be affected by their activities at work and adhere to the operational procedures prescribed for the Academy.

It shall be the duty of EVERY employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work

Health and Safety at Work Act 1974

SIGNED: Mr G Mansfield..... **DATE:**.....
 (Chair of Governors)

SIGNED: Mr S Kelly..... **DATE:**.....
 (Headteacher)

The next review is on:

Policies should be reviewed on an annual basis

REVIEW DATES: 2015.....
2016.....
2017.....

This policy has been brought to the attention of all employees and is kept readily available for employees on the Hub.

ORGANISATION

The Headteacher is responsible for all health and safety matters affecting the operations and activities of the Academy, including those organised on behalf of the Academy but being undertaken away from the Academy site. To do this effectively, the Headteacher will work with the Governing Body and keep them fully informed on the policies affecting the health, safety and welfare of staff, pupils and other persons and take steps to ensure, so far as is reasonably practicable, that:

- effective communications on all health and safety matters exist between all Academy stakeholders;
- there is a commitment to drafting and implementing a safety policy for the Academy based on the aims of its statement of intent, and that there is a periodic review and amendment of the policy necessary;
- safety procedures and safe systems of work are established within the Academy based on the principals of risk management;
- monitoring of safety procedures and safe working practices established for the Academy is implemented, adhered to, and when necessary, amended to reduce the level of risk;
- information, training, instruction and supervision required for staff to maintain health and safety standards is made available to them whenever it is deemed necessary;
- adequate liaison exists between Academy managers on health and safety responsibilities at the interface of their respective areas of control;
- equipment and facilities necessary for the operations and activities of the Academy are adequate for their intended use and properly maintained. Any defects associated with them are to be brought to the attention of the responsible Academy manager for action as soon as it is practicable;
- procedures exist for the inspection and examination of equipment and articles provided for use, and that these procedures are extended to include the withdrawal of unserviceable, or hazardous items, until such time as they are adequately repaired, or properly disposed of;
- protective clothing and personal protective equipment to control identified risks are adequate and suitable for the activity for which they are intended, available to, and used by, the persons at risk;
- support for joint negotiations and consultation on health and safety matters with recognised trade union representatives on health, safety and welfare matters affecting staff, is available.

The extent of the day-to-day requirements of the Academy justifies the need of the Headteacher to delegate health and safety responsibilities of the Academy to senior members of staff under his control. The Academy's (Estates Manager / Head of Health & Safety) will therefore be responsible to the Headteacher for co-ordinating the operational management of the health, safety and welfare functions of the Academy and report any problems associated with that responsibility directly to the Headteacher, or their nominated deputy, when it is reasonable to do so.

The Academy's (Estates Manager / Head of Health & Safety) will therefore support and assist the Headteacher in his delegated duty and be expected to:

