



HEALTH, SAFETY AND WELLBEING POLICY

Author:	Trust Estates Manager
Approval needed by:	Finance, Audit and Risk Committee
Consultation required	Chief Financial Officer
Adopted (date):	2 March 2021
Date of next review:	March 2022

Part 1 – Health, Safety and Wellbeing Policy Statement

1. The Trust recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and stakeholders affected by its activities (for example students, members of the public, local governors and trustees, visitors, contractors). We will do this by assessing the possible risks and establishing suitable and adequate risk control measures.
2. The Trust is committed to complying with all relevant health and safety legislation. The Trust does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.
3. Sufficient financial and physical resources will be provided to implement this policy. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety.
4. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust Board, the Local Governing Bodies together with those in control of each academy within the Trust recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.
5. In compliance with the Health and Safety at Work Act 1974 and related regulations, directives and codes of practice, the Trust Board (together with the individual Local Governing Bodies) will ensure so far as is reasonably practicable that:
 - all places and premises where staff and students are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the Health and Safety of persons on academy premises or taking part in academy activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own Health and Safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
6. In addition to the above the Trust will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
7. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy.
8. This policy statement and the accompanying organisational arrangements supersede any previously issued.



I J McNeilly
Chief Executive Officer



Claire Shaw
Chair of Trustees

2 March 2021

Part 2 - Organisation and Responsibility

Overall responsibility for Health and Safety in each academy within the Trust rests with the Trust Board, as the employer. Day to day management of the Health and Safety requirements are delegated to the Local Governing Bodies of each academy within the Trust. When members of the Local Governing Bodies visit their academy, they are expected to follow the procedures that apply to all visitors to the academy, as described in this document.

Where staff employed by third parties are working regularly on Trust premises (e.g. cleaning, catering and ICT staff), their employer retains the overall responsibility for their health and safety. However, the Management of Health and Safety at Work Regulations 1999 puts a shared responsibility for others regularly working on Trust sites. Each academy must ensure adequate provision of welfare facilities and a safe working environment for these staff. Health and safety arrangements should be workable with the contractors own arrangements as dictated by applicable risk assessment.

The Principal at each academy within the Trust must make arrangements for ensuring the implementation of this Health and Safety policy.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and local governors based upon the following roles.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Trust's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise the Local Governing Body and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
The Trust Board (via the Finance, Audit & Risk Committee)					
Local Governors (on Local Governing Bodies)					
Trust Estates Manager					
Academy Principals					
Academy Leadership Teams					
Premises Managers					
Premises Teams					
External Health and Safety Adviser					
All Staff					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
Trust Board Trust Estates Manager	Devise and produce policy on health, safety and welfare at a strategic level.

Academy Principals Health and Safety Adviser	Preserve, develop, promote and maintain the academy's health and safety management system. Ensure that health and safety matters are considered when organisational decisions are made.
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The Policy Makers must:

- Be familiar with the overall responsibilities laid down for **Policy Makers** in this policy.
- Ensure that the Trust has a structure in place to manage Health and Safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management.
- Ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly.
- Ensure that all academy activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

As Policy Makers the Trust Board:

- Will delegate responsibility for review, implementation and ongoing monitoring of the Health and Safety policy to the Finance, Audit and Risk Committee.
- Must ensure that those who have been assigned specific responsibilities for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise them on Health and Safety issues.
- Will set Health and Safety targets (with Planners) to improve health and safety performance.
- Is required to monitor that the Health and Safety targets are being met and the Trust is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the Trust's Health and Safety Advisers as appropriate and take actions as necessary.
- Will ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit.
- Will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

Planners	
The Trust Board Local Governors Trust Estates Manager Academy Principals Academy Leadership Teams Premises Managers	Develop the local plans to achieve academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will, at individual Academy level:

- Be familiar with the overall responsibilities laid down for **Planners** in this Policy.
- Take overall responsibility for the day to day Health and Safety management of their academy and academy activities taking place outside the academy's premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of their academy's planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Academy Principal from the overall day to day responsibilities for Health and Safety within the establishment.)*
- As part of their management of Health and Safety, appoint a Premises Manager (see **Implementers** below) /competent person
- Ensure that these staff receive appropriate Health and Safety training.
- Ensure that all staff within the academy are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in Health and Safety management by using the various resources and communications available to them.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set Health and Safety objectives as part of the academy's planning process.
- Include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Local Governors of the resources and arrangements needed to manage Health and Safety effectively as part of the academy's planning process.
- Communicate any Health and Safety actions outlined in the academy's planning process to relevant staff and Local Governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the academy's overall policy.
- Seek help from Staffordshire County Council's Strategic Health and Safety Service or other specialist to ensure that this policy can be implemented effectively and advise the Local Governing Body where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises Health and Safety Evaluation Checklist is carried out.
- Ensure that an Annual Health, Safety and Wellbeing Self Audit is carried out. Draw up any action plans required from the results of the Premises Health and Safety Evaluation and Annual Health, Safety and Wellbeing Self Audit and monitor these regularly.
- Take part in and cooperate with any Health and Safety Audit which may be carried out by the External Health and Safety Advisers and/or the Trust Estates Manager.

