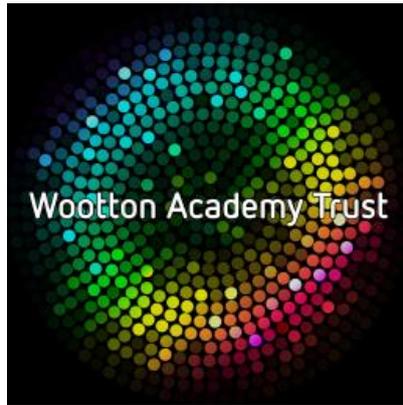


# Wootton Academy Trust



## Health & Safety Policy

- a) This policy applies to all academies managed by Wootton Academy Trust [WAT]
- b) This policy was agreed by the Finance & General Purposes Committee on 10th December 2013
- c) This policy was adopted by the WAT board on 18 October 2018
- d) This policy was reviewed by Board of Directors in February 2021

### **Contents**

- Part 1: Statement of Intent of Health, Safety and Welfare
- Part 2: Organization and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare
- Part 4: Monitoring and Review

To comply with the Health and Safety at Work etc. Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of their general policy with respect to the health and safety at work of their employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of their employees.*

# **PART 1**

## **STATEMENT OF INTENT OF HEALTH, SAFETY AND WELFARE**

1. The Directors of WAT are committed ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in academy activities. They recognize also their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by academy activities.
2. The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of academy management any health and safety problems of which they are aware.
3. Directors, Local Governors and Heads of Academy (School or College) will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable, ensure:
  - the academy/workplace is in a safe condition;
  - a safe working environment;
  - safe systems of work;
  - safe plant and equipment;
  - safe access and egress to all areas of the academy;
  - the safety of articles and substances for use at work and in academy;
  - sufficient instruction and training supervision.
4. In support of the above, Directors, Local Governors and Heads of Academy will ensure an adequate process for all necessary risk assessments for the academy to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the Trust's H&S procedures.
5. Directors wish to encourage the recognized trade unions to exercise their legal rights to appoint safety representatives at the academy, as provided for in the Health & Safety at Work etc Act 1974. Directors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.
6. Our aims are to promote a positive health and safety culture within each academy, working towards the *"don't walk by"* approach, where all employees will stop and immediately deal with any health and safety issue either themselves or by informing the relevant parties.

7. The significant risks we have on our academy sites include vehicles in the car parks, PE and gym activities, machinery in the Design Technology workshops and chemicals and equipment in the Art and Science Departments. All "high risk" departments have their own health and safety policy and risk assess their activities.

## **PART 2:**

# **ORGANIZATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE**

The following H&S organizational structure, and roles and responsibilities are approved by the Directors and Heads of Academy of Wootton Academy Trust.

Overall responsibility for health & safety rests with the Board of Directors, assisted by the board's Finance Committee. Day to day executive responsibility rests with the Head of School at Wootton or the Head of College at Kimberley or in their absence with their Deputies.

### **1. The Board of Directors**

Overall responsibility for Health and Safety rests with the Board of Directors, assisted by the Finance Committee. The Board of Directors approves the H&S Policy of the Trust and monitors its successful implementation. The Board of Directors further ensures, as administrators of the Trust's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Board of Directors, through the Local Governing Bodies (LGBs), will specifically:

- 1.1 include Health and Safety targets in academy improvement plans; targets may include:
  - provision of facility for health and safety purposes;
  - Reductions in accidents/incidents;
  - Training for Directors/staff;
  - Revision of policy/procedure.
- 1.2 nominate a Director (H&S) to act as an H&S link between the Directors, LGBs and the wider academy communities, who will stay up to date with Trust H&S initiatives and update the Directors accordingly;
- 1.3 ensure that H&S is an agenda item on a LGB meeting on a termly basis and receive an exception H&S report from a LGB, Director responsible for H&S or Heads of Academy at the first available meeting of the Trust Board or its Finance Committee. In addition, an annual report should include information on:
  - progress of the H&S targets in the academy's Improvement Plan;
  - accident/incident analysis;
  - suggestion on future H&S initiatives.
- 1.4 facilitate any necessary review of the Trust's H&S policy and procedure as may become apparent via the strategies above.