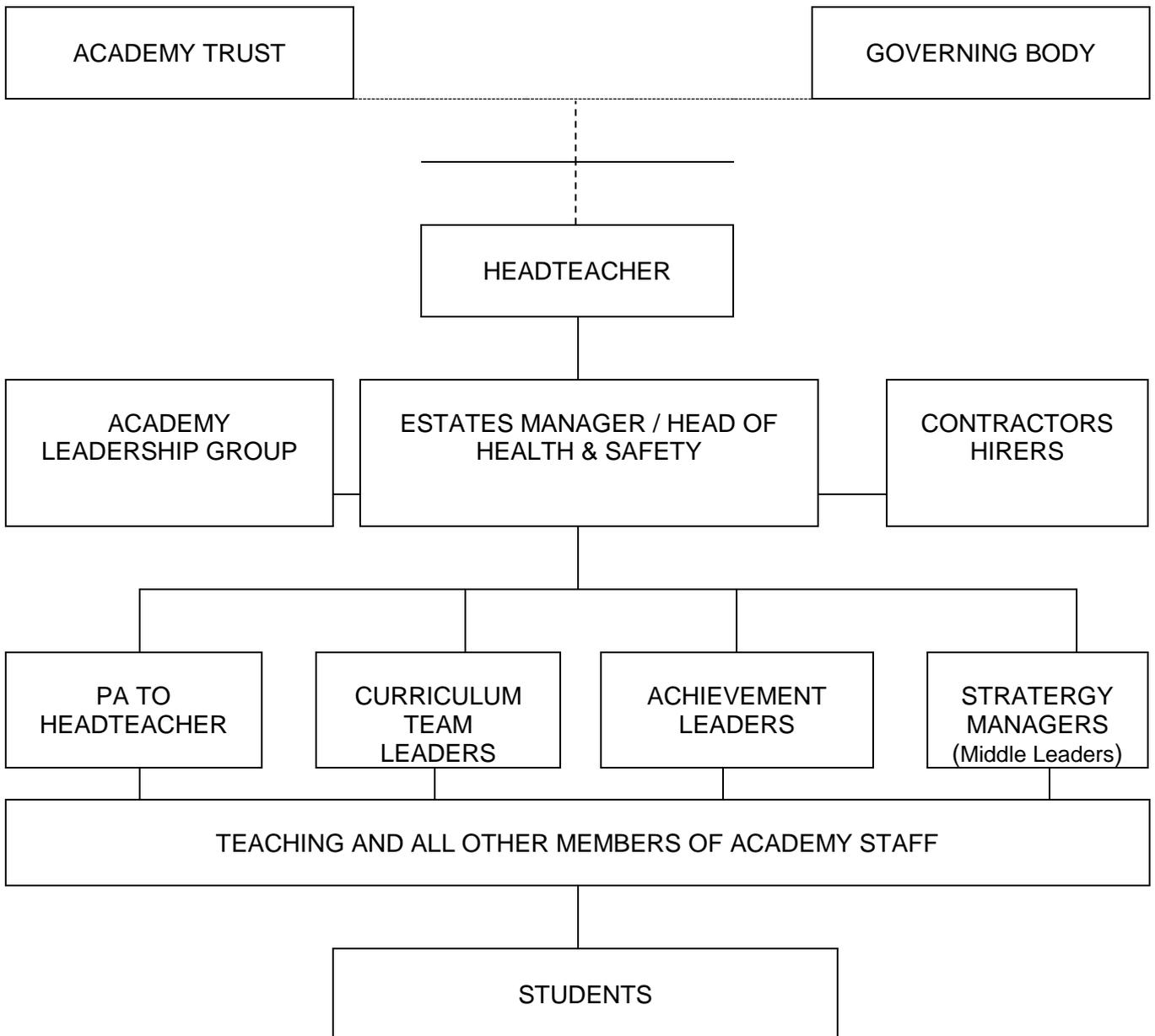
- [a] be familiar with the Headteacher responsibilities and act for him in the Academy's safety policy above, and

- [b] co-operate with the Headteacher and the Academy's Governors to achieve, so far as is reasonably practicable, standards prescribed for the safety and health of all staff and pupils.

Additionally, he/she will have responsibilities for ensuring:

- full understanding of the Academy's safety policy together with the organisation and arrangements in it;
- managing and co-ordinating the role of senior staff with delegated health and safety responsibilities for the Academy;
- assisting those senior members of staff are identified in order for them to be competent in tasks they will be expected to undertake;
- immediate action is taken to protect staff and pupils in emergencies, and further ensuring any unacceptable risk in the Academy from equipment, hazardous materials or substances, conditions or systems of work are reduced to an acceptable level as soon as possible;
- provision and maintenance of protective clothing, personal protective equipment or other controls identified as necessary for health and safety are adequate and suitable for the activities in which they are required, available to and used by staff and pupils they are intended to protect;
- examination and testing of equipment and articles held by the Academy takes place whether for statutory or insurance purposes;
- application and support of the Academy safety policy and its procedures to improve attitudes and safety awareness in staff, and where necessary pupils;
- co-operation with contractors, and their sub-contractors, to ensure standards of safety are adequate during building or maintenance works on the Academy premises, and these standards are agreed together with any immediate remedial action that may be necessary to stop the work for safety reasons, prior to any work starting;
- monitoring of all safe working practices, procedures and conditions in the Academies to ensure they are adequate in the circumstances and to amend or modify as appropriate to reduce the degree of risk whenever it is deemed necessary by risk assessments; and support for joint negotiations with the staff representatives of accredited trade unions, and in the consultations with them on health, safety and welfare matters affecting their members.

