



Health & Safety Policy

Longford Primary Academy

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Longford Primary Academy			
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Health and Safety Policy

(This policy must be reviewed and amended in the areas identified by each Local Governing Board).

1. Introduction

1.1 Statement of Intent

The St. Bart's Multi Academy Trust (SBMAT) recognises and accepts its responsibility for providing a safe and healthy environment for all staff, pupils, visitors and contractors who may be affected by its operations.

SBMAT and Longford Primary Academy will take all reasonably practicable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 (HSAWA). We will strive to provide a safe and caring environment for all our children, staff and visitors.

1.1.1 The Law

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE) under HSAWA and all other relevant legislation.

Section 7 of HASAWA places a duty on all employees of SBMAT to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their health and safety.

1.2 Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the academy. The individuals and groups identified are expected to have read and understood all the relevant policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. All staff that receive a copy of the Health and Safety Policy will be asked to sign a record that states they have read and understood it.

The Local Governing Board (LGB) shares with the SBMAT overall responsibility for health and safety. The LGB and the Principal must comply with any direction given to them by the SBMAT concerning health and the safety of persons on the academy premises or taking part in any academy activities elsewhere.

1.2.1 The Trust will:

- Carry out annual visits with follow up visits six months after to discuss and review all health and safety matters.
- Provide strategic direction on the importance of health and safety across the organisation.
- Review all reported events to make sure best practice is reviewed and updated if necessary.

- Attend any meetings required with LGB or local authority inspectors.

1.2.2 The LGB will:

- Appoint a Member with responsibility for health and safety.
- Ensure health and safety has a high profile.
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the academy.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions, according to priorities within existing resources.
- Consult staff and provide training opportunities.
- Monitor and review health and safety.
- Report to the Trust any health and safety risks or issues that arise.
- Endorse and support the safety policies and procedures of SBMAT, and to assist SBMAT to discharge those responsibilities, which it holds as an employer.
- Ensure that risk assessments are carried out within the academy using SBMAT Risk Assessment Policy and risk assessment template.
- Ensure risk assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where all health and safety issues can be raised.
- Review on an annual basis, all accidents and incidents reported to identify trends.

1.2.3 The Principal will:

- Act as the responsible person (RP) for all health and safety issues throughout the academy.
- Develop a health and safety culture throughout the academy.
- Ensure that an adequately resourced organisational structure is in place to implement this policy.
- Day to day management of all health and safety matters in the academy in accordance with the Health and Safety Policy.
- Ensure staff are aware of their responsibilities.
- Update LGB members by submitting inspection reports.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Draw up health and safety procedures within the academy in line with the SBMAT policies & procedures.
- Ensure regular workplace inspections are carried out. {R. McMahon, S. Carter & A. Blackhurst}.
- Submitting inspection reports to the LGB.
- Identifying and facilitating staff training needs.
- Monitor effectiveness of procedures.

1.2.4 Staff with Special Responsibility

The following staff have special responsibility: Jenny Tipper & Robert McMahon

These job holders will be responsible for:

- Any duties assigned to them by the Principal.

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The co-ordination of the academy Health and Safety Policy in their own department or area of work, directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices, including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving any health, safety and wellbeing problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed on a regular basis for the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

1.2.5 All Staff will:

- Support the implementation of health and safety arrangements.
- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their health and safety at work.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incidents of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazards, unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and adhering to safe working procedures at all times.
- Not bring any electrical items into school from home unless the items are PAT tested.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Ensure as far as is reasonably practicable, that their classroom or work area is safe.
- Report shortcomings to their line manager.
- Read the relevant Health and Safety Policy along with any supporting documentation. All employees should then sign and date to indicate that he/she has done so. The following statement should be

used:

‘I have read the Academy Health and Safety Policy and understand my responsibilities within it. I have also been informed where to access all additional policies and risk assessments that support this policy and understand they are freely accessible for me to view.’

1.2.6 Volunteers

Volunteers have a responsibility to act in accordance with the academy policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

All volunteers should receive a health and safety induction to the site on their first day, they should also be made aware of any specific hazards relating to their area of work during their stay.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

1.2.7 Contractors

All contractors under academy control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the academy health and safety policy and not endanger pupils, staff or other visitors to the site.
- Jenny Tipper/Robert McMahon will be responsible for the co-ordination of the contractor activities on the site.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the principal, or by the contractor, in consultation with the principal.
- All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.
- Contractors must provide evidence that they have considered all health and safety matters relating to their work on site. This will include providing copies of Risk Assessments (RA), Method Statements (MS), Construction Phase Plans - to comply with Construction (Design and Management) Regulations 2015 (CDM2015) and any other relevant documentation applicable to the tasks being undertaken.