## **2. Local Governing Boards**

Local Governing Boards are responsible for ensuring that the Trust's policy is implemented in their academy.

The Board of Directors, through the Local Governing Boards (LGBs), will specifically:

- 2.1 ensure Health and Safety targets are in the academy improvement plan;
- 2.2 ensure that H&S is an agenda item at LGB meetings on a termly basis and provide an exception H&S report to the Trust, via the Heads of Academy. In addition, an annual report for the board should be approved including information on:
  - progress of the H&S targets in the academy's Improvement Plan;
  - accident/incident analysis;
  - suggestion on future H&S initiatives.
- 2.3 facilitate any necessary review of the Trust's H&S policy and procedure as may become apparent via the strategies above.

## **3. Heads of Academy (School or College)**

As the Senior Leader for the premises, and of all on and off-site academy related activities, the Head of Academy is responsible for the day to day management of H&S.

The Head of Academy will escalate any H&S issue where the support or intervention, of the Executive Principal, or Directors either via system or finance, is necessary and appropriate in order to effect the requirements of this policy.

In particular, the Head of Academy will ensure that:

- 3.1 the contents of this policy are brought to the attention of all relevant persons;
- 3.2 a process for risk assessments is applied within the academy, and that:
  - all appropriate areas/activities are covered (as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the academy);
  - appropriate control measures are implemented, and that
  - assessments are monitored and reviewed as necessary
- 3.3 there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- 3.4 appropriate staffing levels for safe supervision are in place;
- 3.5 an adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - the fabric of the building
  - equipment

- fire appliances
- boiler/heating systems
- portable electrical appliances
- water systems
- first aid/medical facility and equipment
- estates staff equipment
- curriculum specific e.g. gymnasias and fume cupboards

3.6 an adequate needs analysis of H&S training is undertaken for academy staff, and sufficient resources are put in place to ensure appropriate training is carried out; appropriate training may include:

- Head of Academy & Senior leadership H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole academy community
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and handling
- Working at heights
- Critical incident (lockdown)
- Any further specific H&S training identified by the training needs analysis as being necessary and appropriate

3.7 adequate and easily retrievable health and safety training records are available and up to date.

3.8 the Trust secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations;

3.9 a termly H&S report is provided to the Local Governing Board and where necessary the Directors;

3.10 an Educational Visits Co-ordinator is appointed and trained accordingly;

3.11 contractors and other authorized visitors to Trust sites are appropriately managed and monitored;

3.12 appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents;

3.13 emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly;

3.14 the fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape;

3.15 an appropriate Deputy is suitably instructed to take day-to-day responsibility for H&S in the absence of the Head of Academy.

The Head of Academy may delegate functions to other or single members of staff (e.g. an H&S Co-ordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with.

The Head of Academy will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

#### **4. Health & Safety Coordinator (HSC)**

The Head of Academy may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organization & management of the academy, and report to the Principal accordingly.

Specific functions of the H&S Coordinator may include:

- 4.1 having an overview of the Trust's H&S Policy and Arrangements, bringing amendments to the attention of the Head of Academy where necessary;
- 4.2 overseeing & supporting the Trust's Risk Assessment/Risk Management process and advising the Head of Academy of any deficiencies;
- 4.3 carrying out, with the Principal and others as appropriate, the trust's accident/incident recording, reporting, and investigation arrangements;
- 4.4 arrange for termly evacuation drills and weekly fire alarm tests etc.;
- 4.5 advising the Head of Academy of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimize the risk until repairs can be arranged;
- 4.6 arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 4.7 co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered;
- 4.8 reporting to the Head of Academy any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;
- 4.9 liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

#### **5. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Head of Academy for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 5.1 the Trust's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly;
- 5.2 all accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the trust's procedure;
- 5.3 all persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency;
- 5.4 any equipment/appliance which has been identified as being unsafe is removed from service;
- 5.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Head of Academy, and a report to the Head of Academy is provided where necessary;
- 5.6 the H&S training needs of staff are identified and the Head of Academy informed accordingly;
- 5.7 staff are properly consulted on any matters that may affect their health or safety whilst at work;
- 5.8 new transferred and temporary staff receive appropriate H&S induction training;
- 5.9 first aid provision is adequate;
- 5.10 pupils are given relevant H&S information and instruction;
- 5.11 the following Head of Departments shall ensure compliance with the following guidance:
  - Science - CLEAPSS
  - Design & Technology - BS 4163 2000 Health & Safety for Design & Technology in Schools and Similar Establishments, Code of Practice
  - Physical Education - British Association of Advisors and Lecturers in Physical Education (BAALPE), Safe Practice in Physical Education