- Advise the Local Governing Body and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this, to enable the Local Governing Body to report to the Finance, Audit and Risk Committee on a timely basis.
- Consult with staff as necessary on matters of Health and Safety which may affect them at work.

Health and Safety Committee

Each academy in the Trust should have a dedicated Health and Safety Committee which should meet regularly (at least termly) to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

At Primary phase, the staffing structure may not allow for a separate Committee. If this is the case, Health and Safety should be a standing agenda item on Leadership Team meetings (and as such, the Academy Leadership Team then fulfils the requirements of this policy in respect of Health and Safety Committee).

A termly report to the Local Governing Body, outlining achievements against the health and safety plan and KPI's (identified in Part 4) should be considered by Planners and Implementers. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Local Governors Academy Principals Academy Leadership Teams Premises Teams All Staff	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will, at individual academy level:

- Maintain an understanding of the academy's Health and Safety Policy
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying health and safety problems and rectifying them if possible
 - Challenging poor health and safety performance or attitudes
 - Communicating regularly about health and safety.
- Be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy Makers and Planners.
- Understand and own the plans in place for Health and Safety as part of the overall academy's planning process; monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have Health and Safety objectives as part of their annual

review process where appropriate (these may reflect the overall health and safety plans)

- Encourage participation in Health and Safety and ensure that communication about health and safety issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of Health and Safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good Health and Safety standards are maintained.
- Ensure that adequate monitoring of Health and Safety takes place e.g. by taking part in Premises Health and Safety Evaluation Checklist and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor health and safety standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the External Health and Safety Adviser or other specialist as required.
- Make use of all other resources provided by academy and Trust or other specialists to promote Health and Safety at work (e.g. intranet/newsletters).
- *In addition to the above, Teaching Staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site (e.g. classrooms, laboratories, workshops) and off site (e.g. academy trips).*

Premises Managers

In addition to the responsibilities above, the Premises Manager at each individual academy within the Trust have the following specific duties:

- To maintain an understanding of the academy’s Health and Safety policy arrangements and the Premises Manager responsibilities detailed within them, and an awareness of relevant premise related Health and Safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;

- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premises related accidents/incidents. Ensure the availability of an accident book at each premise ;
- Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to all D1 and C1 notifications that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them as a result of a maintenance contract visit.

Assisters	
Trust Estates Manager External Health and Safety Adviser	Have the authority, independence and competence to advise Trustees, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

Employees

Irrespective of their position within the academy, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees (including temporary & volunteers)

Employees – Irrespective of their position within the academy's structure, all staff are employees and therefore all the employee responsibilities within this policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in this policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Students (This section should be drawn to attention of all students)

All students must be encouraged to follow all safe working practices and observe all academy safety rules.

All students will:

- Follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace;
- To investigate complaints by any employee he/she represents relating to that employees health and safety or welfare at work;
- To make representations to the Principal via the Health and Safety Coordinator on general matters affecting the health, safety and welfare of employees;
- To carry out workplace health, safety and welfare inspections;
- To attend any safety committee meetings;
- To co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

However, if a recognised Union appoints a safety representative, they do have obligations to carry out functions assigned as per The Safety Rep's and Safety Committee Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

Part 3 - Arrangements & Procedures for Health, Safety and Welfare

Academy: THE PINGLE ACADEMY

The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – (RIDDOR '13)

The Principal may instruct the academy to complete an incident investigation form following an accident, assault, near miss/dangerous occurrence. It is the responsibility of the Principal to ensure this is completed and recorded in line with the local authority accident reporting guidelines.

Employee accidents – academy employees, self-employed on academy premises

In liaison with Staffordshire Health, Safety and Well (SHSW) being, any accident to an employee resulting in a fatal or major injury must be reported to HSE immediately by telephone. The details must be confirmed on accident form F2508 within 7 days. If the accident does not result in a fatal or major injury, but the employee is incapacitated from his/her normal work for more than 3 working days (excluding the day of the accident) there is no need to telephone, but form F2508 must be completed and sent to HSE within 7 days of the accident.

Student accidents (and any visitors not at work)

Fatal and major injuries to students on academy premises during academy hours must be reported to RIDDOR. This is specified in their guidance as with employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to the condition of the premises (e.g. potholes, ice, damaged or worn steps etc); plant or equipment on the academy premises; lack of proper supervision. Fatal and major injuries to academy students occurring on academy sponsored or controlled activities off the academy site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

If a student's accident does not result in a fatal or a major injury, the accident is not reportable. If it is a major injury, accident Form F2508 must be completed.

The Student Welfare Officer (First Aid At Work) records accidents in the accident book, held in the Medical Room. These are entered onto the electronic portal for review by SHSW. Completed accident forms are signed by the Principal and held in the Business Manager's Office along with investigation paperwork. The Business Office Manager, will conduct investigations. All investigations/reporting will be in liaison with Staffordshire Health, Safety and Wellbeing.

2. Asbestos Management in accordance with the Control of Asbestos Regulations 2012

It is the policy of the Academy that any work involving asbestos-containing materials is carried out in such a way as to prevent undue risk either to those carrying out the work or to those who may otherwise be affected by the work.

