

Trinity Academy Halifax

Health and Safety Policy



Status – Statutory

1. Introduction

- 1.1 The academy recognises and accepts that all employees, students and visitors to the academy are entitled to a safe and healthy environment.
- 1.2 All appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will pass into the academy community. An awareness of the appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.4 All employees have a duty and responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The academy's Health and Safety Policy can only be successful with the full co-operation of everyone concerned.
- 1.5 The academy will seek advice and support (when required) from Calderdale Metropolitan Borough Council and/or any other appropriate organisation to ensure that Health and Safety is maintained to the highest standard.

2. Purpose of policy and guiding principles

- 2.1 Trinity Academy Halifax aims to ensure that so far as is reasonably practicable:
 - All employees, students, members of the public, including parents/carers, visitors and contractors' employees who enter the academy premises, are not exposed to any Health and Safety hazards during the course of their business.
 - No work will be carried out by the academy or contractors that are liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
 - All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.
- 2.2 The academy's objectives are to:
 - 2.2.1 Provide conditions and systems of work for all employees which prevent any danger to health. This requires risk assessments to be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
 - 2.2.2 Ensure that all plant and equipment is maintained properly and that neither will be knowingly used when it presents any risks to the safety of the staff or the public;
 - 2.2.3 Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees and students.
 - 2.2.4 Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;

- 2.2.5 Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- 2.2.6 Ensure that the academy has and maintains up-to-date fire procedures and documentation and that all employees and students are familiar with them;
- 2.2.7 Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels.

3. Consultation

- 3.1 This document has been prepared in consultation with the Health and Safety Officer (Finance Director) and the Health and Safety Co-ordinator (Premises Manager).
- 3.2 The policy was approved by the governing body after consultation with all staff.

4. Roles and responsibilities

- 4.1 A Department for Education (DfE) guidance note on the statutory responsibilities for an academy is given in **Annex 1** of this policy.
- 4.2 In discharging its responsibilities, the Governing Body will:
 - 4.2.1 Make itself familiar with the requirements of the appropriate legislation and codes of practice.
 - 4.2.2 Create and monitor a management structure for Health and Safety.
 - 4.2.3 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy, and, that it is implemented.
 - 4.2.4 Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
 - 4.2.5 Identify and evaluate risks relating to possible accidents and incidents connected with academy-sponsored activities, including work experience.
- 4.3 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
 - 4.3.1 A safe place for all users of the site to work, including safe means of entry and exit.
 - 4.3.2 Plant, equipment and systems of work that are safe.
 - 4.3.3 Safe arrangements for the handling, storage and movement of articles and substances.
 - 4.3.4 Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
 - 4.3.5 Supervision, training and instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner.
 - 4.3.6 Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.
- 4.4 The Finance Director has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Finance Director will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.
- 4.5 Responsibilities of the Finance Director with the Health and Safety Co-ordinator.
 - 4.5.1 To have overall responsibility for the day to day running of the academy in respect to health and safety matters.
 - 4.5.2 Will ensure health and safety is a normal feature of the academy's and functions.
 - 4.5.3 Ensure Curriculum Leaders receive the necessary information, policies and procedures to enable them to fulfill their necessary obligations with respect to all health and safety matters.
 - 4.5.4 Will ensure all employees are directed to an electronic copy of the academy's Health and Safety Policy and have received adequate safety training.
 - 4.5.5 Will update and review the safety procedures at the academy on a regular basis.
 - 4.5.6 Will ensure a safety audit or inspection of the academy is completed on an annual basis.
 - 4.5.7 Will when relevant, consult with professional Safety Advisers for specialist advice and assistance.

- 4.6 Responsibilities of Curriculum Leaders
- 4.6.1 Will ensure health and safety is a normal feature of that area's operations and functions and co-operate in the implementation of risk assessment and regular safety checks.
- 4.6.2 Will report any deficiencies in work procedures, unsafe practices or hazardous situations within their area of responsibility to the Health & Safety Co-ordinator, or in an emergency situation direct to the Finance Director.
- 4.6.3 Will be familiar with all policies and procedures outlined in the academy Health and Safety Policy relevant to their responsibility. It is important that heads of department ensure they have access to all relevant guidance notes and code of practice from outside bodies e.g. DfE, HSE, CLEAPSS Documentation etc.
- 4.6.4 Curriculum Leaders must also devise and maintain a curriculum area Health & Safety policy.
- 4.6.5 Curriculum Area Leaders must inspect all areas for which they are responsible on a monthly basis for health and safety hazards.
- 4.6.6 Any teaching staff member using corrosive or hazardous fluids must be aware of COSHH requirements.
- 4.7 Responsibilities of All Members of Staff
- 4.7.1 All staff are expected to familiarise themselves with the Health and Safety aspects relative to their area of work and avoid conduct which would put themselves or anyone else at risk.
- 4.7.2 In addition to the general duties that all members of staff have, all managers and curriculum leaders will be responsible to the H&S Manager for the implementation and operation of the academy Health and Safety Policy within their relevant departments and areas of responsibility.
- 4.7.3 In particular, members of staff will:
- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body.
 - Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
 - See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
 - Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
 - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
 - Report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager.
 - Take an active interest in promoting Health and Safety and suggest ways of reducing hazards.

