

Academy Policy

Health and Safety Policy

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1. Statement

1.1 Our statement of general policy is as follows:

- a) To promote an effective safety culture throughout the school
- b) To maintain safe and healthy place of work for employees with safe access and egress
- c) To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety.
- d) To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk.
- e) To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- f) To consult with our employees on matters affecting their health and safety
- g) To provide safe plant and equipment
- h) To ensure safe use, handling, and storage of substances
- i) To provide information, instruction, training, and supervision for employees
- j) To ensure all employees are 'competent' to carry out their activities.
- k) To provide adequate welfare facilities for employees and pupils
- l) To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- m) To review the systems in place that manage health and safety and to revise it as necessary on an annual basis.

1.2 This policy has been brought to the attention of all employees and is kept readily available for employees in the staff room and on the staff Sharedrive.

2. Responsibilities

2.1 Board of Trustees

2.1.1 The Board of Trustees has ultimate responsibility for health and safety matters in the Academies / Trust but will delegate day-to-day responsibility to the CEO which is further delegated down to each Academy Principal, the Chief Operating Officer, and Estate Lead.

2.1.2 The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Academies / Trust premises.

2.1.3 The Health and Safety Link Trustee oversees the health and safety of the academy.

2.2 The Trust

2.2.1 The Trust, as the employer, also has a duty to:

- a) Assess the risks to staff and others affected by Academy / Trust activities to identify and introduce the health and safety measures necessary to manage those risks.
- b) Inform employees about risks and the measures in place to manage them.
- c) Ensure that adequate health and safety training is provided.

2.3 Academy Principal

2.3.1 The Principal is responsible for health and safety day-to-day. This involves:

- a) Implementing the health and safety policy
- b) Ensuring there is enough staff to safely supervise pupils.
- c) Ensuring that the Academy building, and premises are safe and regularly inspected.
- d) Providing adequate training for staff
- e) Reporting to The Board of Trustees on health and safety matters
- f) Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- g) Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- h) Ensuring all risk assessments are completed and reviewed.
- i) Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- j) In the Principal's absence, the Deputy Principal, assumes the above day-to-day health and safety responsibilities.

2.4 Line Managers

2.4.1 The duties of Line Managers include:

- a) Day to day responsibility for the health, safety and welfare of employees and pupils
- b) Ensuring risk assessments are carried out for activities as required.
- c) Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- d) Ensuring employees are 'competent' to carry out their activities.
- e) Ensuring new employees are inducted in the safe working practices.
- f) Ensuring safety inspections are carried out at least termly.

- g) Ensuring all plant, machinery and equipment is inspected and maintained in safe working order.
- h) Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery, and equipment.
- i) Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available.
- j) Ensuring that employees and pupils are aware of the emergency procedures.
- k) Ensuring that hazardous substances are correctly used, stored, and labelled.
- l) Ensuring that relevant health and safety warning signs are displayed.
- m) Ensuring effective means of communication with employees and pupils
- n) Reporting any health and safety concerns to the Academy Principal

2.5 Site Manager

2.5.1 The Site Manager's duties include:

- a) Keeping the building and site in good order and repair and free of waste / litter
- b) 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.
- c) Monitoring the provision and safe use of main services i.e. water, gas, and electricity
- d) Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- e) Monitoring and maintaining effective security arrangements.
- f) Maintaining safe storage of chemicals, hazardous substances, and equipment
- g) Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times.
- h) Dealing with reported damage and defects
- i) Monitoring the condition of known asbestos containing materials
- j) Assisting the Academy Principal and Governors with the annual health and safety inspection
- k) Undertaking duties in accordance with legionella management requirements

2.6 Off-Sites Educational Visit Co-ordinator (EVC)

2.6.1 The Assistant Principals and/or the Principal follows the Nottingham City Council (NCC) Educational Off-Site Visits Policy where their full responsibilities are outlined.

2.6.2 The Evolve system is used to track and support risk assessments and off-site visits.

2.7 Staff

2.7.1 Trust staff have a duty to take care of pupils in the same way that a prudent parent would do so.

2.7.2 Staff will:

- a) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- b) Co-operate with the Academy / Trust on health and safety matters.
- c) Work in accordance with training and instructions.
- d) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- e) Model safe and hygienic practice for pupils.
- f) Understand emergency evacuation procedures and feel confident in implementing them.

3. Accident Reporting and Investigation

3.1 Accidents to employees are recorded and investigated in accordance with NCC policy and recorded on our HR system - SAM People.

