

DUDLEY ACADEMIESTRUST

Health and Safety Policy

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Contents

Health & Safety Declaration	5
Trust Health and Safety policy Statements	6
Trust Policy Statement.....	6
Academy Policy Statement.....	6
Legislation.....	7
Roles and Responsibilities.....	8
Chief Executive.....	8
The Board of Trustees.....	8
Local Advisory Committee	9
Principal	9
Academy Senior Leadership Team.....	10
Curriculum Leaders.....	10
Health and Safety Coordinator	11
Teaching Staff	11
Technicians / Associate Staff / Non-teaching Staff.....	12
Learners.....	12
Contractors.....	12
Competent Person	13
Information for Staff	13
Health and Safety Committee.....	14
General Arrangements to Establish, Monitor, And Review Measures Needed to Meet Satisfactory Health and Safety Standards.....	15
Environmental Statement.....	15
Safe Behaviour	15
Maintenance of Safety Records.....	15
Health and Safety File	16
Safety Review, Monitoring, And Evaluation Procedure.....	17
Accidents	17
Procedure and Reporting.....	17
Recording an Accident.....	18
Reporting to the Health and Safety Executive.....	18
Lone Workers.....	19
Staff.....	19
Risk of violence.....	20

Communication	20
Emergency Procedures	20
Access and Egress	20
Guidance for Key Holders Attending Alarm Calls after Hours:	20
What to Take.....	20
Risk Assessment.....	21
What to Check.....	21
Unacceptable Lone Worker Activities.....	21
One-To-One Lessons	21
Learners.....	22
Building and Site Maintenance.....	22
Site Security.....	22
Lettings	22
Violence at Work.....	23
Smoking.....	23
Fire Safety and Evacuation Procedures.....	23
Emergency Procedures.....	23
Emergency Communications.....	23
How the Academy Communicates with Parents/Families/Carers and Learners during an Emergency.....	24
Health and Safety Training.....	24
Workplace Safety.....	24
Infection Prevention and Control	25
Handwashing	25
Coughing and Sneezing	25
Personal Protective Equipment (PPE).....	25
Use personal protective equipment to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment. Cleaning of the Environment.....	25
Cleaning of Blood and Body Fluid Spillages.....	25
Laundry.....	26
Clinical Waste.....	26
Animals	26
COVID-19 Management.....	26
Learners Vulnerable to Infection.....	27

Pandemics	27
Exclusion Periods for Infectious Diseases	27
New and Expectant Mothers	28
Display Screen Equipment (DSE)	28
Working at Height.....	30
Manual Handling.....	31
Machine Maintenance.....	31
Control of Substances Hazardous to Health (COSHH).....	32
Gas Safety	33
Electrical Safety	34
Hot Works.....	35
Legionella	35
Asbestos	36
Occupational Health Services and Managing Work-Related Stress	36
Policy and Procedures for Off-Site Visits	36
Selecting and Managing Contractors	37
Security	37
Risk Assessment.....	37
Appendix 01: Contractor Pre-Work Checklist.....	38
Appendix 02: Asbestos Permit to Work	41
Appendix 03: Hot Works Permit	42
Appendix 04: LV/HV Electrical Equipment Permit to Work	43
Appendix 05: Accident / Incident Report Form	44
Appendix 06: Monthly Fire Safety Checklist.....	48
Appendix 07: Recommended Absence Period for Preventing the Spread of Infection.....	49
Appendix 08: Supporting Documentation for Health and Safety for Off-site Visits	52

Health & Safety Declaration

I have read the following Health and Safety policy and I am aware of my obligation to ensure the Health and Safety of our learners, staff, visitors, and other persons as may be present from time to time.

As an academy within Dudley Academies Trust, we will adopt a planned and systemic approach to the local implementation of the Trust health and safety management standards through this declaration and we will:

- Plan for health and safety within our academy improvement planning activity.
- Ensure relevant safety actions are included during the staff appraisal process.
- Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- Review all progress against our plans and take appropriate action, reporting regularly to the Local Advisory Committee.
- Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence, or the negative aspects of stress.
- Assess and control risks to all academy staff.
- Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members or place prominently in an area accessible to all.

Signed.....
(Principal)

Date.....

Trust Health and Safety policy Statements

Trust Policy Statement

The following statement sets out the health and safety objectives for Dudley Academies Trust (referred to as “the Trust”) with the aim of ensuring best practice in the management of health and safety.

Dudley Academies Trust

- Will take all reasonable steps to provide safe and healthy conditions for learners, staff and others who may be affected by its activities
- Will take all reasonable steps to ensure compliance with all relevant health and safety legislation
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- Expects all staff and learners to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- Is committed to providing the necessary information, instruction, training, and supervision to staff and learners where applicable
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively
- Is committed to regular evaluation and review of its Health and Safety policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances
- Will collect, monitor and report on the occurrence of staff incidents across the Trust and in its academies and of all first aid related incidents
- Will set out full details of the organisation and arrangements for the management of health and safety in the Trust, in separate documents

Academy Policy Statement

The following statement sets out the health and safety objectives for [insert name of academy] with the aim of ensuring best practice in the management of health and safety.

[Insert name of Academy]

- Will take all reasonable steps to provide safe and healthy conditions for learners, staff and others who may be affected by its activities
- Will implement the Trust Health and Safety arrangements within the Academy
- Will take steps to ensure compliance with all relevant health and safety legislation
- Accepts its responsibilities with regard to health and safety and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained

- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- Expects all staff and learners to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- Is committed to providing the necessary information, instruction and training to all staff and learners where applicable
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised Trade Unions to enable them to carry out their duties effectively
- Is committed to regular evaluation and review of its Health and Safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances
- Will collect, monitor and report on the occurrence of staff incidents across the Trust and in its academies and of all first aid related incidents
- Will set out full details of the organisation and arrangements for the management of health and safety in the academy, in separate documents

Legislation

This policy is based on advice from the Department for Education on [health and safety in academies](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards staff and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their staff
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The academy follows [guidance published by the UK Health Security Agency](#) when responding to infection control issues, and [Actions for Schools During the Coronavirus Outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

Health and Safety is everyone's responsibility, and all members of the academy community should be continually aware of their own health and safety and the safety of others. It is also everyone's responsibility to notify the relevant person of any health and safety issues and to remain vigilant while on academy premises.

Chief Executive

The Chief Executive has a legal responsibility, for ensuring that the Trust complies with all relevant health and safety legislation and for:

- Ensuring that the Trust has a general policy on the management of health and safety and that this policy is communicated to all staff.
- Ensuring that appropriate systems and procedures are in place to secure effective implementation of that policy.
- Ensuring adequate financial resources are made available to deal with health, safety, and welfare requirements.
- Ensuring effective monitoring systems are in place and are systematically applied.
- Reporting on health, safety, and welfare matters, as part of the annual review, to the Trust

The Chief Executive also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Trust; in exceptional circumstances, this may include summarily closing (in whole or in part) particular Dudley Academies Trust buildings, sites, operations or activities.

On a day-to-day basis the principal and the academy's Senior Leadership Team act on behalf of the Chief Executive in discharging the responsibilities for management of Health and Safety.