The academy has had a full asbestos survey and a copy of the register is kept in the Site Resources Manager's office. A permit to work must be issued to all contractors before any maintenance work can take place and teachers are only permitted to cosmetically alter their working environment after the register has been reviewed and a permit to work issued. The Site Resources Manager is trained to issue the required permits to work.

The Pingle Academy has responsibility for asbestos-containing materials incorporated into the fabric or infrastructure of relevant premises. The Business Office Manager/Site Resources Manager shall ensure that arrangements are made for the implementation of this policy in respect of asbestos containing materials incorporated into the fabric or structure of relevant premises. In particular, these arrangements shall include:

- The preparation and maintenance of a written code of practice for the management of asbestos
- The preparation and maintenance of a Register of Asbestos-containing Materials, which shall be made available to all necessary persons. Prior to any work carried out at the academy, the Site Resources Manager will ensure the Asbestos Register is read and signed by all contractors, prior to the commencement of works.
- Staff must obtain prior approval from the Site Resources Manager and check the register before drilling or affixing anything to the walls.
- Work may only be carried out by trained competent workers and will be adequately supervised. Repair, removal or disposal of asbestos-containing materials shall only be carried out by approved, licensed asbestos removal contractors.
- The implementation as required of any management action identified on the register.
- Monitoring and reviewing, at least once every two years, the effectiveness of the arrangements for managing asbestos.

Should damage to asbestos containing material occur, the area must be evacuated and secured. The Site Resources Manager will immediately notify the Estates Manager at the Trust.

3. Contractors

The Site Resources Manager monitors contractors for day to day work.

Major projects are managed by the Trust Estates Manager, who will select contractors, arrange induction, exchange health and safety information, agree safe working arrangements, risk assessments, method statements, frequency of meetings and monitor working practices.

Any contractor undertaking work on site is competent, adequately insured and is able to carry out activities in a way which poses no threat of injury to anybody in the vicinity, including staff, students and visitors.

Eligibility requirements for contractors to be identified to determine which level of check is most suitable. If the contractor is required to work in the academy, unaccompanied whilst students are on site, they must be approved and entered on to the Trust Safeguarding Database. They will be expected to have work photo ID and this will be checked against personal photo ID on their first visit.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Site Resources Manager of any risks that may affect the academy staff, students and visitors.

All contractors will be made aware of the academy health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Site Resources Manager or Business Office Manager will take such actions as are necessary to protect the safety of academy staff, students and visitors.

Staff should report any concerns of a contractor to the Site Resources Manager/Business Office Manager.

4. Curriculum Safety [including out of school learning activity/study support]

The Leadership Team and teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS (Advisory service for Science and Technology), Association for Physical Education (afPE) - formerly BAALPE and other lead bodies should be adopted as appropriate.

5. Drugs & Medications

The academy adopts the principles outlined in the Medical Conditions Policy.

6. Electrical Equipment [fixed & portable] **in accordance with the Electricity at Work Regulations 1989**

The academy has a rolling programme for the testing of all portable electrical equipment in the academy. All equipment, no matter the ownership and no matter who it is used by, students or staff, must pass the following:

- a) Earth bonding test.
- b) Insulation maintenance test.

c) Visual inspection of the equipment including plugs, leads and fuses.

The person or people using the equipment can, after appropriate instruction, recognise visual signs that the equipment is not in sound condition e.g.

- The plug is damaged, for example the casing is cracked or the pins are bent.
- The outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- There is damage to the external casing of the equipment or there are some loose parts or screws.
- There is damage (apart from light scuffing) to the cable sheath or taped joints.
- The equipment has been subjected to conditions for which is not suitable, e.g. it is wet.
- There is evidence of overheating.

These general checks (inspections) can be undertaken by the user when the equipment is taken into use and during use. Any faults should be reported to the Business Office Manager and the equipment should be taken out of use immediately. Steps should be taken to ensure that it is not used again until repaired by a person competent to carry out the task.

The Site Resources Manager is the designated person for the testing of portable electrical equipment under the regulations.

- All equipment that has been tested is labelled to indicate its status - PASSED or FAILED.
- A record of the testing programme is kept by the Site Resources Manager and all the items are numbered to ensure that no item is missed from routine inspections.
- The record of results will be used as a basis for adjusting the frequency of inspection and tests. Records indicating few faults would provide evidence to justify a longer period between inspection and tests.
- Staff have a statutory duty to take note of the labelling of tested equipment - FAILED EQUIPMENT SHOULD NOT BE USED.
- Any problems or concerns over the status of equipment should be brought to the attention of the Business Office Manager as soon as possible.
- Heads of Faculty should liaise with the Site Resources Manager and make him aware as and when new equipment needs testing, and when other equipment needs testing. As much of the testing is best done during academy holidays, Heads of Faculty should liaise well in advance to enable work schedules to be organised.