5. Safety Education

- 5.1 The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in students and young people.
- 5.2 One of the aims of PSHE is to enable students to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- 5.3 This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

6. Health & Safety Arrangements

6.1 Fire Safety

- 6.1.1 Appropriate fire evacuation procedures for ensuring that safety precautions are properly managed will be formulated and sent round to all staff.
- 6.1.2 The academy's evacuation procedure will be displayed on the VLE and within all staff and student planners. All staff and students must be fully aware with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. All evacuations of the building are recorded and documents held within the Premises Manager's office.
- 6.1.3 All staff are aware of the fire evacuation and a copy of this procedure is handed to all staff when they start at the academy, see [Annex 2](#) for the full procedure.
- 6.1.4 All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

6.2 Reporting Accidents

- 6.2.1 All accidents to staff, students and visitors must be reported, in writing, using the academy's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive/Finance Director under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive/Finance Director is informed of reportable incidents.

6.3 Coping with the sudden death of a student, employee or visitor

- 6.3.1 In the unlikely event that the academy has to deal with the sudden death of a student, employee or visitor it is advised that initially any member of staff seeks guidance from a member of the SLG. It may be advised that guidance is also sought from the Police, the LEA, the DfE and any other applicable agencies regarding how to deal with this situation and how the communication of an incident like this should be handled.

6.4 First Aid

- 6.4.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 6.4.2 The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the academy. These supplies should be checked on a regular basis by the Welfare Officer.
- 6.4.3 The academy has a designated team who hold a First Aid qualification. The list of staff is available via the Academy Welfare Officer. The Welfare Officer has the day to day responsibility of ensuring there are enough trained staff and co-ordinating training arrangements.
- 6.4.4 The first aid team has responsibility for administering treatment for minor injuries which (after being assessed by them and at least another first aid trained professional) don't need hospital treatment. If a first aider has to administer treatment the student's parent must be informed of the injury and the treatment administered. Contact is will be made by the academy's Welfare Officer (or deputy).
- 6.4.5 If the Welfare Officer believes hospital treatment is required they should either contact an ambulance or contact the parent / guardian to take their son / daughter to the hospital. A member of SLG should be informed if a student is taken to hospital.
- 6.4.6 All staff have the responsibility to contact a first aider in the event of a medical emergency.

7. Equipment

- 7.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 7.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff, records of all checks are kept in the Premises Manager's office:
- fume cupboards
 - all electrical appliances
 - all boiler and biomass equipment
 - workshop equipment, e.g. lathes, kilns
 - fixed gymnasium equipment
- 7.3 When new equipment is purchased, it is the responsibility of the curriculum leader, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 7.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.
- 7.5 Housekeeping
- 7.5.1 The Premises Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 7.5.2 The Premises Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.
- 7.6 Visitors to the academy site
- 7.6.1 All visitors to the academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the academy. The academy safeguarding policy and guidance on visitors explains the procedures in regards to any visitors.
- 7.6.2 No contractor may undertake work on the academy site without permission from the Premises Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 7.6.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the academy.
- 7.6.4 Hirers of the academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 7.7 Security
- 7.7.1. All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 7.7.2 The academy has areas all around the building that have available lockers for all students. These are used with a padlock and the locks will be circulated to students as they start the new academic year.
- 7.7.3 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the

possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

- 7.7.4 If a visitor, or potential intruder in and around the site is uncooperative or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

7.8 Critical Incidents

- 7.8.1 As part of its commitment for the wellbeing of staff, students and visitors, the academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the academy premises or on an activity away from the academy site.

8. Medical needs

- 8.1 The academy has in place guidance on dealing with students with medical conditions. The majority of students' medical needs will be dealt with by the Welfare Officer.
- 8.2 Medical equipment and medication should be stored as directed by manufacturers/health care professionals. Syringes and other medical equipment should be disposed of safely in the appropriate container.

9. Lone Working (Annex 3)

- 9.1 Trinity Academy recognises that there may be a requirement for staff to 'work alone,' These are staff who work by themselves without close or direct supervision.

The academy is responsible for the health, safety and welfare of all workers, including those that work alone. Generally workers who work alone are scheduled to work outside usual academy hours, please see Annex 3 for all details.

10. Risk Assessment

- 10.1 All members of staff in charge of a departmental area or curriculum area are responsible for ensuring that hazards are identified and appropriate risk assessments and control measures are made.
- 10.2 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective in monitoring the hazard.
- 10.3 Any staff member wishing to use the minibus for any school trip or to transport any number of students must ensure that the driver has the correct license and is covered on the academy insurance to drive the vehicle. There must also be a minimum of 2 members of staff on the minibus when transporting students.

11. Arrangement for Health and Safety Training

- 11.1 The Premises Manager is required to maintain an up-to-date record of training on health and safety issues for current staff and training once employment has started. All staff are informed of their responsibilities and the academy's policy prior to the commencement of their duties. The Health and Safety co-ordinator carries out a Health and Safety briefing with all new members of staff.

