

HEALTH AND SAFETY POLICY AUTUMN 2016

Introduction

This policy has been agreed by the STEP Academy Trust Board of Directors and applies to all member Academies. As such, the term “governor” refers to a member of a STEP Academy Trust Local Governing Body.

Part 1: Statement of Intent

STEP Academy Trust governors, recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the Academy’s activities.

The governors’ and Headteacher’s prime objective is to achieve and maintain a high standard of health, safety and welfare throughout their Academy and its activities. They will ensure that the Academy complies with the requirements of the Health and Safety at Work Act 1974 and associated legislation.

In particular, the Governors and Headteacher aim to:

- Operate within the structure and framework laid down by the STEP Academy Trust Directors.
- Ensure senior staff develop and maintain a culture within the Academy supportive of health, safety and welfare.
- Establish an effective safety management structure and arrangements to implement requirements.
- Ensure a systematic approach to the assessment and control of risks.
- Ensure that employees are competent in the work that they are doing.
- Ensure that employees actively participate in identifying hazards.
- Minimise hazards entering the Academy.
- Ensure the competence and management of contractors on the Academy premises.
- Monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the Academy’s Leadership Team to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors have established a Resources Committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Board of Directors.

Part 2: Organisational Responsibilities for Health and Safety

As the employer, STEP Academy Trust has overall responsibility for Health and Safety.

Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the Academy rest with the Headteacher and the Local Governing Body. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff e.g. the Health and Safety Coordinator. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Local Governing Body on matters that need taking forward.

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governing Body and Headteacher

Governors and the Headteacher are responsible for:

- Ensuring the STEP Academy Trust Health and Safety Policy agreed by the Board of Directors is implemented in full;
- Committing resources to fulfil the Health and Safety Policy;
- Ensuring that there is a Health and Safety Plan for each year;
- Prioritising actions where resources are required;
- Ensuring actions are undertaken;
- Monitoring the achievement of plans and extent of compliance with standards;
- Monitoring trends in accidents and incidents;
- Receiving, and where appropriate, acting on inspection reports;
- Including health and safety on governors' meeting agendas;
- Producing an annual report on health and safety to be shared at the first Resources Committee meeting of the academic year;
- Periodically reviewing the adequacy of health and safety arrangements.

Headteacher

The Headteacher is responsible for:

- Ensuring staff are competent to undertake tasks delegated to them;
- Identifying staff training needs and to arrange for appropriate training;
- Ensuring risk assessments are undertaken;
- Ensuring appropriate action is taken on identified significant risks;
- Ensuring that there are procedures for serious and imminent danger;
- Investigating accidents and complete the appropriate paper-work;
- Consulting staff and safety representatives on health and safety matters;

- Co-operating with and provide necessary facilities for trades' union safety representatives;
- Ensuring the induction of new and transferring staff and volunteers;
- Ensuring maintenance contracts e.g. for gym equipment, are arranged;
- Ensuring the safe hiring of Academy premises to third parties;
- Ensuring the competency and management of visiting contractors;
- Ensuring the safety of visitors to the Academy;
- Ensuring regular inspections of the Academy's premises;
- Submitting inspection reports to governors;
- Passing on health and safety information received to the appropriate people.

Health and Safety Coordinator

The Health and Safety Coordinator is responsible for:

- Undertaking risk assessments in conjunction with other staff;
- Ensuring risk assessments for all activities of school, including those off site, are undertaken.
- Undertaking the risk assessments for the activities of ancillary and support staff e.g. caretaker, secretary, etc.;
- Reporting to the Headteacher with the results of the risk assessments;
- Undertaking workplace inspections with the Headteacher / Governors;
- Drawing up Academy procedures to manage significant risks;
- Arranging staff training and information;
- Briefing new and transferring and volunteer staff on key health and safety procedures;
- Passing on health and safety information received to appropriate people.
- Act on health and safety report recommendations.

Staff

All staff are responsible for:

- Checking that classrooms and work areas are safe;
- Checking that equipment is safe before use;
- Ensuring that safety procedures are followed;
- Ensuring that appropriate protective equipment is available and used, when needed;
- Participating in risk assessments, inspections, audits and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention;
- Report all accidents and incidents.