Line Management Chart



RESPONSIBILITIES OF THE GOVERNING BODY

To be seen to act responsibly in their duties under the Health and Safety at Work Act 1974. Governors will be expected to be aware of the relevant Policies and understand how they affect the operations and activities of their Academy.

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the academy have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda for Governor meetings
- Considering immediate reviews in the light of major shortcomings or events.

DUTIES OF THE HEADTEACHER

The Headteacher responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and academy policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually

- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the academy
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

DUTIES OF LINE MANAGERS

- Familiarising themselves with all the relevant safety policies, organisation and arrangements for effecting those policies and working with the nominated chairperson in co-ordinating the Academy safety policy
- Supporting the Headteacher and the Governing Body in achieving adequate standards for health and safety based on the principles of risk management and then introducing those standards into the Academy
- Ensuring health and safety provisions are understood and adhered to by all members of staff, including part-time staff, visitors, contractors, support staff and in certain circumstances pupils
- Ensuring that training, instruction and maintenance of equipment and articles for use at work that are adequate and suitable for their intended purpose and that procedures exist for any defective or dangerous equipment to be repaired, or made safe, as soon as possible after it has been reported
- Maintaining high standards of housekeeping throughout the Academy
- Carrying out periodic safety inspections of the Academy's premises to identify hazards associated with its use, and to give a written report of their findings to the Headteacher at least once every year
- Prompt reporting of injuries, occupational diseases, or dangerous occurrences, and the immediate investigation or any incident which in their opinion gives cause for concern whether it results in injury, or not
- Including health, safety and welfare as a routine item on Staff and Governors Meeting Agendas
- Co-operating with the accredited Safety Representative[s] nominated by the trade union[s] to represent members of staff in the Academy on all matters of health, safety and welfare affecting those staff

DUTIES OF THE (ESTATES MANAGER / HEAD OF HEALTH & SAFETY)

The (Estates Manager / Head of Health & Safety) duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Headteacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

The OVC will follow the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined. Advice on organising visits can be found on the Academy's Hub under "Policies (Off-Site Visits Policy)". It is essential that those involved in the organisation and management of Academy visits have read and followed the guidelines. In broad terms staff should initially discuss their proposals with the Headteacher and then with the Offsite Visits Co-ordinator. This applies to ANY VISIT, which involves pupils being taken off the premises where staff are leading the visit.

DUTIES OF ALL EMPLOYEES

All employees:

Have a duty in law to co-operate with the Headteacher, Estates Manager / Head of Health & Safety, Governors and appropriate Line Managers, to achieve standards designed for the good and benefit of all persons liable to be affected by the operations and activities of the Academy, also to take reasonable care of themselves and others liable to be affected by their acts, or omissions at work.

Staff also have a duty to be conversant with this safety policy and any relevant safety procedures brought to their notice by their Line Managers and to report any accident, dangerous occurrence, unsafe system of work or damaged equipment in accordance with the procedures of the Academy as soon as possible after it comes to their notice.

Arrangements

Note "policy" below means the Nottingham City Council Children and Families Safety manual and procedures contained within. In the event an Academy does not continue to purchase the H&S Support Package, alternative arrangements / sources of advice will need to be sourced.

Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with the Safety Policy + Arrangement Documents. Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance.

All accidents are investigated immediately by local responsible person.

All accidents to staff and those to pupils which are serious or require action to prevent a reoccurrence are recorded on the Nottingham City Council's incident management system <https://secure.nottinghamcity.gov.uk/csacentre/login.aspx>

Minor accidents to pupils which do not require action are recorded in a log book which is kept in the academy attendance office and monitored by the (Estates Manager / Head of Health & Safety) termly.

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Headteacher is responsible for ensuring certain more serious accidents to both employees and non employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2014.