## **6. Teaching Staff (including supply)**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 6.1 effective and appropriate supervision of the pupils that they are supervising;

- 6.2 that appropriate safety instructions are given to all pupils prior to commencing practical sessions;
- 6.3 that they are conversant with the trust's H&S Policy and any arrangements specific to their own department;
- 6.4 they know the emergency procedures;
- 6.5 where relevant, that all personal protective equipment is suitable and in good condition prior to issue;
- 6.6 that, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;
- 6.7 that they report any defective equipment to the relevant person;
- 6.8 all accidents and incidents are reported and reviewed or investigated;

## **7. Estates Staff**

The Estates team is responsible to the Financial Lead, and in particular will ensure:

- 7.1 the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 7.2 that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger and / or reported to the HSLO;
- 7.3 that periodic H&S inspections are carried out at a timescale agreed by the Head of Academy, paying particular attention to the building structure, services, access to/egress from the academy, and the main circulation areas - these may be carried out with others such as directors, H&S Co-ordinator etc.;
- 7.4 that persons they supervise only undertake work for which they are competent;
- 7.5 that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 7.6 that all staff work in accordance with safe working practices issued by the academy;

## **8. All Staff (including temporary & volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the academy to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 participate in the Trust's risk assessment process and comply with findings;

- 8.2 report any defects in the condition of the premises or equipment of which they become aware to the Health and Safety Co-ordinator;
- 8.3 report all accidents/incidents in accordance with the Trust's procedure;
- 8.4 be familiar with the procedure to be followed in the event of a fire/emergency;
- 8.5 make use, where relevant, of personal protective equipment provided for safety or health reasons;
- 8.6 to follow all relevant codes of safe working practice and local rules;
- 8.7 to report any unsafe working practices to their Line Manager.

## **9. Pupils**

All pupils are required to take care of their own safety and health whilst at the academy and that of others who may be affected by their actions, in particular to:

- 9.1 follow academy rules;
- 9.2 take part in all fire drills;
- 9.3 use equipment as directed by their teachers;
- 9.4 wear PPE as required in practical lessons;
- 9.5 behave in a safe way at all times;
- 9.6 take extra care around buses on the academy site;
- 9.7 report to a member of staff all accidents and anything that they see that may be unsafe.

## **PART 3:**

# **ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

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

### **1. Fire Precautions & Procedures (and other emergencies)**

The Trust follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. Termly Health & Safety and fire inspections are made by the Estates Manager and a Director where appropriate.

All rooms in the academy have Fire Evacuation notices which give clear direction of what needs to be done if the fire alarm sounds. Please refer to the Fire Safety Folder held on Reception and Fire Risk Assessment for full details concerning fire procedures. All staff receive fire awareness training via the online system (Smartlog) followed by nominated fire marshals being further trained for additional duties in the event of a fire or evacuation.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms are tested weekly by the Estates team. Any staff member unable to hear the alarm must report it to the Head of Academy or Health and Safety Co-ordinator.

The Fire Evacuation Drill will be carried out termly and organized by the HSC or other as appropriate.

Staff are required to report any defects or missing fire-fighting equipment to the HSC or other immediately.

Fire exits, routes and firefighting equipment must not be obstructed at any time.

### **2. Accident Reporting, Recording & Investigation**

Following an accident in a Trust academy or on an academy trip, an injury form is completed by the teacher responsible for the lesson, leader of the trip or by the adult who saw the accident.

Academy pupils can report any issues to any member of staff, and are briefed in assembly on their responsibilities:

- at Wootton, forms can be obtained from the Main Office and once completed returned to the Estates Manager for input onto the AssessNet system.

If the incident or injury falls within the RIDDOR regulations this will be reported via the online portal.