The importance of good health and safety practice is promoted throughout the academy but members of staff, the Senior Leadership Team and the Board of Trustees carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

The Board of Trustees

The Board of Trustees are responsible for ensuring that the Chief Executive is discharging their duties as the person with overall responsibility for Health and Safety. They are responsible for monitoring that the CEO is running the Trust to ensure compliance with

health and safety legislation. The Board of Trustees will receive periodic updates on the performance of the Trust on Health and Safety trustees are responsible for:

- Fostering a safety/risk aware culture, in which health and safety related issues are seen as essential and integral parts of the board's activity, so ensuring effective governance on health and safety issues
- Developing strong and active leadership from the top
- Visible, active commitment from the board
- Ensuring that the Trust establishes effective 'downward' communication systems and management structures
- Integration of good health and safety management with business decisions
- Setting up of Committees to support Health and Safety where appropriate
- Ensuring Health and Safety is adequately resourced
- Nominating a Health and Safety champion on the board

Delegating the day-to-day management of health and safety issues to various 'competent persons' does not remove any responsibility from the Trust Board.

Local Advisory Committee

The Local Advisory Committee has responsibility for ensuring that the Trust Health and Safety policy is understood within the academy and that arrangements are in place for the academy to implement it.

Principal

The principal is ultimately responsible for Health and Safety at their respective academy and is responsible for securing the full implementation of the academy Health and Safety policy. They will:

- Be responsible for all aspects of health, safety and welfare as it affects the curriculum and learner learning
- Ensure that off-site and residential procedure are communicated to staff and are also up to date in terms of legislative and insurance requirements
- Identify health, safety and learning issues affecting the learning situation and implement improvements appropriately
- Ensure that support staff are appropriately trained to fulfil their responsibilities under health and safety legislation and academy Health and Safety policy
- Ensure a safe and healthy environment for learners, staff and visitors
- Ensure that all works carried out within the academy comply with current health, safety and environmental regulations
- Ensure the keeping and updating of all the academy's health and safety policies
- Ensure all contractual work and maintenance carried out on the site is coordinated and that procedures are laid down for building work such as roofing excavation and drainage, alterations to building structures, refurbishment or alteration schemes
- Ensure the people with delegated responsibility for the day-to-day responses to the Health and Safety policy and matters such as injuries, accidents, fires and other emergencies shall:

- Interpret and make recommendations for corrective action from injury and property damage
- Ensure all staff have a health and safety induction, and appropriate additional training and instruction
- Ensure that relevant actions resulting from workplace inspections, spot checks, and data for risk assessments are resolved satisfactorily
- Stop and prevent any practices thought to constitute imminent or potential danger
- Ensure that the fire alarm system is tested regularly, and records are kept
- Ensure that the requirements of the [Equalities Act 2010](#) are met in terms of health, safety and welfare

Academy Senior Leadership Team

In direct support of the principal, the academy Senior Leadership Team is responsible for: -

- Ensuring that the academy's general policy on the management of health and safety is communicated to all staff
- Carrying out regular health and safety walks
- Ensuring that appropriate systems and procedures of the policy are effectively implemented
- Ensuring adequate financial resources are made available to deal with health, safety and welfare requirements
- Ensuring effective monitoring systems are in place and are systematically applied
- Reporting on health, safety and welfare matters, as part of the annual review, to the Local Advisory Committee and the Trust

Curriculum Leaders

The general responsibilities of Curriculum Leaders mirror those outlined for the principal in the above section. The health and safety requirements outlined above may be exercised at the level of individual departments, albeit that the principal remains ultimately responsible.

Other responsibilities include:

- Complying with all relevant legislation particularly that contained in the [Management of Health and Safety at Work Regulations 1999](#)
- Implementing the academy's Health and Safety policy and procedures within their departments and work areas
- Assisting their principal in establishing and maintaining an effective policy for health and safety at work within their area.
- As part of a risk aware / safety culture, ensuring that regular staff team meetings include Risks and Issues as a standing agenda item; all risks / health and safety issues raised to be recorded in the meeting minutes
- Recording all risks on the departmental risk register
- Ensuring that all significant hazards are reported to the Health and Safety Coordinator
- Ensuring that accident / incident reports are completed for all accidents / incidents within their area/s of responsibility in accordance with Trust policy, and promptly sending the reports to the Health and Safety Coordinator

Health and Safety Coordinator

The academy Principal will appoint a Health and Safety Coordinator to assist them with their duties in the implementation of the Health and Safety policy. The Health and Safety Coordinator will act as a focal point for health and safety at the academy. The Health and Safety Coordinator at each academy will ensure:

- That the academy's health and safety policies / procedures are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements. This will be done with assistance from the Trusts Health and Safety Consultant
- That implementation of the Trusts and academies procedures, arrangements, and risk assessments are appropriately and regularly monitored and evaluated via auditing and inspections
- That appropriate training is provided to members of the academy staff, who have significant responsibilities in the management of health and safety
- In regard to all areas of activity, maintaining contact and co-operation with outside bodies on matters concerning safety, security and fire protection; for example, with the Health and Safety Executive, the Fire Authority, Police, Environmental Health, and the Environment Agency
- That the academy Senior Leadership Team is advised on the development and implications of new health and safety legislation, with advice and support from the Trust Health and Safety Consultant
- That periodic and annual reports on health and safety matters are prepared, as required by Trust policy and external stakeholders for consideration / action by academy Leadership Teams / academy Local Advisory Committee
- Generally providing support on health and safety matters to the academy both proactively and reactively

Teaching Staff

Ensuring that the work of the academy is carried out in accordance with the Trusts Health and Safety policy and procedures:

- Cooperating with Management in complying with relevant Health and Safety provisions
- Ensuring the safety of learners whilst they are in their charge, whether in or outside the academy
- Ensuring that clear safety instructions and warnings are given.
- Ensuring that adequate training and supervision is provided to learners within their care
- Personally, following safe working procedures and observing academy and other safety regulations
- Ensuring that the [Management of Health and Safety at Work](#) and any other relevant regulations are adhered to
- Ensuring that risk assessments (and other safety documentation) are completed for all activities within their area – on and off site
- Reporting accidents and incidents immediately using the Trust/academy report form and according to Trust policy

- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Initiating academy first aid procedures as appropriate
- When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site

Technicians / Associate Staff / Non-teaching Staff

All technicians, associate staff and non-teaching staff will be responsible for:

- Ensuring that the work of the academy is carried out in accordance with the academy Health and Safety policy and procedures
- Personally, following safe working procedures and observing academy and other safety regulations
- Ensuring that they take the necessary safety precautions in the use of all equipment, premises, and materials
- Reporting accidents and incidents immediately using the Trust/academy report form and according to academy policy
- Ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Reporting defects to an immediate line manager
- Keeping movement channels clear of obstruction
- Using assigned areas for car, motor or pedal cycles
- Observing no-smoking rules
- Obeying fire action instructions immediately on hearing the alarm
- Keeping fire doors closed and clear of obstruction
- When working in premises other than those under academy supervisions, comply with the health and safety arrangements for that site

Learners

All learners will be responsible for:

- Complying with academy rules and procedures
- Taking reasonable care of themselves and others
- Cooperating with their teachers and other academy staff
- Using equipment and substances in the way they are instructed
- Making full use of PPE in lessons where it is provided to ensure safety and hygiene standards
- Not misusing anything provided for the purposes of Health and Safety
- Reporting anything they believe to be hazardous or dangerous to their teacher/form tutor/Principal

Contractors

Anyone entering the academy premises, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.