3.2 Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

- a) Minor pupil accidents because of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report book / sheet.
- b) Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the accident report form.
- c) Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the accident report form.
- d) If the pupil goes directly to hospital from school for treatment rather than as a precaution, then this must be reported to the Health and Safety Executive.

3.3 All accidents are investigated by either the Site Manager/Academy Principle/Estates Lead or Chief Finance & Operating Officer.

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

- 3.5 The Academy Principal 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.

4. Administration of Medicines

- 4.1 Please refer to the Academy's supporting pupils with medical conditions policy.
- 4.2 All medication will only be administered with written parental consent.
- 4.3 The members of staff who have volunteered to administer medicine can be found in the Academy's Supporting Pupils with Medical Conditions Policy
- 4.4 Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.
- 4.5 Records are kept of all administration of medication.
- 4.6 Training on the administration of specific medicines is provided by the relevant health professional.
- 4.7 Inhaler administration and care of pupils with Asthma, Insulin administration and care of Diabetics, use of EpiPens - Trainer: Community Health Team (in-school advice Mrs J Brown)
- 4.8 KITT Anaphylaxis boxes are kept in school, with key staff trained in their administration.

5. Asbestos Management

- 5.1 It is the law that asbestos-containing materials shall not be introduced into the school. 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.
- 5.2 Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school 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.
- 5.3 All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.
- 5.4 No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.
- 5.5 The school was built in 2007 and there is no known asbestos.

6. Communication

- 6.1 Effective communication between the Academy Principal and employees is undertaken either face to face at weekly briefings (Tuesday EMB), through weekly staff meetings, via emails, and the staff notice board.

6.2 Construction Work

- 6.2.1 All construction work is carefully monitored in accordance with NCC guidance.
- 6.2.2 The consulting firm, Eddisons, undertake works through Condition Improvement Funding across the Trust.

6.3 Consulting with Employees

- 6.3.1 The Health and Safety is a standing item on the agenda of weekly briefings (EMB). Minutes are taken of such meetings and action taken as required.
- 6.3.2 Employees are encouraged to report any health, safety, or welfare concerns to the Academy Principal (Ms Bromley) or to the Estates Lead. Staff should report concerns using the Every system.
- 6.3.3 The Academy will consult with employees or Trust safety representatives (where appointed) in good time:
 - a) The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
 - b) Information they must give their employees on risks to health and safety and preventive measures.
 - c) The planning and organising of any health and safety training.
- 6.3.4 The Health & Safety is managed by the Trust who has a Trustee responsible for Health & Safety. If items need to be discussed, this would be passed to the Local Governing Body committee who meet on a termly basis.
- 6.3.5 The Trust consults with Trade Unions on local policies which have a health and safety element and that are not based on NCC model versions.

7. Control of Contractors

- 7.1 As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.
- 7.2 The Site Manager is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the Academy Principal.
- 7.3 Contractors are asked to complete and sign an induction/local site rule form before they commence work.

8. Curriculum

- 8.1 Risk assessments are undertaken on any lessons/ curriculum activity where there is a risk of injury/ill health. Precautions are included in lesson plans as necessary.
- 8.2 Specialist guidance is provided by:
- a) Design and Technology through the Design and Technology Association (DATA).
 - b) Physical Education through The Association for Physical Education (AfPE)
 - c) Science and Technology (ages 3-12)- “Be Safe!”, Association for Science Education.
 - d) “Make it Safe”, NAAIDT
 - e) Outdoor activities – Evolve.

9. Display Screen Equipment

- 9.1 The regulations are applicable to regular ‘users’ of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a ‘user’, using the online system provided on the schools’ safety manual.
- 9.2 It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

10. Electrical Safety

- 10.1 All portable electrical appliances in school are checked by a ‘competent’ person at predetermined intervals: annually. Records of the PAT testing results are held on each site.
- 10.2 All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.
- 10.3 The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

11. Emergency Procedures

- 11.1 This is detailed in the Academy’s Emergency Plan.

12. Finger Guards

- 12.1 The risk of a pupil finger trapping in door hinges is managed by finger guards on all doors and adult supervision.

13. Fire Safety

- 13.1 The fire evacuation procedure including escape routes and assembly points and responsibilities for checking areas are displayed in communal areas.
- 13.2 Fire drills are undertaken termly. Fire training is provided at the start of the school year and at inductions with new starters.
- 13.3 The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire logbook and on Every.
- 13.4 Also refer to fire management folder including risk assessment and logbook.