Administration of Medicines

Parents have the prime responsibility for their child's health and should provide the Academy with information about their child's medical needs. A health care plan may be necessary for some children involving parents and relevant health professionals. There is no legal duty that requires Academy staff to administer medicines and medicines should only be taken to Academy when essential. Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances, the duty of care could lead to administering medicines and/or taking action in an emergency. The Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual pupils will be disclosed to staff of the Academy. Such procedure will be discussed with the pupil and parent for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

The following members of staff have volunteered to supervise self administration of medicine:
Name: Mrs S Mathews / Mrs P Vickers (Guidance taken from the HSE & DFE)

Type/s of medicine prescribed only: Pain Killers, Ritalin, Antibiotics, Inhalers –Ventolin & Salbutamol 2014 Guidance, Creon, Insulin,

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and Student's name.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by: Health Professionals

More information can be found on the Hub under Policies: Medical Treatment of Pupils Policy

Asbestos Management

It is the law that asbestos-containing materials are not introduced into academy. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively, when it is safe and cost effective to do so.

Whilst asbestos containing materials remain *in situ* we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials is carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the (Estates Manager / Head of Health & safety) every 6 months and recorded in the Asbestos logbook.

The latest Asbestos Survey report is dated: September 2009 by CSS Asbestos Services Type 3

It is held with the asbestos logbook by the (Estates Manager / Head of Health & safety), and is made available to any contractors carrying out work within the academy.

Communication

Effective communication between the Headteacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction Work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Headteacher or the (Estates Manager / Head of Health & safety).

The Academy will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

A academy Health and Safety Committee will be established if requested to do so by safety representatives.

Control of Contractors

The (Estates Manager / Head of Health & Safety) is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Headteacher.

Contractors are used in Academy to carry out a variety of tasks. All contractors must be competent to carry out such tasks.

Contractors on site are required to wear the Academy visitor's Identity Badge and the Academy contractors Hi- Vis jacket when onsite at all times.

Prior to works commencing on site, a meeting should be held to discuss the Health and Safety Plan and to ensure that appropriate health and safety arrangements are in place prior to the start of the work. Contractors must read and sign the Contractors Induction Pack before any work commences.

Wherever possible, work should be carried out at weekends or holidays. Where this is not possible the contractors work area should be completely segregated from others using the Academy.

Dealing with Bodily Fluids

The most important way of reducing the risk of exposure to Hepatitis B and HIV/AIDS is by ensuring that safe systems of work and good personal hygiene measures are followed where employees may come into contact with blood or other bodily fluids as detailed below.

Employees must wear disposable gloves and apron when cleaning any bodily fluids (spillages of blood, vomit, urine and excreta).

Other persons should be kept away from the contamination until it is effectively dealt with.

The following action should be taken in the event of spillages:

- Soak up the spillages using paper towels
- Clean the area with hot water containing soap or detergent
- Clean the area with a bleach or disinfectant solution - use as directed by manufacturer and recorded in the COSHH assessment form (N.B remember to add the bleach to the water, not water to the bleach - to avoid splashes)

'Solids' should be carefully flushed down the toilet.

Dressings, gloves, and aprons should be carefully disposed of in sealed plastic bags as clinical waste.

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff in the academy. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online assessment on the NCC intranet.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Displays

When working at a level that cannot be reached from the floor a set of stepladders available from the (Estates Manager / Head of Health & Safety) or kick stool must be used. It is not adequate or safe to stand on chairs, stools or tables. Staff should familiarise themselves with the correct use of step ladders.

Electrical Safety

All portable electrical appliances in the academy are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site with the (Estates Manager / Head of Health & Safety).

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the (Estates Manager / Head of Health & Safety) so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) is used where required e.g. for any electrical equipment used out of doors.

Any portable electrical appliance brought onto the premises by a member of staff of the Academy should not be used unless it has been checked and tested for electrical safety and tagged accordingly by the tester. The Academy (Estates Manager / Head of Health & Safety) will keep a record of all appliance testing.

Class 1: Visual Inspection every 6 - 12 Months & a Combined Visual & Inspection & test every 12 Months

Class 2: Visual Inspection every 12 Months & a Combined Visual & inspection & test every 36 - 48 Months

The electrical installation is inspected at 5 yearly intervals by an electrical engineer. Records are kept in the (Estates Manager / Head of Health & Safety).