- at Kimberley, forms can be obtained from reception and once completed returned to the Estates Manager for input onto the AssessNet system.

Please see Appendix A guidance from RIDDOR on what must be reported and the timeline for doing so.

### **3. Asbestos**

Wootton's Asbestos Log Book is kept in paper form by the Estates Staff.

Where asbestos is discovered, the area must be sealed off and the Estates Manager will contact the Trust's specialized consultant.

Estates staff are aware to take specific care when drilling etc. in the older parts of the building.

All contractors shall be referred to the Asbestos Log Book before commencing work.

Kimberley College is a newer building constructed after 1999 so therefore does not contain asbestos.

### **4. Contractors**

Where construction or maintenance work is being carried out on the site the Directors and Head of Academy will agree with the contractors or service providers that appropriate Health and Safety plans are in place, where required, this will include a detailed R&D survey of areas disturbed.

Constructors or service providers will be made aware of the Health and Safety Policy in place at Wootton Academy Trust and will be required to integrate the requirements of the policy into their safety plans.

A pre-start meeting will be held between representatives of the Wootton Academy Trust and the contractor/service provider before any works commence to confirm specific health, safety and welfare issues applying to the works to be carried out.

Where works fall within the scope of the Construction, Design and Management (CDM) regulations 2015, the Directors and Head of Academy will co-operate with the Constructor/Service Provider and their appointed safety co-ordinator.

The Directors and Head of Academy will also ensure that the Contractor/Service Provider update WAT with respect to safety on completion of the works and conduct an appropriate handover.

## **5. Curriculum Safety**

All "High Risk" departments have their own Health & Safety Policy and have risk assessments available for all activities. Departments include Science, Design Technology, PE and Art.

Risk assessments should be included in each lesson plan where activities are being undertaken.

## **6. Medication**

Pupils should not keep any medication on their possession. The exception to this is an inhaler for asthmatics. Parents must complete a medical form that has details about the medication for their child:

- at Wootton, the forms are kept in the Student Centre with the medication. A record is kept each time a pupil uses their medication. These details are kept in the Student Centre;
- at Kimberley the records are kept in the main administration office.

## **7. Electrical Equipment**

Fixed electrical inspections are undertaken every five years.

Portable Appliance Testing is undertaken annually.

Defects are dealt with through repair or replacement.

Staff members report any faulty equipment to the Estates Manager who will then decide whether it is an issue for the Estates staff or whether a contractor is required.

All electrical works are undertaken by suitably qualified contractors.

## **8. Gas Safety**

Staff working in areas where a gas supply is in use i.e. at Wootton in Science, Food, Technology, Design and Technology, and Catering shall ensure that the gas supply is switched and locked off when not in use and that the gas supply is isolated in the event of an emergency.

## **9. First Aid**

We have **14** members of staff qualified with the full First Aid at Work qualification. They undergo refresher training every 3 years and kept up to date with first aid regulations.

In Wootton the main first aid boxes are in Guidance and in the Estates Team office (for out of academy hours). There are also first aid boxes in Technology, PE area, Science and the Student Centre. These are regularly checked by the Heads of Departments/Lead First Aider and are stocked with a variety of dressings.

In Kimberley the main first aid boxes are in the Main Reception, Science Prep Room, Careers Office, Engineering and First Aid Room. These are regularly checked by the Heads of Departments/Lead First Aider and are stocked with a variety of dressings.

If a pupil or member of staff has to go to hospital and a parent/carer/family member cannot be with them, a first aider or staff member attends the hospital until a member of the family arrives.

## **10. Glass & Glazing**

Regular inspection of glass is undertaken as part of the Health & Safety check. If a door or window has a cracked pane, safety film is placed over it until full repair can be made. In the event of a piece of glass being shattered, the area may need to be boarded up before it is replaced.

## **11. Hazardous Substances**

Each department that uses hazardous substances is responsible for keeping their own COSHH file. This should contain:

- an inventory of what is stocked in that department
- Safety Data Sheets (where required)
- a set of appropriate Hazcards
- a COSHH risk assessment if required

All tasks that require the use of a hazardous substance must be risk assessed and a safe working practice must be adopted.