12. Monitoring, Evaluation and Review

- 12.1 The Governing Body will review this policy every two years and assess its implementation and effectiveness.

Date adopted by Governing Body	June 2016
Date for full implementation	June 2016
Date for review (2 Years)	June 2018
Lead Professional	Finance Director

Annex 1

HEALTH & SAFETY DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES

About this advice

The Government is determined to reduce burdens on schools. We want to simplify health and safety requirements and explain them better. The Government is making it easier for schools to take students on trips, removing paperwork and taking steps to reduce teachers' fears of legal action. Teachers should be confident that they know best how to look after students and keep them safe.

This document summarises the existing health and safety law relevant to schools and explains how it affects local authorities, governing bodies, head teachers and other school staff. It covers activities that take place on or off school premises, including school trips.

This advice document replaces a number of guidance documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers* (2001) and *Health and Safety of Students on Educational Visits* (HASPEV 1998). You should also read a new document from the Health and Safety Executive (HSE) *School trips and outdoor learning activities: Tackling the health and safety myths*.

Paragraphs 11 and 12 of the Schedule to the Education (Independent School Standards) (England) Regulations 2010 require Independent Schools to take into account the guidance in *Health and Safety; Responsibilities and Powers* (2001) and *Health and Safety of Students on Educational Visits* (HASPEV 1998). This advice replaces that guidance for the purposes of the 2010 Regulations.

Expiry/review date This advice will be kept under review and updated as necessary.

The advice in this document is based on the law as it stands. The Government is reviewing health and safety laws to simplify them further.

Who is this advice for?

- School employers
- Head teachers and other school staff

Key Points

General

- Students should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that students learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and students safe and manage risks effectively.

The Law

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act;

- The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- It is very rare for Academy staff to be prosecuted under criminal law with regard to accidents involving students.

Employers, Academy staff and others also have a duty under the common law to take care of students in the same way that a prudent parent would do so.

- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

What does assessing and managing risks mean?

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

Academy employers should always take a common sense and proportionate approach, remembering that in Academy's risk assessment and risk management are tools to enable students to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from Academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Head teachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.

However, Academy's need not carry out a risk assessment every time they undertake an activity that usually forms part of the Academy day, for example, taking students to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the Academy's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Tackling myths about legal action

We know that some Academy's and teachers worry about being prosecuted if an accident occurs. The HSE policy statement *Academy trips and outdoor learning activities: Tackling the health and safety myths* explains that the HSE's main interest is in real risks arising from serious breaches of the law, such as a trip leader taking students canoeing but not ensuring they were all wearing buoyancy equipment. The HSE case study on the tragic events at Glenridding Beck, where a ten year old boy drowned in 2002, highlights some of the issues (<http://www.hse.gov.uk/aala/glenridding-beck.htm>).

The statement makes clear that the HSE wants to encourage all Academy's and local authorities to remove wasteful bureaucracy – so that they focus only on real risks and not on paperwork. It also explains what the HSE takes into account when deciding whether to prosecute following an accident. This might include the severity of the injury, how far good practice was followed, the seriousness of the breach of the law and whether it is in the public interest to prosecute. More details can be found at <http://www.hse.gov.uk/enforce/enforcepolicy.htm>. Criminal cases relating to accidents in Academy's are very rare.

Sometimes civil proceedings in negligence can be taken against an employer or an individual member of staff. However, legal action for negligence against Academy's is only likely to be successful if:

- the Academy has not taken care of a child in a way that a prudent parent would have done;
- as a result, the child has been injured; and
- the injury was a foreseeable consequence.

Duties as an employer

Under the Health and Safety at Work etc. Act 1974, the employer in an Academy must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off Academy premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by Academy activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;

- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Academies must set out health and safety arrangements in a written health and safety policy. The HSE's website contains useful information and a simple two page template that any employer can use to create a health and safety policy– see <http://www.hse.gov.uk/simple-health-safety/write.htm>.

Although employers retain responsibility for the health and safety of students, they can delegate tasks to head teachers or other Academy staff. What an Academy employer will need to consider in its policy will vary depending on the size of the Academy and the risks associated with the Academy's activities. For example, the policy for a small infant Academy may be very brief, whereas that for a large secondary Academy with a range of laboratories and workshops may be more detailed. Annex A contains information on what *may* need to be included in health and safety policies for Academy's. This list should not be treated as a requirement.

Duties as an employee

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions;
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in Academy's have a common law duty to act as any prudent parent would do when in charge of students.

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the head teacher will work with the employer to ensure that the procedures at the Academy are proportionate, effective and appropriate.

Training

Employers must ensure that staff are given the health and safety training they need for their job. This certainly doesn't mean that all employees have to attend a training course. It may simply mean providing them with basic instructions or information about health and safety in the Academy. Staff who do work which involves a greater element of risk, such as using woodworking machines, will need more training. There is more information available at <http://www.hse.gov.uk/simple-health-safety/provide.htm>

Trips abroad

Academies in England, Wales and Scotland will need to comply with their duties under health and safety law when planning trips abroad.

Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

An Academy could still be liable under civil law for injuries to students that happen abroad as a result of negligence on the part of the Academy or its staff.

Reporting injuries and accidents

Serious work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. What, how, where and when to report is explained on the HSE website at <http://www.hse.gov.uk/riddor/index.htm>.

Employers must report:

- deaths
- major injuries
- over-3-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days
- where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Academy's must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

Academy staff driving the Academy minibus

Academy staff can drive the Academy minibus without any special licence, as long as their employer agrees and as long as the following conditions are met.

- The staff member has passed the relevant mini-bus driving license test;
- The staff member obtained their car driving licence before January 1997; OR
- The staff member obtained their car driving licence later, but has held it for at least two years, AND
- is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver); AND
- the minibus weighs no more than 3.5 tonnes and is not used for hire or reward

Parental consent to off-site activities

Written consent from parents is not required for students to take part in the majority of off-site activities organised by a Academy (with the exception of nursery age students) as most of these activities take place during Academy hours and are a normal part of a child's education at Academy. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside Academy hours. The Department has prepared a "one-off" consent form which Academies can ask parents to sign when a child enrolls at the Academy. This will cover a child's participation in any of these types of activities throughout their time at the Academy. These include adventure activities, off-site sporting fixtures outside the Academy day, residential visits and all off-site activities for nursery Academy's which take place at any time (including during Academy holidays or at the weekend).

The form is available at:

<http://www.education.gov.uk/Academys/adminandfinance/healthandsafety>.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular Academy trip or activity covered by the form.

Local Authority Powers

Where the local authority is the employer (community, voluntary controlled, community special Academy's and maintained nursery Academy's), it may give a direction concerning the health and safety of persons (including students) on the Academy's premises or taking part in any Academy activities elsewhere. Under section 29(5) of the Education Act 2002, governing bodies of such Academy's must comply with any such direction from the local authority.

Role of the Educational Visits Coordinator (EVC)

There is no legal requirement to have an EVC. The EVC typically liaises with the local authority's outdoor education adviser and helps colleagues in Academy's to manage risks.

More specific advice can be found from the Outdoor Education Advisers' Panel (OEAP) which is made up of expert practitioners from local authorities and is one of several organisations that offer training. The OEAP's website (<http://www.oeap.info>) also provides Academy's with details of local authority outdoor education advisers.

Power to bar abusive parents

Sometimes aggressive or abusive behaviour from a parent can present a risk to staff and students. Academy premises are private property and parents will generally have permission from the Academy to be on Academy premises. However, in cases of abuse or threats to staff, students or other parents, Academy's may ban parents from entering the Academy.

It is also an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on Academy premises. The police may be called to assist the Academy in removing a parent but local authorities and governing bodies may also authorise a person to remove a person if they have reasonable cause to believe that the person is causing a nuisance or a disturbance. Academy's should have a written policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the Academy wishes to restrict a parent's access to Academy premises. A parent who has been banned from entering Academy premises is trespassing if he or she does so without permission.

FURTHER INFORMATION

Legislative links

The Management of Health and Safety Regulations 1999

<http://www.legislation.gov.uk/ukSI/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004

<http://www.legislation.gov.uk/ukSI/2004/1309/contents/made>

Information about reporting injuries

<http://www.hse.gov.uk/riddor/index.htm>

Information on transport legislation affecting Academy's <http://www.dft.gov.uk/>
and <http://www.dft.gov.uk/dvla/>

External links

Health and Safety Executive, information on a range of health and safety issues

<http://www.hse.gov.uk>

Outdoor Education Advisers' Panel, information on 'Academy trips' (not just outdoor activities)

<http://www.oeap.info>

Advice on science safety

<http://www.cleapss.org.uk>

Association for Science Education, for advice on science safety

<http://www.ase.org.uk>

Association for PE, for advice on safety in PE and Academy sports

<http://www.afpe.org.uk>

Council for Learning Outside the Classroom, information on 'Academy trips' including accreditation
<http://lotcqualitybadge.org.uk/>

Annex 2

Fire Evacuation procedures

Date of version: March 2018

Evacuation

All staff are responsible for a safe transit from their location to the fire evacuation point, it is essential we work as a team ensuring both students and staff move calmly and quickly out of the building. To aid this there is a detailed procedural document below, which outlines individual staff responsibilities as well as routes of transit for both students and staff. If during the alarm you are at all disorientated or need guidance then please ask; there will be high visible presence from SLG throughout the process as well as several Fire Marshalls whose job it is to ensure you move safely from the building.

Immediately on the sound of the fire alarm leave the room and proceed to the assembly point on the MUGA. Windows and doors should be closed but not locked, and bags should be left behind. Staff should escort students and ensure they proceed calmly to the assembly point. Students should be advised of the correct route highlighting the location of the closest fire exit and route to the assembly point. If there is a fire or obstruction to the designated exit route, we advise staff to use common sense and use the nearest and most suitable exit in this instance.