Emergency Procedures

In the event of an emergency, such as a fire, bomb threat or gas escape, the evacuation of the building will be initiated by the sounding of a fire bell. The aim in these circumstances is to evacuate the premises and assemble on the rear sports field within 2 – 3 minutes. This drill should be conducted at least once a term with an early one in the Autumn Term to familiarise the new intake.

Fire bells, as do emergency exit signs, have to be tested on a regular basis and this is scheduled to be done on Monday mornings, between 7:00 am and 8:00 am. Between these times the fire bell can be ignored if the sounding is intermittent.

- Reference: Academy Emergency Plan
- Reference: Fire Routine System

Fire Safety

Refer to fire management folder including risk assessment and logbook held with the (Estates Manager / Head of Health & Safety).

First Aid

The First Aiders provide cover for accidents that occur in Academy or on the way to Academy. Pre-existing injuries are, BY LAW, not within the scope of First Aiders and pupils complaining, say of an injury received over the weekend, should be referred to their own doctor, or their parents contacted for them to remove the child to hospital or their own doctor.

In addition, the academy nurse also provide First Aid in the absence of the First Aiders within the Academy, but her primary role is Health Appraisal. A doctor does NOT allow First Aiders to give medication, other than helping a child use his/her own medication previously prescribed.

When the nurse is in the Academy, she will see pupils for pre-existing conditions, but will see these pupils at tutor time, morning break or lunchtimes, but NOT during lesson time. She can administer the following medications: Paracetamol

The Nominated First Aiders		
Mrs S Mathews	Mrs P Vickers	
The First Aid at work – expiry dates		
Mrs S Mathews 10 th Feb 2016	Mrs P Vickers 15 th January 16	
The Emergency First Aiders – expiry dates		
Mr I Addis 24 th Apr 2016	Mr D straw 11 th Dec 2016	Mr S Mohammed 11 th Jan 2018
Mr A Steer 14 th May 2016	Mrs K Harte 11 th Dec 2016	
Miss N Smyth 28 th Nov 2016	Miss M Farmer 11 th Dec 2016	
Mr C Hallgarth 27 th Jan 2016	Mr C Tucker 11 th Dec 2016	Miss L Limb 11 th Dec 2016
Mrs S Malpass 16 Jan 2016	Miss C Voce 11 th Dec 2016	Mr P Owen 18 th Mar 2016
Mr G Morris 6 th Mar 2016	Ms A Mugaseth 11 th Dec 2016	Mr T Pickup Jan 5 th 2018
Mrs T L-Sheppard 6 th Mar 2016	Miss J Smyth 11 th Dec 2016	Miss M young 5 Jan 2018
Mr S Miles 11 th Dec 2016	Miss R Harris 11 th Dec 2016	Miss H Strollery 5 th Jan 2018
Mr M Bailey 11 th Dec 2016	Miss R Murphy 11 th Dec 2016	Miss A Gillard 5 th Jan 2018

Procedure:

Pupils who are injured or taken ill in Academy should be referred firstly to a First Aider, The First Aider will assess the situation and if the child is too seriously injured to move, The First Aider will Call 999. The office will then be contacted by the First Aider to direct the Paramedic to the location.

Staff should use their discretion whether an injury or illness is serious enough to warrant sending the child during a lesson, or whether the child can wait until break time. If in doubt, the child should be referred. However, if possible, pupils should be sent at break time. Children should NOT be sent, or ALLOWED TO GO, straight to the Nurse. Referrals should always be made through a First Aider.

Information required for ambulance control:

Address, telephone number of Academy
Name of child, details of injury
Assessment of seriousness
(Hazard) If chemical related
First Aider's name

Investigation Procedure:

The Academy (Estates Manager / Head of Health & Safety) / Nominated First Aider[s] on a termly basis should investigate accidents by inspecting the First Aid Log Books. In the event of accident/injuries that should be reported on the online City Corporate safety System. The Academy (Estates Manager / Head of Health & Safety) will carry out such investigation as necessary to satisfy him/herself that suitable precautions were taken and repetition minimised.

Union Health and Safety representatives should also have access to this information.