Nominated person(s)

Nominated members of staff are responsible for:

- Managing the front door and security system;
- Dispatching completed accident investigation forms;
- Administering first aid, if appropriate;
- Ensuring first aid equipment is up-to-date and available;
- Monitoring unwell children.

Caretaker/Site Manager

The Caretaker/Site Manager is responsible for:

- Monitoring the condition of any asbestos in the school and report problems;
- Testing the fire alarm each week;
- Ensuring all signage (e.g. fire escape routes, trip hazards, etc.) is appropriate and maintained;
- Monitoring the school's cleaners to ensure they work safely;
- Organising or undertaking portable electrical appliance testing;
- Undertaking or arranging for contractors to undertake small repair works;
- Reporting potential hazards to the Headteacher;
- Maintaining health and safety records e.g. records on fire alarm servicing, etc.

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of the Local Governing Body's Resources Committee. In addition, the Local Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- a) Monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Local Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) Receiving reports from the Resources Committee.
- c) Checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) Receiving reports from the Headteacher on:
 - Complaints and hazard reports from staff and visitors;
 - Visits from HSE Inspectors;
 - New Council guidance and Code of Practice and methods of implementation;
 - Any Safety Audit arranged or commissioned from consultants;
 - Any guidance or advice from the Department for Education (DfE), HSE or other organisations concerned with health and safety in educational establishments
 - Staff training.
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

This policy is to be read in conjunction with our Safeguarding Policies:

- *Child Protection;*
- *Safeguarding;*
- *Intimate Care;*
- *Positive Handling;*

- *Anti-Bullying;*
- *Behaviour;*
- *Behaviour and Exclusion;*
- *Health and Safety;*
- *Equalities*
- *Code of Conduct setting out standards and acceptable behaviour for staff;*
- *E-Safety and ICT acceptable use;*
- *Managing allegations of abuse against staff;*
- *Disability;*
- *Admission;*
- *Whistleblowing.*

PART 3: ARRANGEMENTS

The Local Governing Body should modify the following appendices to meet the needs of their Academy.

Appendix 1	-	Fire evacuation and other emergency arrangements
Appendix 2	-	Inspection and maintenance of emergency equipment
Appendix 3	-	First aid and medication
Appendix 4	-	Accident reporting procedures
Appendix 5	-	Lone working
Appendix 6	-	Health and safety information and training
Appendix 7	-	Work equipment
Appendix 8	-	Flammable and hazardous substances
Appendix 9	-	Moving and handling
Appendix 10	-	Health and safety monitoring and inspections
Appendix 11	-	Asbestos
Appendix 12	-	Risk assessments
Appendix 13	-	Offsite visits
Appendix 14	-	Work at height
Appendix 15	-	Display screen equipment
Appendix 16	-	Vehicles
Appendix 17	-	Lettings
Appendix 18	-	Contractors
Appendix 19	-	Stress
Appendix 20	-	Legionella

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Academy Office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the Academy's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Academy Staff Handbook and on the wall in every classroom as well as the plan for exiting the particular room. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Academy Admin Officer.

Fire Drills

- Fire drills will be undertaken at least termly, and a record kept by the Caretaker/Site Manager in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use. Regular training is arranged for all staff.
- **Details of service isolation points** (i.e. gas, water, electricity) should be made known to nominated members of staff. They are located at:
 - Gas – Cleaners' Cupboard near the staff room**
 - Electricity – Electrical cupboard**
 - Water – staff toilets between Year 2 classroom and SLT room**

Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by the Caretaker/Site Manager when applicable for consultation.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Caretaker/Site Manager and a record kept in the Fire log book. Regular testing of fire alarms will occur once a week.

Any defects on the system will be reported immediately to **John Shell or Sebastien Chapleau (or another member of the SLT)**.

A fire alarm maintenance contract is in place with the contractor's named above and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

City Fire undertakes an annual maintenance service of all firefighting equipment

The Caretaker/Site Manager carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to **John Shell or Sebastien Chapleau (or another member of the SLT)**.

MEANS OF ESCAPE

All staff carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

All classrooms
Academy Office
STEP Zone/Breakfast Club area

Lindsay Avery (First Aid Leader) is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with the Ambulance services.