If in unforeseen circumstances any of the fire doors are not accessible, please use the safest and nearest other available fire exit.

Administration and staff area

Exit via the doors into the service yard or through the reception area out of the Main South Exit/Entrance and follow up the car park towards the far entrance to the MUGA.

Hockney area 219 to 221A and 230

Go into the Main Building central area across the balcony overlooking the restaurant onto the walkway, which takes you to the North Exit/Entrance near the Upper School Lounge and continue onto the MUGA.

Hockney area 222 to 229

Use the exit next to the Resistant Materials room across the bridge link and continue onto the MUGA.

Oliver area 001 to 002

Use the Main South Exit/Entrance, continue round the front of the building and up onto the far entrance to the MUGA.

Oliver area 003 to 010

Use the fire exit on the Shay Lane side of the building. Proceed round the front of the building (next to bus pick up points) and up onto the far entrance to the MUGA.

Oliver area 101 to 106a

Use the exit onto the terrace, across the bridge link onto the Shay Lane side of the building. Proceed through the car park at the front of the building towards the MUGA.

Priestley area 115 to 119 and 126 (Faraday Lab)

Exit via the Priestley corridor which leads to the fire exit onto the MUGA.

Priestley area 120 to 125

Exit through the Faraday Lab onto the Priestley corridor which leads to the fire exit onto the MUGA.

Priestley area 127 (Lecture Theatre)

Exit via the front of the Lecture Theatre on the ground floor and through the Main South Exit / Entrance and in front of the main building up the car park towards the far entrance to the MUGA.

Redgrave area 106b to 114

Use the fire exit at the Shay Lane side of the building. Proceed through the car park at the front of the building towards the MUGA.

Redgrave area 201 to 205

Use the exit at the end of Redgrave corridor to the terrace, across the bridge link to the Shay Lane side of the building. Proceed through the car park at the front of the building towards the MUGA.

Redgrave area 206

Use the North Exit/Entrance near the Upper School Lounge and continue onto the MUGA.

Stewart area 207 and Inclusion Room

Use the North Exit/Entrance and continue towards the MUGA.

Stewart area 208 to 214

Use the fire exit on the Shay Lane side of the building and follow the path towards the front of the building. Proceed through the car park towards the MUGA.

Stewart area 215 to 218

Exit using the North Exit/Entrance near the Upper School Lounge and continue onto the MUGA.

Sports area 314 to 316 and Activity Studio / Gym

Use the staircase down to the Sports Exit/Entrance and proceed towards the MUGA.

Lower Sports Corridor, Sports Hall, Dance Studio and Fitness Exercise Suite

Continue on the Sports Corridor towards the Sports Exit/Entrance and proceed towards the MUGA.

Whiteley 301 to 303 and 312, 313

Use the staircase down to the second floor and out of the North Exit/Entrance and continue onto the MUGA.

Whiteley 304 to 311

Use the exit which takes you across the bridge link towards the 6th Form building, turn left and up the tarmac path towards the grass pitches, turn left at the top (following the path towards the MUGA) and enter the MUGA at the pond entrance.

6th Form Building East Wing

Use the fire exit at the right hand side of the building, walk in front of the 6th Form building and up the tarmac path towards the grass pitches, turn left at the top (following the path towards the MUGA) and enter the MUGA at the pond entrance. 6th Form students proceed to the car parking bays overlooking the MUGA which is your meeting point.

6th Form Building Central Doors

From the open spaces in the 6th Form building use the main exit doors and walk to the right in front of the 6th Form building and up the tarmac path towards the grass pitches, turn left at the top (following the path towards the MUGA) and enter the MUGA at the pond entrance. 6th Form students proceed to the car parking bays overlooking the MUGA which is your meeting point.

6th Form Building West Wing

Use the fire exit on the left hand side of the building which takes you up the tarmac path towards the grass pitches, turn left at the top (following the path towards the MUGA) and enter the MUGA at the pond entrance. 6th Form students proceed to the car parking bays overlooking the MUGA which is your meeting point.

Main Hall and Restaurant Area

Exit through the Main Hall towards the MUGA entrance.

Upper School Lounge

Use the exit in the lounge area or take the North Exit/Entrance towards the MUGA.

Informing the Health and Safety Officer

The Health and Safety Officer (**NRN**) will be positioned centrally on the MUGA to be able to co-ordinate and receive messages regarding student and staff attendance/absence. This person is responsible to make the decision (when safe to do so) to proceed back into the building.

In the absence of **NRN** – or **SCE** (Vice Principal) will collate all the required information, providing cover and full responsibility in the absence of **NRN**.

Lining up for registration

All tutor groups need to stand opposite the college and college number indicated on the MUGA fence.

Vertical Tutors should ensure that students are silent and in good order until the decision to return to the building is announced. One tutor should stand at each end of the line of students, to supervise them.

6th Form PPT's should ensure all 6th Form students are in good order on the car parking spaces overlooking the MUGA.

Registration of students

College Managers should collect tutor group registers and signing out books for their College from the admin staff at the gate entrance to the MUGA.