Record of Training

The Academy (Estates Manager / Head of Health & Safety) will keep all First Aid training records

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™

Gas supplies are should be isolated and 'locked off' when not in use, in all Science and Food Technology rooms when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment must be carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Information / COSHH assessments relating to hazardous substances in the academy are kept with each high risk department and copies held with the (Estates Manager / Head of Health & Safety)

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from NCC Children and Families & Central Academy Trust.

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping areas tidy and organised and making sure the entrances and exits are clear, especially fire exits e.g. storing books/paper on heater cabinets. Where maintenance of a more permanent nature is required, Staff should log requests using the online system (Estates Team Request).

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

Specialist advice is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you should know” is displayed in the main staffroom.

Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	MCL Energy Ltd
Catering equipment	As required by risk assessment, recommended by manufacturer	City Catering
D&T Machinery	As required by risk assessment, recommended by manufacturer	Blyth Ltd
Electrical installation	Five Yearly	Fredk Lambs Ltd
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	New Gate Ltd Magtec Ltd
Fume Cupboard/Dust Extraction (LEV)	14 months	SI Environmental Ltd
Gas boilers	Annual	Heat Pro Ltd
Gas cookers	Annual	GB Gas & Plumbing
Gym equipment (fitness training etc)	6-Monthly / Annual	Sport Safe
Emergency Lighting	6-Monthly	Neuro systems
Fire Alarm	Quarterly	Neuro systems
Fire Extinguishers	Annual	Nott's Fire & Rescue
Hoists	6-Monthly	RMTGE Automotives Services Ltd
Lightning conductors	Annual	Lightning Strike Ltd
Passenger Lifts (including disabled)	6-Monthly	Morris Vermaport
PE and Play equipment	Annual	Sport Safe
Portable Electrical Appliances	As required by risk assessment-see HSE guidance	Perfect Pat
Power Tools	As required by risk assessment, recommended by manufacturer	Estates Team
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	RMTGE Automotives Services Ltd
Sprinklers	Frequency depends on the type of system in use.	N/A
Tree Inspections	As recommended by an ARB	NCC Tree Services

Lettings / Use Premises Out of Hours

The academy obtain legal and insurance advice regarding any lettings. Contract with Out of Hours Lettings Terms & Conditions of hire has been completed, signed and approved by the Headteacher as necessary. This will be held with the Finance Manager & a copy with the Estates Manager / Head of Health & Safety.

The Academy should ensure that those using the Academy out of hours are aware of the following:-

- Means of raising the alarm
- Fire exits
- Security arrangements regarding control of access
- Appropriate Insurance has been provided
- The requirements for first aid provisions

Reference: Out of Hours Lettings Terms & Conditions

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

This should be avoided when possible. Lone visits to homes or lone interviews in Academy should be avoided. If working alone in Academy be aware of the safety and security implications. Regular lone working must be risk assessed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of Plant and Equipment

The (Estates Manager / Head of Health & Safety) is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

In many cases a visual examination by the member of staff using that equipment should suffice. However, there are specific areas of the Academy that need regular inspection/maintenance by technicians or other outside specialists. The Line Manager should also keep a record of any inspection of plant or machinery in their Health and Safety file.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Where heavy loads are to be moved, staff should satisfy themselves that they have sufficient experience and training to do this safely. If there is any degree of doubt, then the (Estates Manager / Head of Health & Safety) should be consulted. When making an initial assessment staff should take the following into consideration:

- the weight, the shape and size or lack of rigidity of the article or
- the frequency of handling the weight
- the conditions under which the weight is handled
- The key factors in safe lifting are:
 - Balance
 - position of the back

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of premises.

The Governing Body will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils. Matters for consideration may also be directly to the Estates Manager / Head of Health and Safety.

New and Expectant Mothers

New and expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed as necessary.

Off-Site Educational Visits

The Off-Site Visits Co-ordinator (OVC) Ms M Farmer

The OVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice on organising visits can be found on the Academy's Hub under Policies and Procedures Educational Visits Policy it is essential that those involved in the organisation and management of Academy visits have read and followed the guidelines. In broad terms staff should initially discuss their proposals with the Headteacher and then with the Offsite Visits Co-ordinator. This applies to ANY VISIT, which involves pupils being taken off the premises where staff are leading the visit.

Advice and guidance is provided by the Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 0115 9476202.