Frequency

- Staff room items e.g. kettle (class1) should be tested every 12 months
- Radio/TV every 24 months
- Glue guns (Class 1) Art Faculty every 12 months
- IT – computers and printers every 12 – 24 months

- Office items e.g. IT equipment, photocopies every 2 to 4 years
- Kitchens – catering equipment e.g. food mixers, toasters etc. every 12 months
- Cleaning items e.g. vacuum cleaners which are used daily every 12 to 24 months

The Site Resources Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken.

The Site Resources Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with academy procedures and report any problems to the Site Resources Manager. Staff are reminded that they must not bring electrical equipment into academy without the permission of the Principal and must have a PAT test before using in the academy.

GAS

A gas installation check will be carried out every 5 years by a qualified gas engineer (Gas Safe registered).

The premises team will carry out visual checks of accessible pipework and gas appliances throughout the academy including:

- Gas cookers – food technology classrooms
- Gas heaters
- D & T equipment e.g. Heat-treatment equipment (CLEAPSS G254)
- Gas tap installations in Science classrooms
- Emergency stop cocks should be checked on a regular basis in the Science classrooms.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The arrangements for the academy's fire evacuation plan can be found within the Fire Instructions policy.

- a) The Principal is ultimately responsible for safe fire practices.
- b) The academy's fire and operational risk assessment is stored in the Site Resources Manager's office.
- c) A fire call point alarm test is conducted on a weekly basis and recorded by the Site Resources Manager.
- d) A fire evacuation drill takes place on a termly basis and is recorded by the Site Resources Manager.
- e) External contractors complete all maintenance and annual inspection works on the academy's firefighting equipment. Records are kept by the Site Resources Manager.

The Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the academy emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Business Office Manager, through the Site Resources Manager, is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

The arrangements for the academy's fire evacuation plan can be found within the Fire Instructions policy.

Fire Risk assessments are reviewed by the Trust

Fire Risk Assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005

Undertaken by the Estates Manager and reviewed annually. Any actions are undertaken by the academy and regular review meetings take place with the Estates Manager. It is located within the Site Resources Manager's office.

8. First Aid procedures in accordance with the Health and Safety (First-Aid) Regulations 1981

The arrangements for administering or not administering of medicines can be found within the academy's First Aid policy.

First aid boxes are situated around academy and should be taken to the medical room to be replenished:

Swimming pool

Room A2

PE office

Learning Support Base

All laboratories have eye wash facilities

Site Resources Manager's office and all Technology rooms have plasters

Qualified First Aiders

Steve Elks (holds a 'Full First Aid at Work' certificate)

Dan Brown

James Done

Jo Eyley

Nicola Eccersley

Jo Eyley

Tina Foster
Deb Geoghegan
Deb Holland
Tom Holland
Elaine Howes
Stella Hughes (holds a 'Full First Aid at Work' certificate)
Mark Hurst
Sarah Jackson
Sayda Jones
Dan Julian
Ruth Lewis
Claire McKay
Joy Merriman
Richard Nash
Eamonn O'Mara
Rob Rea
Dave Richards
Dave Riley
Sue Robinson
Ginia Smith
Charlotte Sowter
Sarah Stretton
Jacqueline Sturrock
Vickie Tomlin
Rebecca Venda
Paula Vowes-Draper
Hayley Waddell
Rachel Webster

Two defibrillators are located in the sports hall and medical room. Staff trained to use these are:

Steven Elks
Stella Hughes

9. Glass & Glazing

All glass in doors and side panels to be safety glass. All replacement glass to be of safety standard. Assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

Breakages are to be reported to the Site Resources Manager.

10. Hazardous Substances management in accordance with The Control Of Substances Hazardous to Health Regulations (COSHH) 2002

The Business Office Manager and Site Resources Manager are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

Data sheets must be provided for all chemicals and stored in the premises office and in Faculties using the chemicals.

The substances must be stored securely in accordance with the manufacturer's

instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Principal. The Site Resources Manager will be responsible for ensuring (COSHH) assessments are carried out and communicated for any authorised products.

The academy adopts the local authorities Control of Substances Hazardous to Health (COSHH) risk assessment. This provides the academy with advice and guidance on the following:

- a) Introduction of new substances
- b) Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc.
- c) Dealing with the risk presented by ionising radiation.
- d) The control of any biological hazards.
- e) The controls for disposal of hazardous or toxic waste.

11. Health and Safety Advice

Health and Safety Advice is obtained from Mr G Stockle, (NEBOSH) Trust Estates Manager or Staffordshire Health, Safety and Welfare Department via the Business Office Manager. The academy operates a Health and Safety Committee. The Academy Link Governor for Health and Safety is Mr Carl Warren

12. Housekeeping, cleaning & waste disposal

It is the responsibility of the Principal to ensure that all Faculties have appropriate storage facilities. All Heads of Faculty are required to ensure all staff members keep their working environments/Faculties tidy and clear of obstructions, utilising the storage space provided.

Sharp objects should be placed in the 'sharps' bins provided. These can be found in the medical room.

13. Handling & Lifting in accordance with The Manual Handling Operations Regulations 1992

Statutory inspections are required by the law. The academy follows the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The academy will inspect:

- Lifting equipment for lifting persons or an accessory for lifting, at least every 6 months.
- In the case of other lifting equipment at least every 12 months.
- In either case, in accordance with an examination scheme.