Tutors should stand with their forms until they receive Registers from their College Manager, and then take the register.

Tutors should report any students **registered but missing** to the College Manager or SLG link.

College Managers should note if missing students are accounted for in the signing out book and then return all College Registers to the **Lead College Manager, advising of the names of any students still not accounted for.**

Lead College Manager should note **names of missing students from all College groups;** and inform NRN or SCE who should inform the Fire Brigade.

Absent teachers should be reported to a member of **SLG** by the College Manager

Registration of staff/visitors

Those arriving at the evacuation point must report as follows:

All admin staff without a tutor group should report to **Di Alcock (Principal's PA)**, who reports to **NRN (Vice Principal)**

Supply staff, Visitors, Contractors and Tradesmen

Should report to the academy Receptionist, who reports to **NRN (Vice Principal)**

Catering staff

Should report to the Catering Manager, who reports to **NRN (Vice Principal)**

Cleaning staff

Should report to the Cleaning Supervisor, who reports to **DAN (Finance Manager)**

All other staff, including staff without a tutor group and Midday Supervisors

Should report to **SHH (HR Manager)**, who reports to **NRN (SVP)**

* In the absence of **DAN** or **SHH** the above staff should report to **NRN/SCE** in the central area of the MUGA

Fire Marshals and Key Roles

The following members of staff are Fire Marshals with responsibility for sweeping designated areas; ensuring that no-one is left behind or trapped and that all doors are closed. These Fire Marshals are to report that all is satisfactory to **NRN/SCE** in the event of absence.

Jo Redmonds/Admin team member, to sweep the Administration Corridor, Lecture Theatre and all offices, interview rooms and toilets within this area.

Michael Kirwan, to sweep Sacred Space, Kitchen, Oliver Corridor area 001 to 010 including offices and toilets.

Julie Wright/Julia Pennington to sweep Priestley area 115 to 126, offices and labs within this area (including prep. Room and Faraday Lab).

Rachel Rogerson, to sweep Oliver area 101 to 106 and offices.

Louise Gent, to sweep the Main hall, Dining and Redgrave area 107 to 114, offices and toilets within this area.

Emma Burgess, to sweep Hockney area 219 to 230, offices and toilets in this area.

Oliver Alcock/Israr Mahmood, to sweep Redgrave area 201 - 206, bunjee room and other offices in this area.

Sharon Wainman, to sweep Upper School Restaurant, Stewart area 207 to 214 and other offices in this area.

Richard Quarmby, to sweep Stewart 215 to 218, Sports corridor level 2 and offices, changing rooms and toilets in this area.

Zac Rushton, to sweep Whiteley area 301 to 316, offices, changing rooms and toilets within this area.

Mike Fitzsimons, to sweep 6th Form building, offices and toilets within this area.

Site Team (All) and Richard Tipler (6th Form Build), are the cover fire marshals for when staff are absent.

College Managers and **DAN** should finally inform **NRN/SCE** that all students, staff and outside personnel are fully accounted for.

Where any are missing, they should give their names to the **NRN/SCE** for passing on to the Fire Brigade.

Evacuation support

The following have roles to support an evacuation, and should report to **SCE** once in position.

Debbie Lewis/Admin team member, to stand at the vehicle gates at the Right Hand Side of the building to ensure that staff and students evacuate away from the building, down the path, through the bus bays.

Zac Rushton, to stand at the main gates to ensure that staff and students evacuate away from the building, through the bus bays and car park.

Receptionist, to ensure the barrier is raised before exiting the building.

John Wood, to stand at the top of the amphitheatre to ensure that staff and students evacuate away from the building, avoiding the single staircase and the amphitheatre steps.

Shanley Ryan, to assist any person that requires a 'PEEP' and to act as a 'buddy' assisting any person that has a 'PEEP'.

Key holders for gates

All Site and P.E. staff are key holders and will be responsible for opening the MUGA and side elevation gates.

Staff and students outside the academy boundary

If students are in the artificial grass pitch (AGP), outdoor cricket nets or at the upper end of the site they must make their way down the site and onto the MUGA. If students are outside the perimeter fence then the member of staff in charge of the group will ensure all group are accounted for, lock the fence gate and bring students down to the MUGA.

Duties of staff without fire supervision duties

Certain members of staff have no further responsibilities after reporting themselves present. After registering with the people highlighted above they should remain with the admin staff and visitors.

Fire alarm at the end of the academy day

If the fire alarm sounds at 2.20pm then there will be evacuation only and no registration. In this instance evacuation will be of students to the bus bay and MUGA. Fire Marshals need to sweep the building as they would at any other time of the day to ensure staff and students taking part in meetings or extra-curricular activities are out of the building. If the fire alarm sounds later than 2.30pm then all staff taking part in an extra-curricular activity should ensure they leave calmly with the group of students they have in their care.

Return to the academy building

Return to the academy building will not be announced until **NRN (or SCE in NRN absence)** are satisfied that it is safe to do so, and recommends the same to the Principal.