14. First Aid

- 14.1 First aid facilities are always provided when employees are at work during normal working hours.
- 14.2 First Aid Kits are available in all classrooms and offices.
- 14.3 The kits are kept topped-up by a nominated First Aider (Mrs J Brown)
- 14.4 All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).
- 14.5 The following arrangements are in place for the dealing with bodily fluids:
 - a) Staff must wear gloves, mask, and aprons.
 - b) Staff are to use cloths provided and then sterilise the area with D10 or equivalent.
 - c) In the event of someone vomiting, gel, saw dust or sand is placed over the vomit and then removed.
 - d) The area is sterilised after cleaning.
- 14.6 The following Personal Protective equipment is provided to deal with first aid:
 - a) Gloves
 - b) Face masks (surgical)
 - c) Disposable aprons
- 14.7 'Head bumps' are reported to the injured child's parent /carer.
- 14.8 Please refer to the Academy's First Aid Policy for a list of trained First Aid staff.

15. Gas Equipment and Appliances

- 15.1 All gas boilers/ appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™
- 15.2 Gas supplies are capable of being isolated and 'locked off' when not in use.

16. Hazardous Substances

- 16.1 Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.
- 16.2 A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.
- 16.3 Information / COSHH assessments relating to hazardous substances in school are kept in the Site Managers Office.
- 16.4 All chemicals are kept securely in locked cupboards to prevent unauthorised access.

17. Health and Safety advice

- 17.1 Competent advice is provided through the Health and Safety Support package from the Local Authority.
 - a) Schools Health and Safety Team (01158 764608/9)
 - b) Corporate Safety (01158 764328) (accident system and training)

18. Housekeeping

- 18.1 See also Waste (section 45)
- 18.2 All employees are responsible for keeping their own workplace in good order i.e. clean, tidy, and free of obstructions and slip / trip hazards.
- 18.3 All employees are informed of their responsibilities during their induction.

19. Information

- 19.1 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.
- 19.2 The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the staff kitchen and school kitchen. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

20. Inspections

- 20.1 For a full list of our inspections and servicing records, please see the central ‘Every’ compliance system held by the Trust.

21. Lettings/ Use of Premises Out of Hours

- 21.1 The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed, and approved as necessary. Currently the Sports Hall is hired by the school.

22. Lone Working

- 22.1 Lone working situations include home visits, interviewing, responding to alarm activations, working late/early or at weekends or during holiday periods.
- 22.2 Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

23. Maintenance of Plant and Equipment

- 23.1 The Site Manager is responsible for arranging/ monitoring and keeping records for the routine maintenance of plant and equipment.
- 23.2 The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

24. Manual Handling

- 24.1 Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.
- 24.2 Mechanical aids are provided, e.g. trolleys, sack trucks where necessary.
- 24.3 Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.
- 24.4 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.
- 24.5 A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

25. Monitoring and Review

- 25.1 All Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

26. New and Expectant Mothers

- 26.1 New and Expectant mothers are given special protection by the Health and Safety Legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.
- 26.2 A risk assessment is carried out as soon as the Academy Principal is made aware by the employee and reviewed as necessary.

27. Off-site Educational Visits

- 27.1 The Off-Site Educational Visits Co-ordinators are (EVC) Ms J Bromley, Miss A Johnson.
- 27.2 The EVC is responsible to the Academy Principal for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.
- 27.3 Advice and guidance are provided by Evolve and the Outdoor Education Adviser Jake Wiid.
- 27.4 Advice as regards swimming activities is provided by the Local Authority's Swimming Co-ordinator.

28. Personal Protective Equipment (PPE)

28.1 PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. can also be provided for students if necessary.

29. Positive Handling/ De-escalation

29.1 Please refer to the school's Behaviour and Relationships Policy.

29.2 Staff are trained to de-escalate and named staff are trained to use physical intervention as a last resort, using Team Teach techniques.

30. Playground Safety

30.1 The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

30.2 Staff report any identified defects / concerns directly to the Site Manager or Academy Principal.

30.3 Play equipment will be inspected annually by The Play Inspection Company Ltd, who are accredited under Register of Play Inspectors International.

31. Reporting of Defects, Hazards and Near misses

31.1 All employees have been instructed to report defects, hazards, near misses to the Academy Principal or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

32. Risk Assessments

32.1 Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in staff room where appropriate.