Advice regarding swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 0115 9476202 ext. 249.

All visits must be recorded using the NCC EVOLVE off-site visits website:

<https://evolve.edufocus.co.uk>

More information can be found on the Hub under Policies: [Educational Off-Site Visits Policy](#)

Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 set out the legal requirements for selecting, providing, maintaining and using protective equipment [PPE].

Curriculum Team Leaders and Line Managers should assess the risks within their specific areas after liaising with the Academy Estates Manager / Head of Health and Safety to provide:-

- Appropriate PPE
- Maintain clean and replace PPE
- Provide storage for PPE when not in use
- Ensure that PPE is properly used
- Provide training, information, instruction on the use of PPE and how to look after it.

PPE is issued to employees as required, to any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Playground Safety

The (Estates Manager / Head of Health & Safety) is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass/ needles etc.

Staff report any identified defects / concerns directly to the (Estates Manager / Head of Health & Safety) or Headteacher.

Positive Handling / De-escalation

All members of staff have a legal power to use reasonable force as part of their duty of care. Specific staff have received appropriate training from Nottingham City Council to use Restrictive Physical Intervention (RPI) as a last resort when all other strategies have failed. RPI is to be used as an act of care and control, not punishment.

More information can be found on the Hub under Policies: [Behaviour Policy](#)

Reporting of Defects, Hazards and Near Misses

Staff are instructed to report urgent defects, hazards, near misses and accidents to the Estates Manager / Head of Health & Safety, so that prompt action can be taken to avoid further accidents and injury.

Staff should log all non-urgent requests using the online system (Estates Team Request,) to enable all requests to be tracked and monitored.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally with the (Estates Manager / Head of Health & Safety) and a copy with each department head.

All members of staff have a responsibility for identifying hazards and risks and taking such preventative action that they can. All Line Managers have a specific responsibility to identify and ensure that risk assessments are carried out, reviewed and amended on a regular basis but at least yearly. This will be particularly important for Line Managers in high-risk areas such as D&T, Science, Food Tech, PE, Art, IT Support, and Engineering. It is the responsibility of all staff to be aware about risk assessments for activities/situations they are involved in.

Generic risk assessments have been designed by the Safety Advisers and are available via the Hub.

Training courses on carrying out risk assessments are provided by NCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The (Estates Manager / Head of Health & Safety) is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable.

Key holders are: Octavian Security (Key Holder)
Mr J Jackson (Estates / Health & Safety Manager)
Mr S Miles (Estates Team) Deputy Estates Manager
Mr M Bailey (Estates Team)
Mr C Tucker (Estates Team)

The safety and security of pupils and staff is a high priority at Top Valley Academy. General Health and Safety matters are dealt with in detail in the Academy's Health and Safety Policy and all staff should be aware of its contents and their responsibilities as described therein.

However, in recent times there have been incidents involving visitors to the Academy site, which have posed significant risks to the safety and security of members of the Academy community. With these concerns in mind, the following notes for guidance of staff are provided.

Visitors to the Academy site

- ALL visitors to the Academy site should report to reception in the foyer where they are to sign in, in the Visitors Book and be issued a Visitors Badge that must be worn at all times and made aware of fire procedures by whom they are visiting

Visitor Id must be worn at all times during visit

TOP VALLEY ACADEMY VISITOR  TOP VALLEY ACADEMY VISITOR 

Staff Id must be worn at all times by all staff

TOP VALLEY ACADEMY STAFF  TOP VALLEY ACADEMY STAFF 

- Any visitor who has business around the Academy, unaccompanied by a member of staff, must be DBS cleared by HR manager
- If staff observe a 'stranger' on the site at any time, who is not wearing identification, they should:
 - notify the reception staff immediately
 - reception staff will then inform a member of the Senior Management Team who will take the appropriate action

If the immediate safety or security of pupils or staff is threatened, staff may need to take steps to intervene. In such cases, the following advice should be considered when approaching someone believed to be on the site without legitimate reason:

- When possible do so with a colleague
- Be polite and assertive but avoid aggression
- Find out if they have legitimate business on site. If they have, direct them to reception. If they have not, ask them to leave the site
- Try to make a mental note of abusive or threatening behaviour and record this as soon as possible after the event

REMEMBER

- Your aim is to secure the safety of pupils and staff without endangering yourself.
- Security of property and the building is secondary to this, though important.