By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.

When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.

Each academy must comply with the requirements of the [Construction Design and Management Regulations](#), when they apply and ensure that the necessary arrangements are in place.

Each academy must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.

Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.

All contractors must receive Health and Safety Induction training from the academy/site concerned before being allowed to work on site. This will constitute familiarisation of the site layout within the area of their work, including access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.

The local Asbestos Risk Register shall be brought to the attention of a contractor regarding the arrangements contained in the academy's Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.

Contractors will agree health and safety practices with the principal before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

[See Appendices 01-04 for Permit to Work templates.](#)

Competent Person

The Trust has engaged competent persons for advising the Trust and Principals and their nominated Health and Safety Coordinators on Health and Safety. The competent person is responsible for providing advice on Health and Safety to academies and the Trust in general.

Information for Staff

Employees are provided with a copy of Dudley Academies Staff Handbook either in hard copy or via the academy intranet site.

The approved poster “[Health and Safety Law – What You Should Know](#)” will be displayed. This poster will always be kept in a legible condition with the address of the local enforcing authority and the names of responsible persons entered in the appropriate spaces.

All staff have access to the academy’s health and safety policies and procedures staff handbook that contains all relevant information regarding recording and monitoring.

Health and Safety Committee

Dudley Academies Trust has an established health and safety committee to enable management and trade union representatives to work together to ensure, not only compliance with the law, but also the development of a positive health and safety culture within the academy. The Trust recognises that when staff are actively engaged in health and safety, workplaces have lower accident rates.

The terms of reference for the academy’s Health and Safety Committee (or included in other meetings) are:

- To ensure clarity of roles and responsibilities.
- To assist in the regular reviews and monitoring of the implementation of the Health and Safety policy and arrangements throughout the academy.
- To review safety measures and to advise the Principal and Local Advisory Committee of any necessary changes to those measures.
- To recommend training for new staff, supervisors and managers and refresher training on health and safety practices, procedures and emergency response.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and learners.
- To identify and monitor areas for improvement, feeding into risk management practices.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Principal and Local Advisory Committee to any necessary preventative/remedial action.
- To review data/trends for accidents and other key areas and make recommendations for appropriate corrective action(s).
- To receive reports from the Trust Health and Safety Representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, learners and visitors to the academy and to review these as necessary.
- To receive audit and monitoring reports and advise the Principal and Local Advisory Committee of any necessary preventative and/or remedial action arising from those reports.
- To report key discussions to the Business & Audit Committee.

General Arrangements to Establish, Monitor, And Review Measures Needed to Meet Satisfactory Health and Safety Standards

The academy implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, some general procedures in place form the basis of good practice within the academy and apply across all areas. These are listed below:

- How safety is planned and managed within the department
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals regarding safety tasks or functions
- Special training requirements
- Liaison regarding safety tests and inspections
- Maintenance of equipment, etc.
- Provision of protective equipment

Environmental Statement

[Insert name of academy] recognises that it has a responsibility to educate learners about caring for the environment and the world we live in. The best way to do this is to instil good practice in our learners through example. We aim to do this wherever reasonably practicable by:

- Reducing our use of natural resources
- Supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials
- Minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations
- Promoting recycling around the academy with the use of recycling bins, supported through the curriculum and in classrooms
- Taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided
- Restoring the environment where possible

Safe Behaviour

[Insert name of academy] is concerned with ensuring the good health and safety of members of the academy community on both an individual basis and academy body. Appropriate and considerate behaviour and conduct is an important part of health and safety and there are various regulations in place to monitor behaviour, as well as provisions for behaviour support. These are outlined in the academy's Behaviour policy.

Maintenance of Safety Records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the academy's safety records and notes who is responsible for maintaining them.

Health and Safety File

The academy's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy on the academy's 'Every' compliance system. The file should serve as the central health and safety record for the academy. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g. risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers
- A copy of the academy's statement of intent and projected date for review
- A register of risk assessments completed for the academy / department
- Copies of risk assessments including (where applicable):
 - General risk assessments
 - COSHH assessments
 - Display screen equipment workstation assessments
 - Fire risk assessments
 - Manual handling operations
 - Machinery/equipment
 - Lifting equipment and lifting operations
 - Lone working
 - Risk of violence and aggression
 - Work in confined spaces, work at height, etc.
- Completed accident records sheets
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, and gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.]
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training
- Copies of completed health and safety induction checklists (for new staff)
- Copies of annual health and safety audit checklists and action plans

- Minutes of meetings of the Health and Safety Committee and copy of terms of reference, membership etc.
- Copies of memos and reports received following visits from Health & Safety Services staff

Safety Review, Monitoring, And Evaluation Procedure

The principal and the trusts health and safety coordinator will undertake the trusts health and safety monitoring. This policy and the health and safety file will be reviewed by in line with Trust's Scheme of Delegation and by the Principal and Health and Safety coordinator due to triggers including, but not limited to:

- Changes in key personnel
- Changes to the structure of the academy's organisation
- The introduction of new processes
- Any change in premises or the specific use of part of the premises
- Changes in legislation
- Following the findings from an accident investigation (internal and/or external) or following a civil claim
- Following consultation with staff
- Following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it, subject to funding, or alternative measures will be put in place to mitigate any identified risks to a safe level.

It is important that the academies monitor safe systems of work on a day-to-day basis in areas such as:

- Kitchens
- Cleaning cupboards and staffrooms
- Laboratories
- Design technology rooms

Accidents

Procedure and Reporting

In the event of an accident taking place either at the academy, or off-site on an organised activity, the member of staff on-site will immediately report to whomever is in charge. On academy premises, this may mean reporting to the academy office. A first aider should assess the injury as soon as possible.

If an ambulance is required, it will be ordered by the academy office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents/carers (or emergency contacts where the parent/carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a learner. Medical treatment or the contacting of emergency services will not be delayed if the academy

cannot contact a parent or carer. If a learner needs to be taken to hospital, and a parent/carer is not immediately available, a member of academy staff will accompany the learner to hospital and wait for the parent/carer to arrive.

Learners will only be sent home if there is a parent or carer available to be with them there. If they have suffered injury or are unwell, they will be kept in the academy office/nurse's office until they can be collected.

Learners will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for learners to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the learner's needs and remain effective. A record of any medication of this sort will be kept. Any medicine administered in the academy will be recorded.

Recording an Accident

The academies have accident forms that must be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in [Appendix 05](#). Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely according to the General Data Protection Regulation. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

All accidents, incidents and near misses must be recorded on the academies 'Accidents, Incidents and Near Misses' Tracker and reported at the trust's Health and Safety Committee meetings. This reporting is vitally important to help identify any trends and enable improvements to be made to prevent or reduce the risk of these happening again.

Serious incidents will also be recorded and reviewed by senior leaders. The board of trustees will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) would be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to the Health and Safety Executive

[Insert job role] will keep a record of any accident, which results in a reportable injury, disease, or dangerous occurrence as defined in the [RIDDOR 2013 legislation \(regulations 4, 5, 6 and 7\)](#).

[Insert job role] will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Deaths
- 'Specified injuries' in respect of staff or learners. These are:
 - Fractures, other than o fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to academies include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
- Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'Occupational diseases'
- 'Injuries resulting in hospital visits for treatment in respect of learners and staff who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances)

Information on how to make a RIDDOR report is available [here](#).

