



# **BOTTISHAM VILLAGE COLLEGE HEALTH & SAFETY POLICY**

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## CONTENTS

<b>Statement of General Policy on Health, Safety and Welfare .....</b>	<b>4</b>
1. Organisation and Responsibilities for Health, Safety and Welfare .....	5
<b>Arrangements and Procedures for Health, Safety and Welfare.....</b>	<b>13</b>
2. Accident Reporting, Recording and Investigation .....	13
3. Asbestos.....	14
4. Building Services .....	15
5. Construction Work .....	15
6. Curriculum Safety .....	16
7. Drugs and Medications .....	16
8. Electrical Equipment .....	16
9. E-Scooter & E-Bikes .....	17
10. Extended Learning / Adult Learning .....	17
11. Fire Precautions and Procedures .....	17
12. First Aid.....	18
13. Glass and Glazing .....	18
14. Hazardous Substances.....	18
15. Housekeeping, Cleaning and Waste Disposal .....	19
16. Handling and Lifting .....	19
17. Jewellery.....	19
18. Legionella / Water Hygiene .....	19
19. Lettings/Shared use of Premises .....	19
20. Lone Working .....	20
21. Maintenance / Inspection of Equipment.....	20
22. Medication Policy.....	20
23. Monitoring and Evidencing the Policy .....	20
24. New and Expectant Mothers.....	20
25. Personal Protective Equipment.....	21
26. Plant and Machinery .....	21
27. Reporting Defects .....	22
28. Risk Assessments and Guidance Notes .....	22
29. Signage .....	22
30. Educational Visits / Off-Site Activities .....	23
31. School Transport .....	23
32. Smoking.....	23
33. Staff Consultation .....	23

34.	Staff Health and Safety Training and Development .....	23
35.	Staff Well-being / Stress .....	23
37.	Use of VDU's / Display Screens .....	23
38.	Vehicles on Site .....	24
39.	Violence to Staff / School Security .....	24
40.	Working at Height .....	24
41.	Work Experience .....	24
42.	Violence and aggression behaviour .....	24
	Appendix 1 - What accidents and incidents constitute a RIDDOR? .....	25
	Appendix 2 - Health and Safety Committee Agenda .....	27
	Appendix 3 - Premise Report for Headteacher .....	28
	Appendix 4 - Incident / Accident Reporting .....	30
	Appendix 5 – 2025 / 2026 Planner .....	31
	Appendix 6 - Statutory Inspections .....	32
	Appendix 7 – New Starter Induction Checklist .....	33
	Appendix 8 - Health and Safety Committee Terms of Reference .....	37



## Statement of General Policy on Health, Safety and Welfare

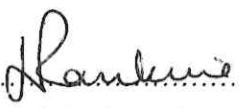
Bottisham Village College believes that health and safety is paramount in all areas of its activities. Bottisham Village College is committed to providing its pupils and employees with safe places of learning and work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as not to adversely affect the health and safety of its customers, partners, contractors, visitors or any persons that could be impacted by its activities.

We shall ensure, so far as is reasonably practicable, the health and safety and welfare of our staff, pupils and any visitors to our premises, and will incorporate the Health and Safety Policies and Statutory Regulations, in particular the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. J Rankine aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the academy's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff and the recognised appointed safety representative to ensure compliance.

Employees have a duty to protect themselves and others by working safely, co-operating with Anglian Learning, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed .....  .....  
**Headteacher**

Review Date..... 8/10/25.....



## **1. Organisation and Responsibilities for Health, Safety and Welfare**

To ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the Trustees have approved the following organisational structure. Duties and responsibilities have been assigned to Staff as laid out below:

### **1.1 Headteacher**

- Overall responsibility for the day-to-day management of Health and Safety rests with the Headteacher.
- As manager of the establishment and of all the activities carried on within it, the Headteacher will advise the Head of Estates of any areas of health and safety concerns that may need to be addressed by the allocation of funds.
- The Headteacher will delegate to the Site Manager who will implement day-to-day health and safety practices, but retains accountability for:
- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- Adequate staffing levels for safe supervision.
- The delegated responsibility for maintenance of the premises.
- The purchase of equipment to meet appropriate safety standards.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and firefighting appliances.
- The funding of necessary safety training for staff.
- The arrangements for securing health and safety assistance from a competent source.
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Contribution to the Trust Asset Management Plan to ensure appropriate planning and resourcing of health and safety matters requiring attention.
- Ensuring the management and monitoring of the Critical Incident and Business Continuity Plan.
- All staff have read and acknowledged the Health & Safety Policy.
- The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

- The Deputy Headteacher or a member of senior leadership is responsible for these matters if the Headteacher is not on site.

## **1.2 Head of Operations**

- The Headteacher will delegate to the Head of Operations/ Assistant Head of Operations, a number of duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will:
- Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Formulate the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.
- Co-ordinate the statutory inspections and testing as required, ensuring all areas of the establishment and all activities are covered.
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.
- Oversee Health and Safety meetings and report back to the Head of Estates / Health & Safety Adviser.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Advise the Head of Estates of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in the local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- Oversee statutory compliance and record keeping on the iAMCompliant Compliance portal.
- Oversee day to day Health & Safety across the site.



- Support the Headteacher in compiling the termly Premises/Health & Safety report.

### **1.3 Educational Visits Coordinator**

- The Headteacher will delegate to the Educational Visits Coordinator the duties as set out in the Education Visits policy. More specifically the post holder will:
- Oversee all arrangements for educational visits and school journeys. Advise and promote on training for educational visits. Develop and monitor risk assessments for educational visits.