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling. These are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.

The academy makes arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so as to reduce the risk of injury to staff to the lowest level reasonably practicable.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

14. Jewellery

A wristwatch and one plain ring may be worn by students.

15. Lettings/shared use of premises

The arrangements for Lettings can be found within the Lettings Policy.

16. Lone Working

The arrangements for Lone Working can be found in the academy's Lone Working Policy.

Staff members who work alone face the same hazards in their daily work as other workers. For lone workers the degree of risk of harm is often greater than for other workers. Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

17. Maintenance/Inspection of Equipment (including selection of equipment) in accordance with The Provision and Use of Working Equipment Regulations (PUWER) 1998 and The Lifting Operations and Lifting Equipment regulations (LOLER) 1998

Details of equipment, service records, testing etc are kept in the Site Resource Manager's office. This document records dates of checks, who undertakes these checks, frequency, costs, repairs, replacements.

18. Monitoring the Policy and Results

The trust will monitor this policy and its implementation, indicating whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. This will be completed on an annual basis, at the end of each academic year.

To ensure the continuous monitoring process is adhered to the Business Office Manager will conduct annual audits and report to the Trust Estates Manager. Records of the testing and inspection of equipment and maintenance work carried out are also maintained as part of this health and safety management system.

19. Personal Protective Equipment in accordance with The Personal Protective Equipment (PPE) at Work Regulations 1992

Personal protective equipment (PPE) is provided to appropriate staff members. It is the responsibility of staff to ensure this is well looked after, stored appropriately and replaced when required. Replacement items are ordered through the Site Resources Manager. All staff are to trained to use PPE.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

20. Reporting Defects

Hazards and any defects can be reported via spiceworks or verbally (if immediate danger) to:

- Business Office Manager: Mrs F Harvey
- Premises Team: Mr D Richards, Mr Richard Hyde, Mr Robert Simpkins
- Principal: Mrs V Sharples

21. Risk Assessments

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the academy.

The Principal and Leadership Team are responsible for ensuring general risk assessments are carried out.

Teachers will undertake risk assessments for their areas.

The Business Office Manager and Site Resources Manager will ensure risk assessments for maintenance and cleaning tasks are carried out.

22. School Trips/Off-Site Activities

The arrangements for educational academy visits can be found within the Academy Activity and Visits Policy.

PROCEDURE

Whenever such activities are planned, approval should always be sought well in advance using the educational visit proposal form and a list of all students involved should be posted on the staffroom notice board at least 2 working days before the event. If students will miss registration the attendance officer must always be informed. Please see the approval process flowchart.

Disruptions throughout Years 10/11/12 and 13 will be kept to an absolute minimum, with priority being given to activities related to examination work, especially coursework. This will be checked by the Vice Principal.

Attention will be given to 'rarely cover' regulations.

The educational visits co-ordinator (EVC) is James Done, Assistant Principal, who is supported by the educational visit administrators.

All academy visits fall into three categories as described below.

The visit should then be planned and documented using the documentation below.

CATEGORY 1 - REGULAR AND ROUTINE VISITS

Require approval via the educational visit proposal form

These have no significant extra hazards and can include:

- Regular visits as part of timetabled activities
- Sports fixtures
- Visits in the locality (involving Swadlincote and local schools/academies)
- Learning community multi-site delivery
- Year 11 and Y13 Proms

These visits will not require completion of EVOLVE. The visit proposal form must be completed and approved at least 4 weeks prior the educational visit and before booking any venues or transport. These are covered by the generic risk assessment, which may need to be adapted and the blanket parental consent, but staff must check for students who have opted out of this. The academy has to keep a record of all visits.

CATEGORY 2 - DAY VISITS WITH NO ADVENTUROUS ACTIVITY

Require the approval via the educational visit proposal form and EVOLVE

- visits to theme parks
- visits to farms with visitor centres
- visits to museums with interactive exhibits
- visits to industrial sites/working factories
- visits to large urban areas/shopping centres
- visits to museums, art galleries and theatres

The visit proposal form must be completed and approved at least 6 weeks prior the educational visit and before booking any venues or transport. These require entry on to the EVOLVE system at least 3 weeks prior to the visit and the review of the centre risk assessment, with the possible inclusion of additional safe working practice information. The academy has to keep a record of all Journeys.

Category 2 visits require approval from the EVC and Vice Principal at least 7 days before the visit.

CATEGORY 3 – VISITS ABROAD, RESIDENTIALS AND ADVENTUROUS ACTIVITIES

Require approval via the educational visit proposal form, EVOLVE and the LA

- all visits involving adventurous activities (even those on site)
- all visits involving residence (including camping)
- all visits abroad, approval of the CEO of the Trust, LGB to be informed
- all visits involving water sports
- all visits involving open or remote country

- 6 months notice is required to the Principal
- approval from the CEO of the Trust is required for all overseas visits, LGB to be informed
- all overseas and residential visits require a meeting for parents/carers
- all overseas and residential visits require mobile phone numbers of students attending
- all overseas and residential visits require an emergency mobile contact for the visit leader.