Princess Royal University Hospital 01689 863000
School Nurse 020 8460 1825
NHS Direct 0845 4647

Records: All first aid treatments are recorded and kept with the first aid equipment.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings" and Council guidance.

See the Academy's Administering Medicine Policy.

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

Accidents: All minor lunchtime accidents are recorded by lunch time supervisors. All head bumps are reported to parents in a written note and/or by telephone. Any injuries to the face/head result in parents being contacted to inform them, however minor. All contact details are kept on file and on the computer in the Academy office. More serious accidents are investigated by a member of the Senior Leadership Team and written statements made. Accidents resulting in a hospital visit are reported to the LA using the appropriate forms.

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form.

Copies of these forms are available from the Academy office.

The Headteacher will countersign the Council report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- Accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in:

- Pupils or other non-employees being taken to hospital;
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays).

These incidents will be reported to the Education Welfare Team at Bromley Council: 020 8313 4151

All accidents involving injury to pupils are to be recorded. This will initially be by using the standard forms in the school pupil accident book, which is kept in the school office. The method of reporting all accidents and incidents is clearly laid down in the CYP Code of Practice 2.02. The criteria for informing parents is also contained. Procedures and criteria for filling in the Bromley Accident/Incident Form AR3 and RIDDOR and their method of dispatch should also be followed. All AR3 accident forms, once completed, should be passed to the office before they are submitted to the Headteacher for investigation and signature. All incidents of physical violence or verbal abuse are to be reported on the La Fontaine Accident Notification form. Reportable incidents are any

fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

Office staff will check each AR3 to see if it constitutes a report under RIDDOR.

All accidents to staff are to be recorded immediately on the AR3 Accident form, which once completed, should be passed to the office before submission to the Headteacher for investigation and signature.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify the Academy office of their whereabouts and the estimated time of return. Wherever possible, home visits will be conducted in pairs. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.) When a member of staff expects to return after the estimated return time, they must inform the Academy office of their revised time of return, usually by mobile. If the member of staff does not return by the estimated time given, the most senior member of staff on site will be notified by a member of the office team.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Academy will support members of staff who, through their unions and associations, wish to serve as Health and Safety Representatives.

The school will support the H&S representative in carrying out her/his duties, including site inspections, during school time. The school will facilitate the H&S representatives training and deal quickly and appropriately with any concerns the representative may raise.

The Local Governing Body's Resources Committee meets to discuss health, safety and welfare issues affecting staff, pupils or visitors. This Committee reports to the full Local Governing Body. Action points from meetings are brought forward for review by the Academy's Leadership Team.

The Trade Unions' appointed safety representative(s) on the staff is: position currently vacant.

Communication of Information

Detailed information on how to comply with the Health and Safety Policy is given in the Academy Health and Safety Manual.

The Health and Safety Law poster is displayed in the staffroom.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by members of the Senior Leadership Team.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the Caretaker/Site Manager problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Any faulty ICT equipment should be reported to the ICT Leader.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Any ICT resources which are defective must be given to the ICT co-ordinator for secure storage pending disposal/repair.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted annually.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected by the Caretaker/Site Manager.

Curriculum

Curriculum Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Headteacher and members of the Leadership Team ensure that risk assessments are carried out. The Caretaker/Site Manager identifies any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the Curriculum Leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **"Control of Substances Hazardous to Health Regulations 2004"** (the "COSHH" Regulations).

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Caretaker/Site Manager.

He / she will ensure:

- A register of all hazardous substances used on site is compiled and regularly reviewed;
- All such items must be securely stored;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted for the use of hazardous substances;
- All chemicals are appropriately and securely stored out of the reach of children;
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 9**MOVING AND HANDLING****MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff - whether they involve the manual handling of people or objects - will be reported to / identified by Caretaker/Site Manager.

Where it is not reasonably practicable to eliminate these activities, a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / coordinated by the Headteacher and the Caretaker/Site Manager. If the Academy has any with trade union safety representative(s), they will also be invited to undertake the inspection.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor will be involved / undertake inspections on an annual basis and report back to the Local Governing Body's Resources Committee.