Senior managers may decide to conduct internal investigations into less serious incidents to ensure that policy and procedures are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Lone Workers

Staff

There will be some situations where staff will be working alone or one on one with a learner. Examples of this would be a staff member locking up the academy at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the trust has provisions in place to both identify and manage these risks.

Any staff, learners, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Risk of violence

- Staff must not arrange meetings with parents/carers or members of the public when lone working. All meetings must be arranged during academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting
- Late meetings must finish promptly and not leave one member of staff alone on-site
- Staff must not approach, or let into the buildings, unauthorised persons when lone working

Communication

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Sign in and off the site
- Always carry either a mobile phone or work telephone when lone working
- Let someone know you are coming into work, how long you expect to be and when you are leaving
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident

Emergency Procedures

- If a lone worker falls ill, or into difficulties, they are to use their mobile phone/ academy phone to contact the principal, the staff member's nominated person, or the emergency services

Access and Egress

- Staff are required to consider weather conditions before coming into and while at work

Guidance for Key Holders Attending Alarm Calls after Hours:

A nominated key holder within the academy will attend alarm call outs after hours. The trust advises that the nominated person:

- Does not attend an alarm call out alone, where reasonably practicable
- Does not enter the building if alone
- Looks out for corroborative evidence of intruders
- Takes necessary action, e.g., call police

What to Take

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan, but it would be useful to show:
 - Basement areas
 - Entry/exit points for people and vehicles

- Areas where computers/valuables are located
- This is useful for the police if they are required to attend the scene
- A mobile phone, in order to summon assistance in an emergency without having to enter the building

Risk Assessment

- On attending the site, key holders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend

What to Check

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry, e.g., broken glass, prised doors, windows, etc.
- Evidence of flashlights being used, or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
 - Check the inside of the premises to eliminate signs of a forced entry
 - Switch on appropriate lights and proceed to re-set the alarm
 - If evidence of an intruder is discovered, withdraw and contact the police
 - Try not to disturb the scene

Unacceptable Lone Worker Activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons

One-To-One Lessons

It may be that a member of staff is working alone with a learner, for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties be taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff, who are involved in one-to-one working, wherever possible, should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by
- Avoid working in isolated parts of the building and leave the door open if possible so you and the learner can be seen

- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and learner are visible through a window or door panel

It is especially important to ensure that the learner always feels at ease and that they do not misconstrue actions or intentions.

- Make sure the learner is comfortable with the arrangement
- Avoid unnecessary physical contact, e.g., sitting too close
- Any incident of concern, which arises during a one-to-one activity, should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates etc

You can find information about the safeguarding provision in our Child Protection and Safeguarding policy.

Learners

Learners must follow the following guidelines related to lone working in the academy:

- No learner should work unsupervised in an outer building **AFTER 4PM** and will be required to move into a designated area in the main building
- All learners unless supervised should vacate the site **before 5.30pm**
- Learners who arrive before **8.45am** are not supervised unless an academy activity is taking place, i.e., rehearsals
- On hearing, the fire alarm learners must evacuate the building and assemble at the fire point, until the all clear is given

Building and Site Maintenance

The principal is responsible for ensuring that the academy's premises are maintained to comply with health and safety laws and are easily accessible and reasonably safe for the whole academy community.

The principal will appoint a named person to be responsible for reporting any health and safety concerns relating to the academy's premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form.

Site Security

[Names of individuals and/or roles] are responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

[Names of individuals and/or roles] are key holders and will respond to an emergency.

Lettings

This policy applies to lettings. Those who hire any aspect of the academy site, or any facilities will be made aware of the content of the academy's Health and Safety policy, and will have responsibility for complying with it, in line with Trust policy.

Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from learners, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the academy's premises.

Fire Safety and Evacuation Procedures

The academies carry out whole academy fire drills at the beginning of each term. There are emergency exits located and signposted around the academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

New staff will be trained in fire safety and all staff and learners will be made aware of any new fire risks.

The academies will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will pay particular attention to those with disabilities.

A fire safety checklist can be found in [Appendix 06](#).

Emergency Procedures

In the case of an emergency, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances, the academy will carry out the emergency procedures as described below.

Emergency Communications

Dudley Academies Trust will take proactive measures to prevent emergencies, and our health and safety provision outlined in this policy is designed with this in mind.

There are several mechanisms in place to ensure that parents, carers, staff, and learners can be made aware of an emergency and remain informed. The trust advises that in addition to the provision outlined below, parents, carers and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents/carers follow these emergency communication guidelines and do not call the

academy during an academy emergency, but wait to be contacted, as it is important that academy's telephone lines are kept free for use by the academy itself.

It is important that parents/carers inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy's records in case of an emergency.

How the Academy Communicates with Parents/Families/Carers and Learners during an Emergency

Before an incident occurs, the academy will:

- Develop a relationship with parents/carers so that they trust and know how to access alerts and incident information
- Inform parents/carers about the academy's Business Continuity Plan, its purpose, and its objectives
- Be prepared with translation services for non-English-speaking families and learners with limited English proficiency

In the event of an incident, the academy will:

- Disseminate information via text messages, radio announcements, and emails to inform parents/carers about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents/carers who arrive at the academy
- Describe how the academy and local authority are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them
- Provide a phone number, Web site address, or recorded hotline where parents/carers can receive updated incident information
- Inform parents/carers and learners when and where academy will resume.

Health and Safety Training

Effective health and safety training is key to good health and safety practice. The trust takes health and safety training seriously and expects all staff and learners to do the same. Training is part of induction for all staff, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around our academies.

Specific training will be given to staff and learners who are in high-risk environments, such as science labs or woodwork, or working with learners with special educational needs, in relation to use of equipment or substances. Staff and learners who are not specifically trained for specialist equipment are not permitted to use it.

Workplace Safety

The trust will take reasonable steps to ensure that all its academies' environments and workplaces are reasonably safe for learners, staff, and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires.

Appropriate clothing and good conduct will also be expected in the academy, and both contribute to good health and safety practice.

Any hazards around the academy sites that are noticed by any member of the trust's community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and learners trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Infection Prevention and Control

We follow national guidance published by [the UK Health Security](#) when responding to infection control issues. We will encourage staff and learners to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and Sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal Protective Equipment (PPE)

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Use personal protective equipment to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment. Cleaning of the Environment

- Clean the environment frequently and thoroughly. Including equipment and toys where applicable

Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash, the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag learner has soiled clothing to be sent home, never rinse by hand

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from learners
- Supervise learners when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

COVID-19 Management

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where a COVID-19 risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
 - We will encourage all learners and staff to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned twice a day.
- Keeping rooms well ventilated.
- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.
- Asymptomatic testing
 - We will encourage learners and staff to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents/carers and visitors to the academy to test before they arrive.
- Face coverings
 - We will ask learners, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

Learners Vulnerable to Infection

Some medical conditions make learners vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These learners are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19), if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these learners to have additional immunisations, for example for pneumococcal and influenza.

Pandemics

In the event of any future pandemic, we will seek to promote the health, safety and well-being of all the learners and staff whilst seeking to sustain the trust's key functions and services. In doing so we will follow all the appropriate recommendations from the [World Health Organisation](#) (WHO), the [UK Health Security Agency](#), the [Department for Education](#) (DfE) and Dudley Council support teams.