32.2 Pupil Risk Assessments are saved in their individual files.

32.3 Staff Risk Assessments are kept on personnel files (or on SAM people)

32.4 Site Risk Assessments are kept on Teams.

32.5 All risk assessments are based on the model generic risk assessments available from the Safety Manual or Evolve.

33. Safety Education

33.1 Arrangements are in place for safety education (e.g. e-safety/ road safety) to be included in the curriculum.

34. Safety Representatives

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

- a) To represent employees
- b) To investigate hazards and complaints
- c) To carry out inspections of the workplace
- d) To attend safety committees.

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

35. Security Arrangements

35.1 The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

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

35.3 The response to alarm activation is covered in the Lone working procedures.

35.4 Key holders are:

- a) Mr Birchnall
- b) Mr Cresswell
- c) Miss H Ibbitt
- d) Mr K Boocker
- e) Ms Bromley

36. Site Inspections

36.1 Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Chief Finance and Operating Officer, Estates Lead, Health & Safety Trustee and Site Manager.

36.2 Employees have been instructed to report any damage / defects to the Site Manager or Academy Principal.

37. Slips, Trips and Falls

37.1 Slips, trips, or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Academy Principal who will ensure that appropriate action is taken to avoid accident/injury. Any injuries caused by slips, trips and falls are logged on the HR system, SAM People.

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

38. Storage Arrangements

- 38.1 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.
- 38.2 Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

39. Work Related Stress

- 39.1 The Academy Principal is responsible for managing work-related stress within the school.

40. Sun Protection

- 40.1 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.
- 40.2 Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.
- 40.3 In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

41. Supervision

- 41.1 Pupils are supervised during all activities throughout the school day.
- 41.2 It has been determined that during break time and lunchtime the adult supervisors are deployed to cover each play zone as allocated to the class.

42. Training

- 42.1 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.
- 42.2 New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, and evacuation, using a checklist. New employees are adequately supervised, as required.
- 42.3 Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

43. Use of Vehicles

- 43.1 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.
- 43.2 The (infrequent) use of employees' own vehicles for the transporting of pupils are also included in the risk assessment process. Only staff with business insurance may transport pupils in their own cars unless there is an exceptional circumstance and specific consent has been sought from the parent (or they are travelling in the same vehicle). Checks are in place to ensure employees have car insurance in place, MOT (where applicable) and have a full and valid driving licence.

43.3 Employees are instructed not to use handheld or hands-free mobile phones whilst driving.

44. Violence

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

44.2 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'.

44.3 All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager/ Academy Principal.

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

44.5 Training will be provided in de-escalation and positive handling through the Trust, using Team Teach. The main purpose of such training is to avoid/ minimise the risk of injury to either employees or pupils.

44.6 Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

45. Waste

45.1 Litter Management

45.1.1 The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

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

45.1.3 A 'sharps' box is available in school to deal promptly with any discarded needles/ syringes being found.

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

45.2 Water Management (Control of Legionella)

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

45.2.2 Second Element have been employed to review the Academy's legionella risk assessment every two years.

45.2.3 Second Element carry out monthly water temperature testing. Flushing takes place on a weekly basis by the Site Manager. During the summer holidays and the first day back after each holiday, the taps are flushed by the Site Manager.

46. Welfare Facilities

- 46.1 Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing/ hand drying facilities.
- 46.2 Pupils have access to labelled drinking water fountains and/ or drinking water bottles throughout the day.
- 46.3 There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.
- 46.4 All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.
- 46.5 There are breakout rooms for staff to use during non-contact times.

47. Work Equipment

- 47.1 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.
- 47.2 Training is carried out, where applicable in the safe use of certain work equipment, e.g. vacuum cleaners, leaf blowers.
- 47.3 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, pressure systems, etc.

48. Workplace Transport Safety

- 48.1 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.
- 48.2 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 school.
- 48.3 Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.
- 48.4 Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

49. Working at Height

- 49.1 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.
- 49.2 Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

- 49.3 Kick stools and sets of small stepladders has been provided for teaching/ office staff to access to items stored at height or to put up displays etc. Employees must not use chairs/desks/tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.
- 49.4 Appropriate training has been provided in the use of access equipment.
- 49.5 Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage/ defects immediately to the Site Manager/ Academy Principal.