Appointments with Parents

Contact with parents is a vital part of the education process and staff are encouraged to contact and meet with parents whenever possible. However, to ensure that such meetings are conducted in a safe and proper manner our policy is:

- Whenever possible an appointment should be made in advance.
- Staff should not normally arrange to meet parents after 4.15 pm unless they make special arrangements to do so [a member of the Senior Management Team will offer advice].

Security of Personal Possessions and Money

All staff are advised not to have personal valuables in the classroom [handbags, coats cash collected from pupils etc] without them being locked away. When monies are collected they should be handed to the Finance Manager as soon as possible together with the relevant paying-in slip. All money will then be locked in the safe for security reasons.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher, (Estates Manager Head of Health & Safety) and Governors.

Employees have been instructed to report any damage / defects to the (Estates Manager / Head of Health & Safety) or Headteacher.

Slips, Trips and Falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the (Estates Manager / Head of Health & Safety) or the Headteacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Headteacher is responsible for managing work-related stress within the academy.

(Tool kit provided)

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

If pupils undertake outdoor activities which expose them to the sun, consideration should be given to the provision of:-

- Appropriate sun screen protection
- Clothing that covers the body and hats
- Access to drinking water
- Access to shaded areas [natural or constructed] in playground
- In extreme weather conditions the length of time that pupils are exposed to the sun is controlled. High risk periods are between 11 00 am and 3 00 pm

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary

Shade is provided on the academy playground via courtyard canopy

Supervision

Pupils are supervised during all activities throughout the academy day.

For off-site visits DfES guidelines are followed regarding supervision levels.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

These are, in the main, delegated to curriculum areas and staff in a managerial role as identified in the Structure Plan but the cost is to be met out of the Health and Safety budget held by the Academy (Estates Manager / Head of Health & Safety).

New staff to the Academy will have an induction as part of their staff development. Health and Safety will form part of this induction, in particular the emergency evacuation procedures. Supply Staff should have 'survival' information that gives brief details of emergency procedures, electrical equipment check, First Aid and support systems.

A record of all Health and Safety training will be kept both by managers and the (Estates Manager / Head of Health & Safety). Reviewed annually and updated.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A volunteer driver's form must be completed and handed to the OVC for approval by the Headteacher, before a member of staff can transport pupils in their own vehicle.

Only employees who are currently authorised by the Headteacher and licensed by Nottingham City Council Passenger Services are permitted to drive the academy or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against the academy employees or other members of the academy community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence:

- Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by the Line Manager / Headteacher and must be recorded on the NCC Violent Incident reports forms held by the Estates Manager / Head of Health & Safety).

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Waste / Litter Management

The (Estates Manager / Head of Health & Safety) is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around the academy, which are emptied daily. External waste bins are secured away from academy buildings to reduce the risk of damage by arson.

A 'sharps' box is available in academy in order to deal promptly with any discarded needles / syringes found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella

The Academy complies with the requirements of the Approved Code of Practice (L8).

The following company have been employed to undertake risk assessments every two years: **(Second Element)** have been contracted to carry out monthly inspections and are entered into the SERAM database, and actioned by the (Estates Manager / Head of Health & Safety).

All non-routinely used outlets (taps / showers) that have been identified are regularly flushed and also flushed throughout the academy holidays and logged.

Welfare Facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water throughout the day.

There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the (Estates Manager / Head of Health & Safety).

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place. A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept in the Estates Managers / Head of Health & Safety) Office.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving the academy and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Work Related Learning / Work Experience

The academy co-ordinator: Mr C Hallgarth

Work Experience is co-ordinated through Education Business Futures.

Work Related Learning is co-ordinated through Nottingham Futures.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the (Estates Manager / Head of Health & Safety). Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. Appropriate training has been provided in the use of this equipment.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for step ladders / ladders to be inspected and recorded on a monthly basis by the (Estates Manager / Head of Health & Safety).

Employees are instructed to report damage / defects immediately to the (Estates Manager / Head of Health & Safety) Headteacher.