In addition, we shall ensure that all members of the trust community are kept informed as appropriate, with a particular emphasis on the communication to learners, parents/carers and staff through our website pages, newsletters, academy communications, e-mail and other relevant academy social media etc. External access to academy email and documents for all staff and learners is provided and use made of the Trusts and its academies websites. Messages and links will be posted on the websites when appropriate.

During any future pandemic access to the academy will be as required restricted and social media systems will be deployed to allow parents/carers to communicate easily with the academy over issues and concerns they may have. A lot has been learnt from COVID-19 and these lessons will be actioned for future pandemics if and as required by the lead agencies.

Exclusion Periods for Infectious Diseases

The academy will follow recommended exclusion periods outlined by the [UK Health Security Agency](#) and other government guidance, summarised in [Appendix 07](#).

In the event of an epidemic/pandemic, we will follow advice from the [UK Health Security Agency](#) about the appropriate course of action.

New and Expectant Mothers

Risk assessments will be carried out whenever any member of staff or learner notifies the academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. The same virus as chickenpox causes shingles, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman is exposed to measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation
- All female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

Display Screen Equipment (DSE)

The trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#). Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue and stress
- Temporary eye strain

The trust adopts the following precautions to ensure a safe system of work for any staff, learners, volunteers and visitors:

- Work areas are risk assessed and arranged to enable safe practices to be carried out
- Staff and learners are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period

- Training is provided to enable users to adjust equipment to ensure maximum comfort when working
- Regular breaks are taken when working with DSE
- The trust encourages that staff, learners, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE

The trust promotes good DSE health and safety by encouraging learners to use the checklist below when using such equipment, and by displaying this checklist around the academy and in classrooms where DSE is in use.

<p style="text-align: center;">Workstation</p>	<ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable base chair (if available). ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3” of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc.
<p style="text-align: center;">Environment</p>	<ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures.
<p style="text-align: center;">Healthcare</p>	<ul style="list-style-type: none"> ✓ Plan work to include regular changes of activity to move around and change posture. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health-related symptoms that concern you.

<p style="text-align: center;">Job Design</p>	<ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation.
<p style="text-align: center;">Posture</p>	<ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles ✓ Top of screen at eye level.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Learners are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

The trust operates in accordance with the [Manual Handling Operations Regulations \(1992\)](#). 'Manual handling' describes activities, which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The trust will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for staff to undertake any manual handling operations at work, which involve a risk of injury.

Risk assessments are carried out by the principal and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and learners to act in accordance with health and safety legislation and policy. The trust expects staff:

- To safeguard their own health and safety whilst at work, and that of any person who may be affected by their actions
- To follow safe systems of work as determined by the result of the risk assessments
- To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- To ensure that they use equipment as per manufacturer's instructions
- To attend training sessions as required and apply the knowledge/skills to daily tasks
- To report all accidents and incidents which either have caused or could have caused harm or injury
- To report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- To inform line management if they are unable to perform manual handling duties
- To ensure that they do not try to perform a manual handling operation, which they believe, is beyond their physical capability
- To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure learners or themselves when undertaking a manual handling task
- To avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- To mechanise tasks where they cannot be avoided using trolleys, barrows, lifts or hoists
- To ensure risk assessments have been carried out, which consider the work task, the activity involved, individual capacity, working environment and any other relevant factors

Machine Maintenance

The trust operates in accordance with the [Provision and Use of Work Equipment Regulations 1998](#) (PUWER). These regulations require that the work equipment in academies be:

- **Suitable** for use, and for the purpose and conditions in which it is used

- **Maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **Inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. A competent person (this could be an employee if they have the necessary competence to perform the task) carries out inspections and a record kept until the next inspection

The trust ensures that risks created using the equipment are eliminated where possible or controlled by:

- Taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- Takes appropriate **'software' measures** such as following safe systems of work (e.g. Ensuring maintenance is only performed when equipment is shut down etc.), and providing adequate information, instruction and training

Any concerns about the condition of machinery or other apparatus will be reported to the Site Team via 'Every' system.

Control of Substances Hazardous to Health (COSHH)

There are areas in the academy where hazardous substances will be stored. The academy has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the academy takes include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the science prep room. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals in accordance with instructions on the product label and secure advice on these matters through membership of CLEAPSS. Information about CLEAPSS can be found at [Welcome to CLEAPSS](#)
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container. Clear record of chemicals ordered, whom they are ordered to, and that they are ordered for. The academy needs to be able to account for their chemicals and other hazardous materials at all times, and should conduct a regular audit of hazardous chemicals with routine surveillance to ensure that they remain safe to store
- Safe disposing of chemicals. Any hazardous products are disposed of in accordance with specific disposal procedures and in line with the range of legislation covering the

disposal of waste. The Health and Safety Executive (HSE) provides a wide range of advice and guidance for the [disposal of hazardous chemicals and substances](#)

- [The Environmental Protection Act 1990](#) places an explicit duty of care on all those handling waste, including those producing it. It also places a duty of care on the disposer to ensure that waste does not harm future handlers. EU legislation is implemented by the [Hazardous Waste Regulations 2005 \(as amended\)](#). These regulations mean that hazardous wastes from academies are considered differently to domestic and household wastes, and this has implications for how they must be dealt with. In addition to chemicals, hazardous waste may include many other items, e.g. computers, fluorescent light tubes and refrigerators. The Environment Agency (EA) provides guidance on how to [classify different types of waste](#), and use the EA's [hazardous waste guidance](#), which sets out the steps that must be followed when producing, storing and disposing of hazardous waste. Further advice can be obtained from CLEAPSS
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for learners. Learners will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example)

Substances that are for use in the science classrooms are under the responsibility of the science department head. COSHH risk assessments are completed by a competent person and circulated to all staff who work with hazardous substances. Except in the very simplest situations, the assessment should be in written form. The COSHH assessment will be reviewed periodically or at any time if there is reason to believe it is no longer valid or if there is significant change in the work to which the assessment relates.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

All COSHH signage must conform to the requirements of the [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and learners will be taught to recognise new signs and any posters in use will display the new signs.

Gas Safety

In order to ensure gas safety academies must ensure that they comply with the provisions of the following regulations:

- [Pipelines Safety Regulations 1996](#) (PSR)
- [Gas Safety Installation and Use Regulations 1998](#) (GSIUR)
- [Provision and Use of Work Equipment Regulations 1998](#) (PUWER)

In order to ensure compliance academies must:

- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use,

- All gas pipework is identified and appropriately labelled.
- The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose.
- Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
- Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
- Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.
- Keep the record of all safety checks for a minimum of 2 years following the check.

Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.

Academies must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the "Gas Safe" register. Academies are alerted to the fact that accepting a "Gas Safe" identity/registration document alone may not be sufficient to verify compliance.

Electrical Safety

With particular regard to [The Electricity at Work Regulations 1989](#), the academy will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of Dudley Academies Trust.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
 - Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
 - Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
 - Testing and inspection of fixed installations must be completed every five years.
 - Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with [HSE guidance](#).

Guidance on the requirements for inspection and testing is:

- All electrical equipment that is used by learners must be inspected and PAT tested annually.
- Equipment that is rarely moved and not used by learners (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

Hot Works

Any construction activity involving hot works has the potential to cause a serious fire. Hot works involve many activities including:

- Plumbing with the use of heat guns and blow torches.
- Roofing activities using Liquefied Petroleum Gas (LPG) fuelled torches and bitumen burners.