Visit leaders may wish to complete a category 3 prompt sheet available from Admin staff. On residential and overseas visits, the visit leader should ensure they have emergency details for all staff in attendance, Admin staff will give you copies for completion. These require entry on to the EVOLVE system at least 6 weeks prior to the visit and the review of the risk assessment, with the inclusion of additional safe working practice information. Staff will need to familiarise themselves with risk assessments from external providers. The academy has to keep a record of all academy visits.

The Visit Leader **MUST** complete the EVOLVE system for Category 3 visits at least **THREE** weeks before the visit. Approval from the EVC, Vice Principal **TWO WEEKS** before the visit.

All visit records must be available for inspection. It is recommended where necessary to read the relevant sections in the national guidance at www.oeapng.info

There is also a COVID risk assessment which staff currently complete prior to undertaking a visit whilst we have COVID 19.

23. School Transport – e.g. minibuses

The academy has two minibuses. All staff who drive the school minibuses are required to undertake an external competency test. There are two tests D1 and B1. Staff who hold a D1 licence can drive a minibus with up to 16 passenger seats, that is not being used for hire or reward, with an upper weight limit of 12,000kg for a vehicle and trailer combined.

Staff who hold a B1 licence can drive a light-minibus where the maximum weight of the minibus and all its contents cannot exceed 3.5 tonnes, or 4.25 tonnes where specialist equipment is fitted to carry disabled passengers eg. wheelchair lifts or ramps. Cat B drivers cannot tow a trailer of any weight.

24. Smoking/Vaping

The academy is a non-smoking site.

- All of the academy buildings and grounds have been designated smoke-free with no exceptions.
- E-cigarettes are also prohibited by this policy.

- No employee is entitled to take breaks, additional to their contractual entitlement, during their working day to smoke.
- All vehicles, including any vehicles on loan, hire or leased to the academy, and used for work, will be smoke free.
- Employees using their own cars and in receipt of transport allowance are required not to smoke if they are transporting colleagues and/or service users during working hours.
- Staff members and members of the public are requested not to smoke immediately outside the academy perimeter, to support this policy and prevent the wrong message being sent out to students.
- No smoking signs are in place throughout the academy.
- At entrance points there will be signs displayed 'No Smoking' stating it is against the law to smoke in this academy
- Each vehicle must display a no smoking sign which accommodates passengers, e.g. a minibus would require one sign in the driver's compartment and one in the rear passengers' section.

Employees are required to comply with these instructions and refrain from smoking in the academy buildings, premises and in vehicles.

Individuals who do not comply with this legislation either by smoking in smoke-free buildings/premises/vehicles or by not enforcing the legislation for which they are responsible, are liable to a fixed penalty and possible criminal prosecution.

25. Staff Consultation and Communication

Health and Safety meetings are held regularly. The Business Office Manager, is the Health and Safety Co-ordinator for The Pingle Academy.

The Leadership Team of The Pingle Academy have a weekly Health and Safety agenda item where Health and Safety issues are discussed.

Staff can raise concerns via email or verbally to the Business Office Manager, Site Resources Manager or a member of the Leadership Team

Health and Safety Policies are held on the Staff Portal.

26. Stress and Staff Wellbeing

The academy has arrangements for identifying and managing stress. Referrals can be made to the academy Business Team and the Trust where appropriate. Where necessary employees can be referred to occupational health with their agreement.

The Trust, Governing Body, Principal and Leadership Team are aware of the effects stress can have on the academy. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often

accompanies stress, fully appreciate the effect it can have on people's lives

27. Supervision [including out of school learning activity/study support]

Please refer to section 22

28. Swimming Pool Operating Procedures (where applicable)

The academy follows the HSE Guidance and follows the operating procedures of the academy which are held in the Site Resources Manager's office.

29. Induction, Training and Development

The academy has a CPD co-ordinator who identifies the training needs of all staff and ensures adequate training provision. The Business Team ensure all induction training for new recruits, both long term and short term, is available and completed.

All training is recorded, with the assistance of the appropriate Administration Assistant. All staff members are able to request additional training as part of their development. The financial and operational impact of the training will need to be considered, which may lead to the request being declined.

30. Use of VDU's/Display Screens / DSE in accordance with The Health and Safety (Display Screen Equipment) regulations 1992

It is recognised that using a computer is not generally thought of as being one of the most hazardous activities to engage in. Health and safety risks do exist and computers should not be seen as toys, but as items of electrical equipment to be treated with respect.

All staff members using a desktop computer are required to complete a DSE risk assessment with their line manager every two years.

31. Vehicles on Site

It is recognised that different risks are presented at different times of the day, as detailed below:

1. Start of the academy day:
 - a) traffic movement around the academy site
 - b) pedestrian movement around the front of the academy
 - c) unloading of buses.

2. During the academy day:
 - a) traffic movement around the academy site
 - b) pedestrian movement around the academy site.

3. End of the academy day:
 - a) loading of buses
 - b) pedestrian movement out of the academy
 - c) traffic movement around the academy site.