Where pupils are using hazardous substances the teachers are responsible for their safe working practices.

## **12. Health and Safety Advice**

WAT uses Cousins Safety Ltd as the Trust's competent H&S person where necessary. Estates staff have attended courses regarding working with ladders/towers, legionnaires disease and general health and safety.

The Trust's Educational Visit Co-ordinators have attended a course run by the University of Bedfordshire.

## **13. Housekeeping, cleaning & waste disposal**

The Estates Team keeps the site as clean as possible, with the support of both in-house and externally contracted cleaners.

Internal bins are emptied on a daily basis. External bins are emptied twice daily. The site is also litter-picked.

- At Wootton the main skip is emptied on a twice weekly basis, Tuesdays and Fridays.
- At Wootton the recycling skip is emptied a weekly basis, Wednesday morning.
- At Kimberley skips are emptied weekly.

Large skips are obtained when necessary in academy holidays to do any large clearing tasks.

In the event of snow up to a week's supply of grit/salt is kept at each academy and snow shovels are available;

- At Wootton there is a snow plough and gritter.
- At Kimberley a local gritting company is on-call if required.

#### **14. Handling & Lifting**

There are physically disabled pupils at our academies.

Estates staff are aware of the need not to overload themselves or barrows when moving goods and supplies.

At Wootton a pump truck is available to move heavy items.

Manual handling training is provided to Estates staff and anyone else deemed necessary.

#### **15. Lettings / Shared Use of Premises**

Lettings are agreed following completion of the academy's letting form. For lettings out of academy hours, the academy provides a telephone contact number in case of emergency with the on-duty member of the Estates Team.

#### **16. Lone Working**

There are occasions when Estates staff are alone in the building. Procedures are in place to prevent high risk activities taking place during this time and to ensure that staff sign in and out, as well as carrying works mobile phones.

#### **17. Maintenance / Inspection of Equipment**

All equipment is maintained and inspected according to HSE guidelines and following our PPM schedule.

#### **18. Monitoring the Policy**

The Directors may assist with the process. The Directors receive exception reports, as necessary, to ensure matters are escalated expediently when required.

## **19. Personal Protective Equipment (PPE)**

PPE is provided to pupils and staff where necessary by the subject department if it is required for use in a curriculum lesson.

It is the responsibility of the department concerned to ensure that all PPE is clean and maintained to the appropriate standard.

## **20. Supervising Social Time**

Our academies have staff on duty during social times to supervise pupils. Each academy assesses the nature of supervision required with greater supervision in place for pupils below Sixth Form age.

- At Wootton, there are staff on duty to supervise pupils at both break and lunch time, as well as by the buses at the start and end of the academy day;
- At Kimberley supervision is completed on a Rota basis monitored by the Head of Academy;
- At Wootton, the school bell signals is sounded in the event of an issue at either the front or back of academy to alert all staff that their presence is required;

At Wootton, accidents are dealt with by alerting the Main Reception who will in turn contact a first aider and senior staff if required;

At Kimberley, accidents are dealt with by alerting the Main Reception who will in turn contact a first aider and senior staff if required.

## **21. Reporting Defects**

All hazards should be reported to the Estates Manager who will arrange for remedial work to be undertaken.

There is an online reporting portal via the staff intranet or an email can be sent. Pupils can report issues to any member of staff, they are informed both through assemblies and posters in their form room.

## **22. Risk Assessments**

General risk assessments at WAT academies are arranged by the Estates Manager under the direction of the Executive Principal or Finance Lead and completed by the appropriate person.

All subject specific risk assessments must be completed and stored by the head of department.

Best practice that should be undertaken is for all teaching staff to include a risk assessment as part of their lesson plan for any lesson with a practical element.

The Estates Manager under the direction of the HR department is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by the Head of Academy. A copy is emailed to the member of staff and one copy is kept in their personnel file. These are updated every term for health issues.

### **23. Academy Trips/ Off-Site Activities**

WAT has an Educational Visits Co-ordinator (EVC) who oversees all trips.

All trips are logged on Evolve which is checked by an independent advisor if the trip is adventurous, residential, involves visiting London or is near water margins.