Before undertaking the work the following basic steps should be taken:

- The academy should appoint competent representative(s) who are able to manage/advise on contractor activities. They should have health and safety knowledge sufficient for the work planned. The representative(s) should be available throughout the duration of the contractor's activities.
- Appoint a competent contractor. The contractor should be experienced in the kind of work you are planning and have liability insurance that reflects the risk involved.
- Meet with the contractor and agree the works. The contractor should be asked to explain how they will manage fire risks. The contractor should be expected to explain the site setup, emergency access and egress, protection of the school escape routes, means of identifying fire, means of alerting the school, fighting fire and summoning help.
- The contractor should be able to explain the steps of the hot work activities, the fire risk at each step and the measures to control the risk. This includes the use of permits to work and the mandatory "fire watch" inspection after the cessation of hot working.
- The contractor should produce documents that are specific to your site and work activity. This should include a site and task specific Risk Assessment and Method Statement (RAMS).

Legionella

- A water risk assessment has is completed by [insert role]. [Insert role] is responsible for ensuring that the identified operational controls are conducted and recorded in the academy's water log book

- This risk assessment will be reviewed every [frequency] and when significant changes have occurred to the water system and/or building footprint
- The following mitigate the risks from legionella: [insert examples of controls or checks that are in place e.g. temperature checks, heating of water, disinfection of showers, etc.]

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept, on the Trust's asbestos portal, of the location of asbestos that has been found on the academy site.

Occupational Health Services and Managing Work-Related Stress

[Insert name of academy] takes the health and wellbeing of all its staff and learners very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Any member of staff who is experiencing stress should talk to their manager or a member of the senior management team, and the academy will do everything that it can to support them.

Policy and Procedures for Off-Site Visits

Educational trips, off-site visits, residential visits, and any academy-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our learners. Before any activity is allowed to take place, the board of trustees will ensure that:

- The objective of the visit is clear
- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- They are informed well in advance about less routine visits
- The principal or group leader has shown how the plans for the visit comply with regulations and guidelines and with the academy's Health and Safety policy (and with that of the LA, if appropriate)
- In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct learners
- It assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the la if appropriate

- A sufficient level of insurance is in place
- The principal or group leader reports after the visit

In our supporting Educational Visits policy for health and safety for off-site visits, you will find full information on the supporting documentation required in any given circumstance. ([Appendix 08](#) details what is included).

Selecting and Managing Contractors

It is vital that any company or persons invited into the trusts academies under a contractual agreement to work on academy maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

The responsibility to select and oversee the management of contractors is dependent upon the value of work in line with the Trust Financial Procedures.

For information on safeguarding learners against visitors or contractors to the academy, please read our Child Protection and Safeguarding policy.

Security

Security is a vital component of good health and safety, and we want learners and staff to feel safe in the academy.

Risk Assessment

Effective risk assessment is the foundation of all health and safety checks, and the trust takes steps to ensure that all staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

All staff are responsible for updating risk assessments in their own classrooms. Risk assessments are stored in the academy's office and will be reviewed:

- At regular intervals
- After accidents, incidents and near misses
- After any significant changes to workplace, working practices or staffing
- After any form of notice has been served

The academy carries out risk assessments in accordance with the [Health and Safety at Work Act 1974](#). It is impossible to eliminate all risk, but the academy does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our learners, staff, or the general public through risk assessment will not be carried out.

Appendix 01: Contractor Pre-Work Checklist

Academy/ Site:		
Operative Name:		
Company Name:		
Date of works:	From:	To:
Hours of work:	From:	To:
Reason for Visit/Works Summary:		
Emergency Contact:		

Please complete all sections

<p>Safeguarding Children</p> <p>Dudley Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.</p> <p>If you have any concern about any child or adult, receive a disclosure, or witness inappropriate behaviour by any adult in the academy you must report these concerns immediately to the designated safeguarding team in the academy. Please refer to the separate safeguarding information poster that is displayed around the academy.</p> <p>If you will be or are likely to be working unsupervised in our academy you are required to present a copy of your Enhanced DBS and ID upon signing in at reception. Any contractors that are not able to provide confirmation of enhanced DBS will not be permitted to work unsupervised on the premises.</p>
--

Fire Safety Checks	Yes	No
Are you planning to carry out any hot work? (Such as flame cutting, soldering, welding or paint stripping?)		
If you answered yes to the above question, you must complete a hot work permit. A permit system is in operation across all Trust sites and you must complete and obtain authorisation from the Estates team before work can commence.		
Will you need to block or change any emergency escape routes?		
Will your work affect any fire safety or detection systems?		
Is your work likely to activate the fire alarm system in any way?		
Do you require any additional fire safety equipment to be provided?		
Do you know your way around the premises and are you aware of the emergency evacuation procedures that are in operation on this site?		
Asbestos Management Checks	Yes	No
Is your work likely to disturb any area that may contain asbestos containing materials?		
If you answered yes to the above question, you must complete an asbestos work permit. A permit system is in operation across all Trust sites, and you must complete and obtain authorisation from the Estates team before work can commence.		
Have you discussed and reviewed the contents of the site asbestos register and management plan with the estates team and have areas known to contain asbestos been communicated?		
Electrical Safety Checks	Yes	No
Are you using any temporary electrical equipment that does not belong to the academy or Trust?		
If Yes to (a) is this equipment PAT tested within the last 12 months?		
Will you need to isolate or access any fixed electrical circuits during the course of your work?		

If you answered yes to the above question, you must complete an electrical work permit. A permit system is in operation across all Trust sites, and you must complete and obtain authorisation from the Estates and IT Support team before work can commence.

Power Sources – Specify what power source is to be used

Electrical		Hydraulic		Pneumatic		Internal combustion	
Confirm that 110 voltage will be used?						Yes	No

Pre-work Safety Assessment

The purpose of this section is to identify any issues, which may create danger to contractor employees engaged on work undertaken for the Trust or staff and learners that may be affected by the work. The contractor is obliged to provide evidence of safe systems of work and/or to demonstrate that suitable risk assessments and method statements have been carried out and provided.

Other Checks		Yes	No
Confirm Public/Employers Liability Insurances are in place			
Confirm Emergency/1st Aid arrangements in place			
CDM Regulations applicable? (If yes Health & Safety Executive notification is required)			
Complete only those sections relevant the work project		Yes	No
Are access arrangements required to complete this work?			
Scaffolding		Ladders	
		Tower	
		Mobile Elevated Platform	
Outline methods for ensuring safe access (permanent and temporary) to and from the place of work			
Work site specific precaution – please specify the equipment to be used			
Barrier Tape		Fixed Barriers	
		Look-out person	
		Warning Notices	
Outline how work area is to be secured (attach sheet if necessary)			
Following a site survey indicate whether the work would involve working in/near/on any of the following high-risk areas.			
Confined spaces		Roof	
Machinery		Roads	
Piped services		Gas risk area	
Playgrounds		Excavations	
Mobile plant		High voltage equipment	
Pressure systems		Low Voltage equipment	
If any of the above are applicable will safe arrangements/ procedures be put in place?		Yes	No
Will there be any work at height?		Yes	No
Materials, Substances & COSHH Regulations			
Give brief details of all hazardous substances that will be used/produced or encountered and what safety precautions will be taken to ensure the safety of all personnel in or near the work area.			
Flammable		Fume	
Noise		Corrosive	
Toxic		Irritant or Harmful	
Does any item of plant need to be isolated?		Yes	No
If yes, please specify how this will be achieved?			
Cranes/lifting devices		Grinders	
Power/hand tools		LPG	
Excavators		Burning	
Site vehicles		Mobile plant	
Lifting tackle		Cartridge tools	
Lighting		Welding	
Heating			
Have current testing/inspection certificates been verified?		Yes	No