The following control measures have been put in place by the academy, to ensure that these risks are appropriately managed:

- a) All students are taught how to behave as pedestrians, both inside and outside of the academy.
- b) The academy has a well signed traffic management system for academy roads. There is a one-way system for main academy access and a 5mph speed limit. There is a morning lollipop lady on site (member of school staff).
- c) The academy has a designated pedestrian gate which separates all pedestrians from the academy access road.
- d) The academy has designated bus-parking bays with individual signed parking for each academy bus. The parking bays have safety railings and we operate a strict forward in, reverse out, manoeuvring system.
- e) At the start of the academy day staff are on duty to monitor the general movement of students around the academy site.
- f) At the end of each day, a team of teachers are assigned to bus duty from 2:50pm, until after the last academy bus leaves the site.
- g) A Progress Leader has general oversight of the bus park.
- h) Individual staff members are designated by the Progress Leader to oversee the loading of specific buses.
- i) Senior staff patrol the "in gate area" to monitor student and traffic movement around the main academy road and pedestrian gate, until the last bus has left the academy site.
- k) The Business Office Manager has specific responsibility for academy transport and is the contact person for all bus companies. Any concerns staff have about student transport are also dealt with by the same person.
- l) Regular academy deliveries – food, bins, etc – are told not to deliver between 8:15 and 9:30am and 2:30 and 3:45pm.
- m) Any contractors on site are also asked to follow the times as set out in l (above).

Road safety will be included in the curriculum of every student during their years at the academy.

The academy appreciates the support of parents/carers in road safety, not just for their children, but for all students. Parents/carers do this by parking away from the academy access points.

The academy has five clear aims to support this road safety practice:

1. To promote responsible and considerate behaviour and to encourage students to think clearly about their own use of the roads as:
 - a) pedestrians
 - b) cyclists/micro scooters
 - c) motorcyclists
 - d) car users
 - e) service bus users
2. To encourage students to decide how their ability as road users might be improved.
3. To increase the awareness of students about their responsibility for the safety of themselves and others.

4. To help students to identify the factors which affect their ability as:
 - a) pedestrians
 - b) cyclists/micro scooters
 - c) motorcyclists
 - d) car users
 - e) service bus users

5. To encourage students to develop positive attitudes to safe behaviour and positively discourage risk taking.

To support the academy's road safety practice, the following individual objectives have been identified:

PEDESTRIANS

- a) To encourage good behaviour as pedestrians, e.g. using the crossing patrol, and green cross code.
- b) To investigate the road environment and consider the safety aspects of pedestrian and traffic movement.
- c) To be aware of potential dangers as a pedestrian, e.g. walking too close to the kerb.
- d) To consider how pedestrians can be made safer when crossing the road.

CAR USERS

- a) To promote reasonable and considerate behaviour as passengers and drivers.
- b) To be aware of safe parking areas.
- c) To be aware of what is safe driving, e.g. speed limits, use of traffic signals, halt/stop signs.
- d) To get in/out of parked cars onto pavements and not onto the road.
- e) To understand the need for seat belts or other forms of restraint for drivers and passengers.

CYCLISTS

Students who wish to come to the academy on a cycle/micro scooter must obtain a pass from the Vice Principal. After the inspection of the road worthy state of their cycle/micro scooter he will:

- a) Encourage the use of cycle helmets and the wearing of bright reflective clothing
- b) Encourage students to be aware of other road users, pedestrians, vehicles, animals etc
- c) Check periodically, the bicycles in the bicycle lockers to make sure they are roadworthy.

SCOOTERS

The academy would prefer it if parents/carers would discourage their child from using scooters for travel to and from academy. In the event that a scooter is used it is imperative that guidelines are followed:

- a) Scooters must be parked outside the academy boundary.
- b) Due care and attention needs to be taken with safety; careful driving, speed limits

respected and the safety of pedestrians and other road users.

- c) Younger students should not be allowed to ride on scooters.
- d) Scooters must be registered with the Progress Leader yr11.
- e) Only students with valid lunchtime passes are allowed to leave the site at lunchtime.

BUS USERS

- a) To wait in a queue in an orderly fashion.
- b) To keep to the pavement and away from the road.
- c) Form an orderly queue until the bus stops.
- d) To remain seated at all times until the bus stops.
- e) Wait in a safe place when leaving the bus.
- f) To display consideration and courtesy for other passengers.

SECURITY AND SITE ACCESS

The academy has security arrangements in place to prevent, where possible, unauthorised access to the premises.

Access to the academy grounds is only permitted through the top carpark gate (by car) or the top pedestrian gate. This is to adhere to the road safety practices detailed above.

All pedestrian gates and entrances to the academy will be locked at 8:30am and opened at 2:50pm, the end of the academy day.

A hatched area for drop off is in place in order to ease congestion and improve safety.

All visitors and contractors are required to report to reception and follow the academy's signing in procedure. This will include an ID check (contractors) and the issuing of a visitor lanyard. The academy's policy on External Visitors is followed.

The Premises team are responsible for the site to be safely opened at 7am each academy day morning, 8am during holidays. The site will be fully secured with alarms and the academy gates locked at 10pm each academy day, 4pm during holidays. Variations to these arrangements can only be made with prior approval from the Principal, the Business Office Manager or Trust Lettings Manager in the event of a letting.