1.2.8 Visitors and Other Users

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in academy.

- All visitors to the academy must comply with the academy health and safety policy and

procedures.

- Principals must ensure that a suitable system is implemented whereby visitors are required to record their visit to the academy (visitor's book) and the time they leave. This should include all visitors to the academy, including Governors, Parents, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the academy premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident/accident occur involving a visitor it must be reported by following LGB procedures for reporting of accidents. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the Principal should contact SBMAT immediately on 01782 235523.

Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors record time of arrival and departure in the visitor book.
- Where applicable visitors are provided with and wear identification badges.
- Visitors are accompanied or authorised to enter the premises.
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
- Visitors report all accidents, incidents and near misses to the host.
- Visitors wear protective clothing that is supplied when necessary.

1.2.9 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, in line with academy standards.
- Observe all the health and safety rules of the academy and, in particular, the instructions given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through the academy website.

1.2.10 Lettings

The Principal will ensure that the hirer of the premises, for any event, is aware of his/her obligations under the academy/SBMAT health and safety policies where appropriate and the academy letting policy.

1.3 General Health and Safety Arrangements

- Smoking is not permitted anywhere on the academy site.
- When contractors are on site they are expected to follow academy safety procedures. The (Office Manager/Site Supervisor) will liaise with contractors as appropriate.
- A yearly check will be carried out by the Site Supervisor) and the health and safety representative of the Trust to monitor the upkeep of buildings and grounds.
- Appropriate training will be provided for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

1.3.1 Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise areas of need and to provide an action plan.
- All staff will carry out monitoring on a day to day basis.
- The Site Supervisor will monitor academy grounds and premises daily.
- The academy buys in to APT to complete health and safety audits. A copy of the latest audit is available from the main office.

2. Equipment

All work equipment will be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be

completed by a competent contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the academy. All employees will be expected to wear the PPE when operating the equipment.

3. Access Equipment (kick-stools, ladders, tower scaffolds and mewps etc.)

All access equipment must be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and or storage of the equipment.
- Training and use of the equipment.

Staff must never stand on any tables, chairs or make shift platforms for any working at height tasks.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written check (tower scaffolds and mewps will require specialist checks).

4. Curriculum - Use of Resources

Appropriate professional guidance must be followed with to regard to Science, ICT, Design and Technology, Art and PE. A copy of relevant guidance and risk management must be kept locally at the academy and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

Where no formal guidance or advice can be found, a risk assessment must be completed prior to the lesson.

4.1 PE Equipment

All internal and external PE equipment should be inspected by a registered and competent inspector every 12 months or sooner dependant on manufactures recommendations.

4.2 Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed on the school website and PE policy.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example for children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

4.3 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced then earrings and studs must be removed for PE. It is advisable to collect all such items prior to the lesson and store safely.

5. Manual Handling

The academy complies with the SBMAT Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

For further information, please refer to the SBMAT Manual Handling Policy.

6. Academy Building Access

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building. Children may use Nursery and Reception doors through the EYFS gate, KS1 classroom doors through the main gate and KS2 classroom doors/entrances through the KS2 playground gate. The gates are locked at 8.55 and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the academy office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be challenged and reported to the academy office.

7. Vehicles

Parents are requested not to bring their cars onto the academy site.

Parents collecting children who are injured or unwell should use the designated visitor bays. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the designated delivery areas as instructed by academy on arrival.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

8. Lone Working

The Academy complies with the SBMAT Lone Working Policy and completes risk assessments for any lone working scenario.

For further information, please refer to the SBMAT Lone Working Policy.

9. Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety. Upon arrival to site they should assess the current risk presented, if they determine there is a high risk that the intruders may still be present and the police are not yet in attendance, they should remain in a safe place until they arrive.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set. If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own wellbeing.

For further information, please refer to the SBMAT Site Security Policy.

10. Fire Safety

The academy must ensure that there is a sufficient number of trained fire marshals on the premises.

The Academy will ensure that a fire evacuation drill is completed at least once per term and record the event in the fire log book.

The fire log book will be kept up to date with entries for weekly fire alarm checks, fire door checks, monthly emergency lighting checks, fire extinguisher checks, contractor visits and any false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan (PEEP)).