College Managers will then be asked by **NRN, SCE or JFH** to oversee the slow and controlled return of each of their tutor groups in turn to the academy building via the MUGA gate appropriate to their sector. College Managers are directly responsible for ensuring that they do not contribute to overcrowding at any one gate.

Warning

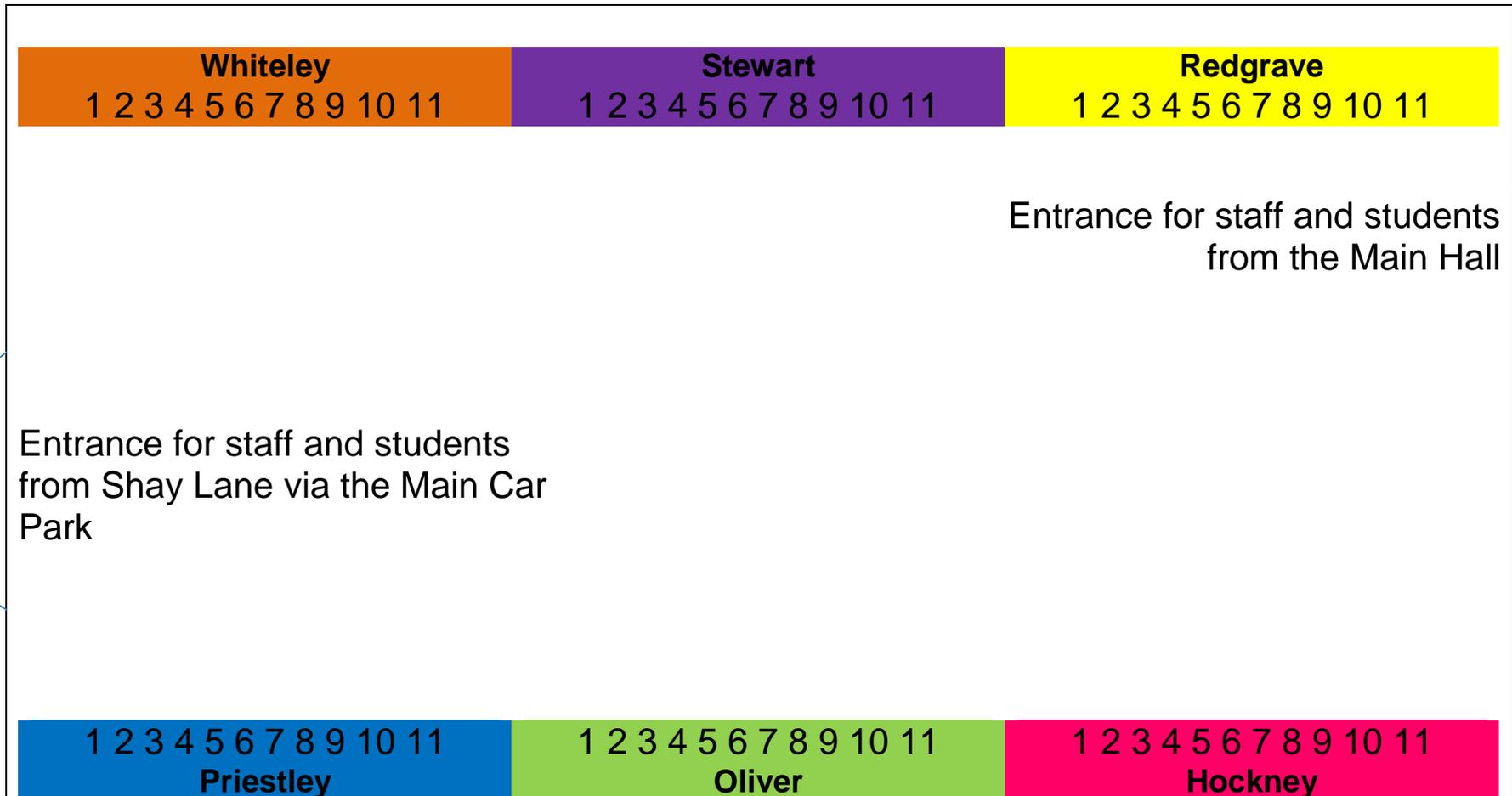
Under no circumstances should any person evacuating from the building assume that the alarm is a false alarm and either stay in the building or return to the building.

They must not advise others that it is a false alarm and persuade them to return to the building.

They must not loiter near their place of work in anticipation of a false announcement.

6th Form Muster Point is in the Car Parking Bays overlooking the MUGA

Mr Lunn Miss Jackson Miss Walker Mrs Smith



Annex 3 – Lone Working Arrangements

Introduction

The academy recognises that in some roles employees will be 'working alone'. These are workers who work by themselves without close or direct supervision.

The academy is responsible for the health, safety and welfare of all workers, including those that work alone. Generally workers who work alone are scheduled to work outside usual academy hours.