Have appropriate arrangements been made for Housekeeping?		
Safe storage of materials and equipment	Yes	No
Removal of waste/surplus material	Yes	No
Maintaining clear walkways	Yes	No
Have risk assessments been carried out?	Yes	No
Where necessary adequate precautions are in place?	Yes	No
Will risk assessments/method statements available for inspection	Yes	No

Contactor	Academy Representative
Name:	Name:
Signed:	Signed:
Date:	Date

Fire Safety Notice

The academy buildings have a single stage fire alarm system which means at when the alarm is activated the bells sound and the whole building is evacuated immediately to the designated assembly point.

Upon hearing the alarm, switch off any equipment that is being used and leave safely before making your way to the designated assembly point which is located: _____

<Site Plan>

On arrival at the assembly point, please report to _____

If you discover a fire:

1. Operate the nearest break glass alarm point
2. Leave the building by the nearest available exit and report to the assembly point

Be aware of the risk of fire and keep your work areas tidy at all times.

Disconnect any power tools and temporary lights before leaving the area or premises. Please remember you are working in a live academy and need to ensure risks to learners and colleagues are minimised.

Other important points:



The entire site is no smoking area. Please fully leave the site before smoking or vaping and do not loiter near the academy gates when smoking.



Appropriate safety clothing must be worn at all times, including no topless working.



Contractors must use designated staff toilets only. Learner toilets should not be used at any time

Appendix 02: Asbestos Permit to Work

Site Location:

Permit Number:		
Location/ Activity of Work:		
Brief description of work being carried out:		
Attach any additional information that may be necessary to fully describe the proposed activity.		
Has disturbance of asbestos been considered?	Yes	No
When do you expect the work to commence	Date:	Time:
What is the expected duration/ completion date?	Duration:	Completion:
Are the Construction (Design & Management) Regulations (CDM) applicable?	Yes	No

I confirm that I have seen the Demolition/ Refurbishment Asbestos Survey relevant to the work to be done and will take appropriate measures to comply with the Control of Asbestos Regulations and amendments.

Survey Ref No:		
Asbestos is present?	Yes	No

Name and Signature of Contractor/Contractor's Appointed Person		
Name	Signature	Date

Name of Academy's appointed person responsible for safety /liaison with contractors on site.		
Name	Signature	Date

Post Work Completion:

I confirm that the area covered by this Permit-to-Work is safe and fit for re-occupation. All tools and work equipment have been removed. The Reassurance//Re-occupation /Certificate of Clearance has been given to the Client.

Contractor Representative Name	Signature	Date
Client Representative Name	Signature	Date

This form should be retained on file in the estates logbook.

Appendix 03: Hot Works Permit

Hot-work permits are required for any operation involving open flames or producing heat and/or sparks and must be prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding.

Company name		Project title	
Location		Contract no.	
Supervisor		Permit no.	
Contractor			
Equipment used			
Date of works		between	
		hrs	and
			hrs
Precautions to be taken			
		Yes	No
		N/A	
Hot work must cease at least one hour before end of shift.			
Services affected must be isolated before work commences.			
Isolate smoke detectors in vicinity of hot works.			
A suitable fire extinguisher must be available and be kept close at hand, at all times.			
Supervisor must ensure suitable personal protective equipment is provided and worn by operative.			
All cylinders must be transported and secured upright .			
Valves and hoses must be in good condition.			
All cylinders must have flash back arrestors fitted.			
When not in use cylinders must be shut off and returned to store.			
LPG cylinders must not be left in the building overnight without formal approval.			
Arc welding equipment will comply with current standards.			
Spent welding rods must be immersed in a bucket of water.			
Minimum radius of hot work to be two metres from other persons working. Screens should be erected if needed.			
Work areas to be kept tidy and free from combustible materials before and during the hot works. (Check both sides of partition walls in case heat can be transferred by conduction.)			
When working in riser shafts or on staging cylinders, work will be secured and openings to other levels covered with a fire blanket or other non-combustible materials.			
Operatives must remain in the area for 15 minutes following completion of work to ensure there is no hot spot residue.			
Operatives carrying out hot work			
		Yes	No
		N/A	
Must understand the permit conditions and the fire and safety precautions.			
Must be in possession of a permit at all times.			
Must stop work if required to do so by an authorised person.			
Must report immediately any hazard likely to affect the fire and safety precautions.			
Must ensure a satisfactory access/egress from the work area.			
Confirmation by contractor's supervisor: I confirm that the precautions specified above will be complied with and I will ensure that the persons carrying out the work, described above, are fully briefed on the safe method of work.			
Name		Position	
		Signature	
		Date	
Confirmation by operator: I understand the precautions to be taken in carrying out the hot works.			
Name		Position	
		Signature	
		Date	
Site management authorisation: I certify that the above work can commence with the precautions listed above.			
Name		Position	
		Signature	
		Date	
Cancellation by operator: (<i>Note: hot works must cease one hour before end of shift.</i>) I confirm that the work has been completed and the area has been checked and is safe.			
Name		Position	
		Signature	
		Date	
Cancellation by site management.			
Name		Position	
		Signature	
		Date	
Inspection of area covered by hot-work permit by fire warden/site management after cancellation of permit		Inspection completed after	
			1 hr
Name		Position	
		Signature	
		Date	

Appendix 04: LV/HV Electrical Equipment Permit to Work

Contractor name		Project title	
Location		HV <input type="checkbox"/>	Work on HV equipment can only be authorised by a suitable trained and qualified person
		LV <input type="checkbox"/>	
Permit no.		Site	
Issued to		Job	
Permit Start Date/Time		Permit End Date/Time	
Location and description of works			
			<small>Tick if completed</small>
Risk assessment and method statements/safe systems of work documented and workers aware of/trained in findings			Yes
Those undertaking the work have appropriate qualifications and experience?			Yes
Equipment isolated from all sources of supply?			Yes
			<small>Circle as applicable</small>
Loss of service has been cleared with building users?			Yes - N/A
For isolation points not adjacent to work area, warning signs are displayed showing that work is being undertaken on the system?			Yes - N/A
For isolation points not adjacent to the work area, locks are applied and keys restricted to those doing the work (using multi locks where more than one worker is involved)?			Yes - N/A
Stored energy within equipment completely dissipated?			Yes - N/A
Equipment has been proved dead?			Yes - N/A
Electrical hazard signs displayed next to live equipment which is adjacent to work area?			Yes - N/A
Additional earthing installed if necessary?			Yes - N/A
Specific safety requirements before commencing work:			
Details of isolation points: include mechanical, electrical and pipework isolations			
Name (Block Capitals)		Signature	Date
I understand the scope of works and precautions to be taken and authorise them to commence.			
Name (Block Capitals)		Signature	Date
If an extension of permit is required, please discuss this with the appropriate trust representative and receive authorisation for any work outside of the times detailed above.		Extension Start Time	Extension End Time
Authorised By		Signature	Date

Appendix 05: Accident / Incident Report Form

Information entered into the following report will be stored electronically and will be accessed by Council staff to review the circumstances of the incident, for investigation and for compliance with statutory duties. This information may be passed to statutory enforcement bodies as part of the Council's duty to report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This information may also be used by the Council and its representatives in the event of legal proceedings.