The Principal/LGB will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

10.1 Evacuation Procedures

Each academy should have a clear and detailed fire evacuation plan showing escape routes, fire exits, meeting points, call points and fire fighting equipment. These should be located in all rooms/areas throughout the building and reviewed when necessary.

Evacuation procedures should be practised termly and reviewed annually or more regularly if appropriate.

For further details please see SBMAT Fire Safety Policy.

11. Supervision of Children

11.1 Academy Hours

Key Stage One

Morning Session 8.55 a.m. – 12.10 p.m. / Morning Break 10.25 a.m. – 10.40 a.m. / Afternoon Session 1.10 p.m. – 3.25 p.m.

Key Stage Two

Morning Session 8.55 a.m. – 12.30 p.m. / Morning Break 10.25 a.m. – 10.40 a.m. / Afternoon Session 1.20 p.m. – 3.25 p.m.

Children should not arrive at academy before 8.30 a.m.

11.2 Office Hours

The academy office is open during academy hours.

11.3 Duties

Members of staff will be around the school entrances to supervise children arriving to the academy. Doors are opened at 8.45 am.

At 3.25 p.m. the members of staff supervise the children leaving the academy.

At break times 2 members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

11.4 Lunch-Time Supervision

The Senior Supervisory Assistant is responsible for the organisation and management of lunch

times, and works with a team of Supervisory Assistants.

The Principal, Vice-Principal and SLT also provide support at lunchtime.

All staff have a collective responsibility at all times to support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

12. First Aid Provisions

The academy has trained first aiders – currently K Jones, A Radall, R Sherratt, C Hulme, L Hinton, J Philllips, L Wright, E Bradford & A Adams.

First aid and medical treatment is available in KS2 hall.

First aid kits are located at strategic points in the academy (staffroom & outside Principal's office) and portable kits are available for lunchtimes, PE lessons and academy trips and visits.

The contents of the kits will be checked on a half-termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information, please see the SBMAT First Aid Policy.

12.1 Administering First Aid

Academy first aiders are expected to take reasonable action as responsible adults, to deal with injuries that occur until, if necessary, professional medical treatment can be sought.

Disposable gloves should always be used when dealing with bodily fluids and then be placed in the medical bin.

First aid boxes for off-site activities are stored outside the Principal's office as well as other items required to be on hand during a journey.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a pupil receives a bump to the head that causes concern, parents will be contacted and given the options of (coming to the academy to check on, collect the pupil to seek further medical attention or leave the pupil to recover and return to class.)

A note should be made in Accident Books, which is kept in the KS2 hall and classrooms (forms are stored in the office), of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any pupil who goes home should be recorded as having done so and the class teacher informed. Accident slips should be sent home with pupils for each incident.

Accidents to staff must also be reported and a record kept in the Staff Accident Log, which is kept

in the office.

12.2 Medication

The academy follows DfES guidance on the dispensing of medicines within academy.

If a pupil requires prescribed medicines whilst in the academy, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the office. Once completed, these forms should be kept with the medication.

All medication should be stored safely either in the fridge or in the medicine box in the staffroom (KS2), reprographics room (KS1) or locked cupboard outside Principal's office.

All medication, except inhalers, must be recorded when taken on the appropriate 'Administration of Medicines/Treatment' Form, which is kept with the medication.

12.2.1 Off Site Visits

The academy follows the Academy Educational Visits policy (adopted from SCC).

Further information can be found within this policy.

It is the responsibility of the class teachers to ensure children have access to inhalers/medicines on any off-site visits.

12.3 Allergies

Information about children who suffer from an allergy will be published in their individual care plan which are stored on the school server (paper copies are stored with medication in class first aid boxes.) All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The academy has identified those able to administer adrenaline via an Epi Pen where necessary.

12.4 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow HSE guidance on advice / reporting of diseases available at <http://www.hse.gov.uk/pubns/edis1.htm>

12.5 Head Lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

13. Staff Health and Welfare

13.1 Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

13.2 Working at Height & Manual Handling

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. Step ladders are available for use and are stored in the electric cupboard. Stepladders should only be used by trained staff members and must be inspected and tagged to show they are safe for use. Pre-use checks should always be carried out by the user.

Guidance can be found on the HSE website at <http://www.hse.gov.uk/work-at-height/index.htm>

Both staff and children should take care when moving or lifting equipment. If in doubt, seek help.