Completed Parental Information and Consent forms must be obtained from parents/carers before any pupil is allowed to attend a trip. A field file containing all relevant information must remain in the academy with the appointed Local Point of Contact.

The ratio of staff to pupils is usually 1:15 + 1. In certain circumstances this may be relaxed to 1:20 + 1 at the express permission of the EVC and Head of Academy.

### **24. Academy Transport**

The Trust's minibuses may only be driven by staff who have passed the MIDAS driving test (which is valid for 5 years), and D1 classification depending upon the size of the minibus.

Before a test is taken, driving licences are checked for any offences that would prevent them from driving the minibuses.

Drivers licenses are to be made available on request at regular intervals for checking.

Minibuses are booked using the diaries in the staffroom. Keys are kept securely by the site agents. All pupils must wear seatbelts and stay in their seats.

### **25. Smoking**

The Trust has a no smoking policy and its academies are no smoking sites.

### **26. Staff Consultation**

Staff have access to the Trust's internal reporting system for Health & Safety.

There are two staff directors appointed to each of the LGBs.

Each academy's student council is able to pass items of concern to the Executive Principal and/or Finance Lead through their Head of Year.

## **27. Staff Health & Safety Training and Development**

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy.

The policy is also available on the wall in the staffroom.

Heads of Department explain H&S issues concerning their department.

We run an annual Health and Safety refresher session on one of the training days and also include information for new members of staff.

## **28. Staff Well-Being / Stress**

Our academies use the Occupational Health & Personnel Services of EPM Limited.

## **29. Supervision (including out of academy learning activity/study support)**

Teachers do not leave pupils below Sixth Form age unattended in the classroom.

At break and lunchtimes, a robust system of supervision is in place in academies with pupils younger than sixth form age.

After hours, all pupils below sixth form age who remain on the academy's site or are engaged in an activity organized by the academy off-site must be supervised by a member of staff at all times.

## **30. Use of Display Screens**

All staff considered to be 'DSE users' will be required to complete online DSE training and to complete a risk assessment on line following the training.

Any member of staff who is deemed a DSE user is entitled to a free eye test every two years.

The Trust will reimburse essential and regular users with the cost of an eye test upon production of a receipt.

If glasses are required specifically for Display screen use, the academy will pay up to a maximum of £40 towards the cost. Our chosen optician is Specsavers.

## **31. Vehicles on Site**

Deliveries are requested outside the main entry and exit times of pupils.

At Wootton:

- staff members supervise the exits at the end of the academy day;
- academy buses and taxis are the only vehicles allowed on site between 2.30 and 3.10pm
- the Main Entrance gate is supervised by the Estates Team to ensure that buses and taxis are able to gain access to the academy.
- parents/carers collecting pupils in cars may wait for them on the road outside the academy, or come onto academy site after 3.10pm when the buses and taxis have left.

### **32. Violence to Staff / Academy Security**

All visitors entering the site must sign in at reception and if required provide valid identification to the receptionist. CCTV is in place to monitor the site for security, welfare and safeguarding purposes. If there is an intruder on site, the SLT will ensure that the police are alerted.

### **33. Working at Height**

Staff from the Estates Team, Performing Arts Dept and Network Office have received appropriate PASMA training.

The working platform is labelled accordingly and serviced every 6 months.

All Working at Heights activities will be risk assessed prior to them taking place.

Staff from the Estates Team, Performing Arts Dept and Network Office have received appropriate PASMA training.

### **34. Critical Incident and Business Continuity Planning**

The Trust has a critical incident procedure in place to ensure business continuity which is regularly reviewed.

Incidences of pandemics, causing regional or national lockdown are risk assessed in line with Government guidelines. The approved risk assessment is monitored and reviewed accordingly, using the advice of the Trust's Health and Safety Competent Person, Sherryl Cousins.

## **PART 4**

### **MONITORING AND REVIEW**

The Health and Safety Policy will be reviewed every two years or earlier if required due to a change in circumstances, and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the site.

The review will involve pupils, staff, Local Governing Boards and the Board of Directors.

Heads of Academy will ensure that risk assessments are reviewed every two years or sooner, especially after an incident or accident.

Heads of Academy and Board of Directors will implement all Health and Safety precautions required by law and those advised procedures required by Local Government.