Section 1 – About the person involved in the accident / incident

Is the person involved a; (please tick)

Dudley Academies Trust employee

Member of the public

Contractor / Agency

Service User

Young person

Complete section 1a on the rear of this form

Tick here if no person was involved and continue to section 2

First name: _____ Surname: _____

Accidents involving Dudley Academies Trust staff only

Directorate: _____ Division / Academy: _____

Employee no: (if known) _____ Manager: _____

Where is employee based: _____ (Employee's manager or Building manager if no employee involved)

Section 2 - About the person reporting

Are you the person named above? (please tick)

Yes - Go to Section 3

No - Continue with this section

First name: _____ Surname: _____

Directorate: _____ Division: _____

Employee no: (if known) _____

Section 3 – About the accident / incident

When did the incident / accident occur:	Date: ____ / ____ / ____ (dd/mm/yy)	Time: ____ : ____ (24 hr clock)	
Where did it occur Include as much detail as you can, e.g. address or location, postcode, which building, which room, etc.	SAMPLE		Continue on the rear of this form if required
What happened Give as much detail as you can e.g. times, distances, lighting or noise conditions, etc. If violence, harassment or abuse involved complete section 3a on rear of form			
What was the injury/loss/ damage E.g. "Deep cut to palm of left hand, approx. 2cm long" not "cut hand" If infection/disease complete section 3b on rear of form			
What immediate action was taken e.g. First aid received, equipment isolated / removed, etc.			
Did the person go to hospital directly from the scene of the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did they continue with normal work, or return to normal work the following day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Section 4 – Names and details of witnesses

Section 5 – Declaration

The details recorded on this form are a true representation of the incident and outcomes

Injured / involved person's signature _____ Date / / (dd/mm/yy)

Reporting person's signature _____ Date / / (dd/mm/yy)
(if different from the above)

Section 1a - Details of non-staff involved

First name:	_____	Surname:	_____
Address:	_____		
County:	_____	Postcode:	_____
Tel no:	_____	Occupation / Job title:	_____
Gender:	_____	Date of birth:	<u> / / </u> (dd/mm/yy)

Section 3a – Violence, abuse or harassment

Was the assailant known?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Was the incident reported to the Police?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Crime number <input type="text"/>

Section 3b – Infection/Disease

Disease / infection contracted	_____
Date first diagnosed / confirmed	<u> / / </u> (dd/mm/yy)
Doctor's name & address	_____ _____

Notes / additional space

Actions taken to prevent recurrence (to be completed by responsible supervisor/manager)

SAMPLE

Managers name _____ Signature _____ Date _____

Admin use only

Entered onto system by: _____

Date entered: / /

System record ID number: _____

Appendix 06: Monthly Fire Safety Checklist

Firefighting equipment		Yes	No
	Is all firefighting equipment located in the correct position?		
	Is all firefighting equipment unobstructed and clearly visible?		
	Are all instruction notices clean, legible and facing outwards?		
	Is all firefighting equipment undamaged and unused?		
	Are all pressure gauges or indicators on fire extinguishers within operational and safety limits?		
	Are all seals and tamper indicators unbroken and in place?		
Fire doors and shutters		Yes	No
	Do all fire doors and fire shutters close correctly without gaps?		
	Is all glazing intact and undamaged?		
	Do all closers, door selectors and automatic releases work correctly?		
	Are doors and shutters fitted with correct signs?		
Final exit doors		Yes	No
	Are doors free of obstruction on both sides?		
	Does all panic furniture and quick release fittings work correctly?		
	Are all final exit doors unlocked?		
	Are all doors fitted with the correct signs (on both sides)?		
	Are all routes leading away from final exits to assembly points clear and adequately lit?		
Sources of fire		Yes	No
	Is the workplace / premises free of rubbish and combustible waste kept to a minimum?		
	Are readily combustible materials stored away from all likely potential ignition sources?		
	Does all pluggable electrical equipment have a suitable socket for use? (i.e. no multi plug adapter, no long extension leads, no need to trail leads across walkways)		
Fire spread		Yes	No
	Is all compartmentation in good repair and free of holes or gaps?		
	Do all vents in doors or walls providing compartmentation contain intumescent material or have working fire dampers?		
Evac/Escape Chair		Yes	No
	Is the chair in full working order and easy to set up and close down? (see Evac – Escape chair inspection check list)		

Inspection Completed by: _____ Date: _____

Appendix 07: Recommended Absence Period for Preventing the Spread of Infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for academies and other childcare settings from [the UK Health Security Agency](#). For each of these infections or complaints, [there is further information in the guidance on the symptoms, how it spreads and some ‘dos and don’ts’ to follow that you can check](#).

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or Complaint	Recommended Period to Be Kept Away from the Academy
Athlete’s foot	None.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to the academy.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from the academy if the rash is weeping and cannot be covered or until the rash is, dry and crusted over.</p>
Cold sores (herpes simplex)	None.
German measles (Rubella)	4 days from appearance of the rash.
Hand, foot and mouth	None. Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	4 days from onset of rash
Ringworm	Exclusion not needed once treatment has started.
Roseola (infantum)	None.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to the academy 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the academy, letters and a factsheet will be sent to parents or carers and staff.

Slapped cheek syndrome (Parvovirus B19, Fifth's disease)	None (once rash has developed).
Shingles	Exclude only if rash is weeping and cannot be covered.
Warts and verrucae	None.
E. coli O157 VTEC Typhoid [and paratyphoid] (enteric fever) Shigella* (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours from last episode of diarrhoea or vomiting. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from the academy are required and there may be a need to obtain microbiological clearance. If a child has been diagnosed with cryptosporidium, they should <u>NOT</u> go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
Flu (influenza)	Until recovered.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods.
Salmonella	Until 48 hours after symptoms have stopped.
Tuberculosis (TB)	Learners and staff with infectious TB can return to the academy after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Learners and staff with non-pulmonary TB do not require exclusion and can return to the academy as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to the academy until they have had 48 hours of appropriate treatment with

	antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Diphtheria	Exclusion is essential. Always consult with the Duty Room.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from the academy while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B, C, HIV/AIDS	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to the academy.
Meningitis due to other bacteria	Once the child has been treated (if necessary) and has recovered, they can return to the academy.
Meningitis viral	None.
MRSA (Methicillin Resistant Staphylococcus Aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Tonsillitis	None.

Appendix 08: Supporting Documentation for Health and Safety for Off-site Visits

When arranging any academy trips, group leaders will use EVOLVE to design the visit plan for the intended educational visits and this must include the following (where relevant):

- Risk assessments
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical forms and other relevant details of all those going on the visit
- Travel schedule and plan of activities
- Accommodation plan (if applicable)
- Intended arrangements for supervision
- Insurance arrangement
- Emergency contacts and procedures
- General communication arrangements
- Medical questionnaire returns
- First aid arrangements
- Costings breakdown (usually completed by the administrative staff)
- Safeguarding