All staff must be provided with training and information on safe manual handling techniques and refresher training at regular intervals.

Guidance can be found on the HSE website at <http://www.hse.gov.uk/msd/manualhandling.htm>

For further information please see the SBMAT Working at Height Policy and SBMAT Manual Handling Policy.

13.3 Violence

Staff should always take steps to minimise the possibility of violence in the academy.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

13.4 Display Screen Equipment (DSE)

All staff that are defined as a 'user' of DSE will have to complete a DSE Assessment. Any issues raised following the DSE should be acted on accordingly by the LGB.

For further information please see the SBMAT Display Screen Equipment Procedure.

HSE guidance can be found at <http://www.hse.gov.uk/msd/dse/>

14. Off Site Activities

Any visit off site must be approved by the Principal.

The Educational Visits Co-ordinator (EVC) for the academy is Louise Lawrence.

All off site activities must have a suitable and sufficient risk assessment completed.

For any visit to take place off the academy site, a letter home requesting permission is required. At the beginning of each academic year parents are asked to sign a form giving their permission for visits within walking distance of the academy. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who are travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil/adult ratio recommended by the relevant authority or an insurance policy for the activity must be met.

All staff that either drive the school minibuses or their own vehicles for school/business use should complete a Driver Declaration Form. Staff using their own vehicles must also provide valid proof of insurance that covers this use and a valid MOT certificate. All staff should be aware that using their own vehicle to attend other schools or courses etc., will need to have business cover on their insurance policy.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the academy will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Pupils should not sit in the front seats of the coach, the centre back seat or by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still, not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible: Plastic gloves, First Aid Kit (containing an official list of adults and children in the party, plus the academy name and telephone number), drinking water/beaker, paper towels/tissues and sick bags.

NB: Class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

15. Accident Reporting

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the Office Manager and sent to SBMAT.

All incidents must be recorded in the accident book, which is stored in the office.

Where these are reportable under RIDDOR (see <http://www.hse.gov.uk/pubns/edis1.htm>) the academy should complete the appropriate report and inform the Trust directly with details of the incident.

The Accident book should be regularly reviewed to:

- Identify where accidents seem to part of a trend that needs to be addressed.
- Identify any measures that could be taken to reduce either frequency or impact of such accidents.

16. Critical Incidents

The academy follows the SBMAT Critical Incident Plan, please refer to this plan for further information.

17. Control of Hazardous Substances

All substances that may be considered hazardous to health must be assessed.

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these products must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous products onto the school site, unless prior permission has been sought and a COSHH assessment has been completed.

The academy follows the SBMAT COSHH Procedure, please refer to this procedure for further information.

18. Asbestos

The academy should have either an asbestos register or evidence proving there is no Asbestos Contain Materials (ACMs) on site, which is located the office store. All contractors must be shown this register before work commences.

Academies that have confirmed ACMs on site must record the location, condition and type of ACMs within the asbestos register and outline the roles and responsibilities for managing it within an asbestos management plan.

Each academy should prioritise the risk of disturbing ACMs and factor this into the maintenance and works schedule, ensuring that works to remove areas of high risk are prioritised at the earliest opportunity.

Any damaged or suspected damage to asbestos should be reported to the Principal who will contact the relevant people and companies immediately.

19. Legionella

The school has a legionella survey, which is located the office store. The site supervisor is responsible for ensuring that any monthly temperature checks are completed and that weekly flushing records are completed. Further information about legionella can be obtained on the HSE website <http://www.hse.gov.uk/legionnaires/>

20. Violence

The school follows the SBMAT policy for violence at work. For further information please refer to the SBMAT Violence at Work Policy.

21. Risk assessments

Risk assessments are completed for any identified risks in accordance with the SBMAT Risk Assessment Policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident.

For further information, please refer to the SBMAT Risk Assessment Policy.

22. Training and Records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

23. Maintenance

SBMAT will assist any academy in the Trust with their preventative, statutory and reactive maintenance requirements where needed.

Each site should have a maintenance schedule in place that covers all servicing and inspections required. The maintenance schedule should specify the following:

- The service aspect.
- The service requirement.
- If the service requirement is statutory or recommended.
- The frequency of maintenance/checks.
- Who carries out the service/inspection.
- The relevant legislation.

SBMAT will create a 2 yearly maintenance plan across the whole estate to include statutory maintenance and improvements.



THE ST. BART'S
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