50. Linked Policies

50.1 The following policies are linked to the Health and Safety Policy;

- a) Asbestos (within Asbestos logbook)
- b) Behaviour
- c) Bullying
- d) Child Protection
- e) Drugs
- f) Emergency Plan
- g) Fire
- h) First Aid Policy
- i) Internet Policy
- j) Off-Site Visits
- k) Security
- l) Supporting Pupils with Medical Conditions
- m) Intimate Care

Appendix 1 - Accident Report Form - Injuries to Body.



Miss J Bromley

Minver Crescent, Aspley
Nottingham
NG8 5PN

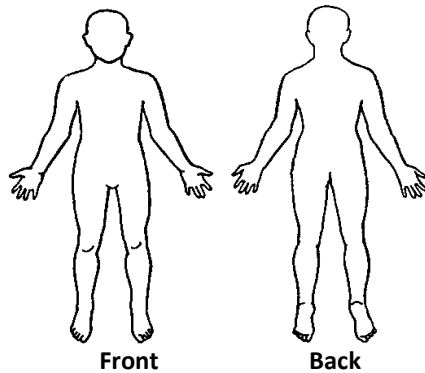
Telephone: (0115) 900 3610
Email: enquiry@ambleside.raleightrust.org
www.ambleside.raleightrust.org

Date: Time.....

Dear Parents/Carers of..... Class.....

I am writing to inform you that your child has sustained the following injury today as a result of an accident on the playground/in the building (delete as appropriate).

Description of incident and injury sustained:



Cause

.....

.....

.....

Injury sustained.....

.....


Treatment given

.....

Signed Position.....


At the time, the injury was treated in school and your child was allowed to remain on the premises. If He/she complains about further pain, swelling or other symptoms during this evening, you may wish to contact your doctor.

Appendix 2 - Accident Report Form - Injuries to Head.

	Miss J Bromley Minver Crescent, Aspley Nottingham NG8 5PN Telephone: (0115) 900 3610 Email: enquiry@ambleside.raleightrust.org www.ambleside.raleightrust.org
Date _____	
Dear Parent/ Carer,	
_____ (name of child) Class _____	
Your child has sustained a head injury at school today at approximately _____ am / pm	
Cause _____	

Injury sustained _____	

Treatment Given _____	

Treated by _____ Position _____	
If any of the following symptoms are present, particularly loss of consciousness (even for a short period of time) you should call an emergency ambulance or phone 111 for advice.	
<ul style="list-style-type: none">• Lasting headache that gets worse or is still present over six hours after injury• Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head but you should check on them regularly and make sure you are able to wake them• Nausea and vomiting several hours after the injury• Unconsciousness or coma• Unequal pupil size• Confusion, feeling lost or dizzy, difficulty making sense when talking• Straw coloured fluid or watery blood coming from the ears or nose (this suggests a skull fracture)• Bleeding from the scalp that cannot be quickly stopped• Not being able to use part of the body, such as weakness in an arm or leg• Difficulty seeing or double vision• Slurred speech or having a fit or seizure	
	



Appendix 3 - Accident Report Form - Lunchtime Incidents Internal Recording Form.



Date _____

	Name	Class	Time	Nature of incident and first aid given	Phone call home needed	Outcome
1						
2						
3						
4						
5						

Appendix 4 – Accident Report Form - Treatment by Midday Supervisors.

<p>For your information: Today your child had a slight accident at lunchtime.</p>			
<p>the midday supervisors gave treatment and tender loving care. The accident has been recorded in the lunchtime first aid book.</p>			
Name: _____	Date: _____	Time _____	Class _____
<p>how it happened:</p>			
<p>area of the body:</p>			
Right hand <input type="checkbox"/>	Left hand <input type="checkbox"/>	Right arm <input type="checkbox"/>	Left arm <input type="checkbox"/>
stomach <input type="checkbox"/>	Right knee <input type="checkbox"/>	Left knee <input type="checkbox"/>	
Right leg <input type="checkbox"/>	left leg <input type="checkbox"/>	right foot <input type="checkbox"/>	left foot <input type="checkbox"/>
face <input type="checkbox"/>	head <input type="checkbox"/>	back <input type="checkbox"/>	
<p>Injury Sustained</p>			
no mark <input type="checkbox"/>	red mark <input type="checkbox"/>	lump <input type="checkbox"/>	Graze <input type="checkbox"/>
cut <input type="checkbox"/>	Bruise <input type="checkbox"/>	Other <input type="checkbox"/>	
<p>Signed _____</p>			