Measures to protect lone workers

The academy, through their Health and Safety managers will, so far as is reasonably practical ensure that:

- employees who are required, or choose, to work alone or unsupervised for significant periods of time are identified and are protected from risk to their health and safety;
- employees who are occasionally required, or choose, to work alone or unsupervised for significant periods of time, although this would not normally be their role, are identified and are protected from risk to their health and safety;
- the risks to employees' health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate control measures are introduced to reduce the risk to an acceptable level or within statutory requirements;
- employees who believe themselves to be in serious or imminent danger and who for reasons of their own, or another person's safety, remove themselves to a place of safety, will be supported by the academy;
- employees are given established, clear procedures on what can and what cannot be done when carrying out a work task, as working alone can add additional risks to a work activity;
- employees are given information, instruction and training before working alone which will be dependent on the risk assessment and a mechanism is established for providing urgent support to lone workers and a method is established for recording and monitoring lone workers while carrying out their duties;

In addition employees have a legal duty of care for their own safety, the safety of others and any person affected by their work activities. Employees must co-operate with the academy to enable it to carry its responsibilities.

Risk assessment

The Health and Safety manager will ensure that suitable and sufficient risk assessments are carried out in relation to lone working activities. This risk assessment needs to cover a wide range of circumstances when working alone to minimise the need for individual risk assessments. The risk assessment should consider:

- the remoteness or isolation of workplaces, including offices/classrooms;
- availability of communications;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of potential injury or damage to health;
- previous incidents in relation to lone workers and their work activities;
- the level of experience and knowledge of individuals;
- the medical history of the individual;
- existing risk assessments and safe systems of work;
- anticipated 'Worst Case' scenario;
- the nature of the activity i.e. enforcement action or client request?;
- the availability of first aid facilities and
- hazards that may affect certain groups of employees due to race, gender, age, disability, sexual persuasion.

Information, guidance and training

Employees and others (for example volunteers, governors, parents) are to be given all the necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Safe working practices, procedures or emergency measures must be followed at all times. Where new or altered hazards are encountered individuals must make their own personal, 'on the spot' assessment of the risk. If health and safety is compromised it must be reported before continuing. The Health and Safety manager must update risk assessments/procedures in light of the new information. Any personal protective equipment that is required or information regarding the service user/client/site they are visiting must be provided.

Violence, Aggressive and Threatening Behaviour

Where it is identified through the risk assessment process, that an employee maybe exposed to the risk of violence, aggressive or threatening behaviour, reference should be made to academy codes of practice/safe systems of work.

Medical Fitness

Consideration must be given to ensure that lone workers are medically fit to carry out the work. Should the risk assessment identify hazards where a standard of medical fitness may be required, e.g. working at heights, confined spaces, manual handling etc. the Health and Safety manager should consult the HR Director.

Serious and imminent danger

Employees who believe themselves to be in serious and imminent danger, such as using machinery that is unsafe or inadequately guarded or in danger of being physically assaulted, should, where possible, remove themselves to a place of safety. They should inform the Finance Director of this and the reasons for taking such steps.

There may be circumstances where teaching staff may be reluctant to remove themselves for fear of leaving a pupil in danger of injury/physical assault to themselves and/or others.

It is impossible to give precise advice for every situation, however, a decision taken at the time in the interest of health, safety and welfare, will be supported by the academy.

Monitoring

Monitoring of the control measures must take place to ensure the effectiveness of the risk assessment or trigger a review. There are two types of monitoring, which the Health and Safety manager should carry out:-

(a) Active Monitoring. The H&S manager should ensure that systems and procedures are working without waiting until something goes wrong. It will confirm whether agreed procedures are actually being complied with by employees and whether they are workable in the individual circumstances and have the desired effect of preventing incidents or dangerous occurrences.

(b) Reactive Monitoring. The H&S manager should investigate all incidents and dangerous occurrences so that everyone involved can learn from the experience. The Finance Director must ensure that employees understand the need to report all incidents to them. Therefore, the Academy looks to every employee to maintain continuous safety awareness, be alert to existing and potential hazards, and the need to minimise and report them.

Example of Lone Working Risk Assessment

Risk Assessment for:	LONE WORKING - Working in school alone / in isolated locations	
Establishment: Trinity Academy Halifax	Assessment by:	Date:
1 st Review Date Due :	Manager Approval:	Date:



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in school alone / in isolated locations	Staff Colleagues	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular and other physical injuries	<ul style="list-style-type: none"> Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height); Mobile phone available. Notify Finance Director / Manager of intention to work outside regular hours. Reduce time spent working alone so far as is reasonably practicable. Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact. Notify staff on site of location / estimated duration of task if working on site remote from others. Adequate security in place. Access to site controlled e.g. through coded doors etc. Use of visitor badges / signing in book Ensure all external doors / windows secured to prevent unauthorised access. Do not allow access to unknown callers. External lighting adequate Key holders should be strictly controlled and numbers kept to a minimum. 		

Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).	Action by Whom (list the name of the person/people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date of completion for each action listed)	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				
Date of Review: Record actual date of review	Comments: Record any comments reviewer wishes to make. Including recommendations for future reviews.			
Date of review:	Comments:			
Date of review:	Comments:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.