APPENDIX 11**ASBESTOS**

The Council Asbestos Policy, available in the Health and Safety Manual will be followed.

The asbestos register is held in the Academy office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Caretaker/Site Manager who will contact the Business Manager at Bishop Justus School.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Caretaker/Site Manager and the Headteacher.

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Headteacher following guidance contained in the Academy Health and Safety Manual.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one-off activities have been assessed by members of the Leadership Team or the Caretaker/Site Manager and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Academy Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Curriculum Leaders and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the school's Offsite Visits Policy.

The school's Educational Visits Co-ordinator (EVC) is [Sarah Edwards](#).

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the EVC.

The following visits must also be approved by the Academy Local Governing Body:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;
- The risks from fragile surfaces are properly controlled.

The Caretaker/Site Manager does not carry out any procedures on any roof.

APPENDIX 15**DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time e.g. admin staff, bursars etc) shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

See the DSE Policy.

APPENDIX 16**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and authorised visitors only in school holidays and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut during term time.

The children's and parents' access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

APPENDIX 17**LETTINGS / SHARED USE OF PREMISES**

The Academy Lettings Policy defines the agreed procedures for lettings / shared use of premises.

APPENDIX 18**CONTRACTORS**

Contractors are selected according to bids submitted, previous work history and / or quality of product. Work is monitored by the Caretaker/Site Manager.

All contractors must report to the Academy office where they will be asked to sign the Visitors' Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions. They will also be given a guide (see below) prior to being allowed to carry out work on site.

The Caretaker/Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

CONTRACTOR'S SAFETY CHECK LIST
JUNE 2014

Welcome to La Fontaine Academy, part of The STEP Academy Trust. The Headteacher and Local Governing Body would like you to be safe when you work on the premises and should be grateful if you would observe the following safety rules:

1. Report to the Academy office both upon arrival and when leaving the site each day.
2. Ensure the Site Manager knows what and where the work is to be carried out on site.
3. Inform the Site Manager of any hazardous substances to be used on site.
4. Inform the Site Manager of any hazardous equipment (eg noisy drills etc) to be used on site.
5. Provide a safe working area and, where necessary, you must barricade the work area off if there is a potential risk of causing harm to pupils, staff and others.
6. You must not leave any tools lying around unattended.
7. You must ensure your own staff are aware of the location of any asbestos on site (see Academy asbestos survey).
8. If you suspect there is asbestos present in or near the work area, work must not commence. You should immediately report this to the Academy office. Arrangements will then be made for expert advice.
9. You must act courteously to all staff, children and members of the public.
10. The Academy operates a strict no smoking on site policy.
11. Do not use portable radios when working on site.
12. You must wear appropriate clothing.
13. Do not obstruct any exit which is used for emergency evacuation.
14. When working at height, do not throw any tools or objects to the ground.
15. Motor vehicles must not be brought onto site without the prior permission of the Headteacher.
16. Permitted vehicular movement must be restricted during school hours.
17. School equipment must not be used; eg ladders, portable scaffolding, etc.
18. Upon hearing the fire alarm, you must go to the nearest assembly point as direct.

Thank you for your co-operation.

Contractor's Signature _____

Date _____

VISITORS PROVIDING A SERVICE TO THE STEP ACADEMY TRUST

This form needs to be completed when booking performers / service providers who are coming into school.

Name of company _____ Date of visit _____

Risk Assessment Required If Yes - Risk Assessment Carried out	Yes /No Date	Comments
Is DBS Required If Yes – DBS disclosure seen on	Yes /No Date of disclosure Disclosure No.	Comments if any
Indemnity Insurance seen and copy attached. (value should be minimum £1million)	Yes /No Value	Comments if any

Form Completed By (Name) _____

Signature _____

Date _____

APPENDIX 19**STRESS**

The Academy and Local Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

There are systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or the Headteacher. The STEP Board of Director has agreed a Whistleblowing Policy and this is made available to staff.

APPENDIX 20**LEGIONELLA**

The Academy complies with advice on the potential risks from legionella as identified in our Academy Health and Safety Manual.

The Caretaker/Site Manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by a contractor.

The Caretaker/Site Manager will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held to monitor water hygiene and complete legionella risk assessments.