In the event of emergencies, the Principal and/or Business Office Manager should be contacted. The academy has designated key holders to assist in dealing with any out of hours emergencies:

Site Resources Manager and Premises Team

32. Violence to Staff/School Security

Potentially, any member of staff could be at risk from violence. However, those whose job involves dealing with students, service users and/or members of the public are at highest risk.

The academy adopts the principles outlined in the Violence at Work Policy, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility.

33. Working at Height procedures in accordance with The Work at Height Regulations 2005

Any staff member required to work at height will have received appropriate training, completed an individual risk assessment and been issued with the ladders information guide, as published by the Local Authority.

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Site Resources Manager is responsible for ensuring risk assessments are carried out for working at height tasks in the academy.

The Site Resources Manager is responsible for the purchase and maintenance of all ladders and other access equipment in the academy.

Low risk, work at height involving the use of mobile towers and ladders will normally be carried out by the academy Premises staff.

Contractors will be engaged to carry out higher risk, or extended work at height tasks
All ladders shall conform to BS/EN standards as appropriate.

Aluminum ladders or steps must not be used in close proximity to electricity

If there is a need to hang decorations or displays then a step stool or small stepladder must be used. Standing on desks, chairs or other furniture is not permitted.

If such a task cannot be avoided and you are planning to use a ladder ask a member of the premises staff to help you to erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Never overreach. Try always to keep one hand free on the ladder to steady yourself. Your knees should be no higher than the top rung of the ladder.

Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails.

34. Water Hygiene in accordance with The Approved Code of Practice: Legionnaire's disease – The control of Legionella bacteria in water systems (L8)

Legionnaires Disease is caused by water borne legionella bacteria.

The disease is spread by the inhalation of contaminated water in the form of water droplets (aerosols). It is not passed from person to person, or spread by ingesting (swallowing) contaminated water eg. Watercourses, lakes, reservoirs, mains water

systems. It can be found in the silt and debris that can accumulate in storage tanks, etc. Problems occur when the bacteria multiplies within water systems.

To multiply, the bacteria need a source of food, a suitable temperature, environment and the time to multiply. Food sources within water systems can be found in the silt and debris that can accumulate in storage tanks, calorifiers, pipes, etc. and in other build ups of scale and corrosion.

The bacteria thrives within the range of 20 degrees centigrade to 45 degrees centigrade, multiplying most prolifically around the mid 30s. Below 20 degrees, the bacteria remain inactive. The bacteria cannot survive in temperatures in excess of 60 degrees centigrade. Given food and suitable temperatures, the bacteria will multiply and build up to potentially dangerous levels in areas where water stagnates. For example, in the pipes leading to unused outlets (taps), in dead-legs (where taps have been removed and the pipe capped off rather than removing the pipe), in over-sized water storage tanks, etc. Finally, the bacteria need a mechanism that will create an aerosol to carry them to their victim(s), for example spray taps, showers, splash back from a tap, spray from a cooling tower, etc.

The potential risk from legionella bacteria can be reduced by good water system design; good maintenance procedures; temperature control; flushing (or removing) underused outlets; eliminating the potential for aerosol formation; and through continual monitoring of the system.

The Site Resources Manager is responsible for ensuring an external contractor carries out the legionnaires risk assessment. Training will be provided on the Legionella Awareness course. If risks are insignificant and are being properly managed to comply with the law, the assessment is deemed as complete. The academy will review the assessment periodically.

If there are remedial actions, these will be noted in the 'written scheme of control' ie action plan. The scheme of control is held in the Premises Office

Records kept will include the 'appointed responsible person' for conducting the risk assessments, significant risk assessment findings and the results and date of any inspection, test or check carried out.

Records will be kept for at least five years.

35. Work Experience

The arrangements for Work Experience can be found in the academy's Work Experience Policy.

Work related learning describes a broad range of activities for students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

The academy has written policies clarifying:

- a) Objectives and responsibilities.
- b) Health and safety arrangements (including arrangements when hosting a placement).
- c) Use of only approved placements.
- d) Briefing/debriefing students before/after placements.

36. Control of diseases/contagions that can cause risk to health

The academy has a Control of Infections policy.

37. Off site (home)working

All staff who work from home undertake a working from home checklist any areas for concern are highlighted and followed up by the Business Office Manager.

Part 4 - Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the Health and Safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The following Key Performance Indicators have been identified:

- Fire Risk assessment has been completed or reviewed within the last 12 months or when significant change has been made to the site to warrant amended escape routes and procedures.
- Premises Health and Safety Evaluation Checklist has been completed or reviewed within the last 12 months and an action plan is in place;
- Health, Safety and Welfare Self Audit has been completed or reviewed within the last 12 months and an action plan is in place;
- Health and Safety Committee or Leadership Meetings with Health and Safety agenda item meets regularly, meetings are well-attended, minutes are taken and made available to staff. Actions are followed up and action plans arising from the above are considered.
- Accident numbers (both students and staff/adults) are monitored with commentary on all aspects of Health & Safety management including report against targets set being provided to the Local Governing Body for each of their meetings.