### **1.4 Heads of Faculty**

- All Heads of Faculty are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the academy's policy statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:
- Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.
- Ensure that all accidents are investigated and reported appropriately, with a view to preventing a recurrence.
- Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency.
- Remove from use and inform the Head of Operations of any equipment / appliance which has been identified as being unsafe and which needs repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Head of Operations.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and



ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format.

- Identify specific staff health and safety training needs and inform the Head of Operations accordingly.
- Consult with all staff on any matters that may affect their health or safety whilst at work.
- Carry out and log departmental induction training including any specific Information and training that may be necessary because of activities that are peculiar to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Head of Operations.
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk.
- Ensure that good standards of housekeeping are maintained.
- Consult the Trust's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

### **1.5 Employees**

- All employees are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Teachers / TA's / Supply staff shall:
- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered.
- Be aware of the academy's health and safety policy and any local rules and arrangements, which may apply specifically to the department concerned.
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/lockdown etc.

- Ensure that pupils follow school / departmental safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to the Head of Faculty.
- Investigate all accidents (including near misses) in conjunction with Head of Faculty, which occur through activities organised/supervised by the faculty.
- Propose for consideration by their Head of Faculty any improvements, which they consider, would improve health or safety standards within the department.
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

#### **1.6 Site Officer**

- The Site Officer is responsible to the Head of Operations. Duties include:
- Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- Ensuring that other site supervisory staff (cleaners, for example) are adequately supervised.
- Identifying any particular health and safety training needs of supervisory staff in the group.
- Ensuring that staff within the group are not involved in activities outside their limitations.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.



- The Site Officers must ensure they have been made aware and are familiar with the school's Safety Policy and procedures and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g.-storage arrangements, materials; equipment; substances etc.)
- Under section 6 of the Health and Safety at Work Act the Site Officers are responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets and COSHH).
- The Site Officer must inform the Head of Operations whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Overseeing the safety and security of the school site, ensuring regular monitoring of lighting.
- Ensure statutory compliance is undertaken within required periods and the compliance software iAMCompliant is maintained. kept up to date and associated documents uploaded.
- Support the Head of Operations with reviewing and maintaining risk assessments and registers.

### **1.7 All Employees**

- All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).
- Employees must also co-operate with the Trust central staff and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:
- To participate in the risk assessment process and comply with findings.
- To report all defects in the condition of the premises or equipment to which they become aware.
- To report all accidents according to the procedures included in Part 3 of this document.
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3).
- To make use of all necessary personal protective equipment provided for safety or health reasons.



- To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- Follow all relevant codes of safe working practice and local rules.
- Report any unsafe working practices to the Head of Faculty / Head of Operations.

### **1.8 Pupils / Students**

- All pupils must be encouraged to follow all safe working practices and observe all Academy safety rules. In particular staff should work with and monitor pupils to ensure as far as practicable that they:
- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation, which may affect their safety.
- Move around the school site in safe manner.

### **1.9 Staff Safety Representatives**

- Health and Safety at work law makes provision for the appointment of trade union appointed safety representatives from amongst the employees. Where a representative is appointed, the safety representative shall have the following functions:
- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher via the Head of Operations on general matters affecting the health, safety and welfare of employees.
- To carry out workplace health, safety and welfare inspections.
- To attend any safety committee meetings.
- To co-operate with his employers in promoting health and safety at work.
- None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

### **1.10 Health and Safety Committee**

- The established Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others that

may be affected by the academy's activities. Membership of the Committee should comprise of:

- SLT representative
- Head of Operations (Chair)
- Head of Physical Education
- Head of Creative design
- Head of Science (or nominated representative)
- DT Technician
- IT Manager
- Sports Centre Manager
- Staff Union representative
- Invite cleaning and Catering Managers

**N.B All high-risk departments should be represented.**

- The H&S Committee will be responsible for the following:
- To be involved in the monitoring of health and safety training.
- To look at accident statistics, ill health for the academy and to monitor and review trends, report to the Headteacher.
- To be involved and assist with the actions of the health and safety audit reports / fire risk assessments by ensuring the actions / recommendations of the report are implemented.
- To ensure there is a process in place for reviewing of Risk Assessments and audits.
- Suggest health and safety targets and priorities for the forthcoming year.
- To review safeguarding and security across the site.
- Review any upcoming building projects.
- Report any health and safety issues across the site.
- Review health and safety concerns raised by Pupil Council.

*N.B*

## **Appendix 2: Health and Safety Committee Agenda**

*N.B. Appendix 8: Health & Safety Committee Terms of Reference*

### **1.11 Estates & Operations Manager**

- The Estates & Operations Manager will provide support to the secondary academy site team, advising on best practice in estate and facility operations, including visiting allocated secondary schools at least once a term, ensuring that concerns are logged appropriately and relevant actions followed up.

### **1.12 Health & Safety Adviser**

- The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent people to assist them with the implementation and provision of health and safety measures.
- To ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.
- To conduct annual internal audits to monitor compliance with this policy and work with the Headteacher, Site Manager or Head of Faculty to address any identified areas of weakness.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.

#### **Contact Details:**

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## **Arrangements and Procedures for Health, Safety and Welfare**

All the below are a requirement and personalised to each school.

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

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

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook and Managing Medical Needs and First Aid Policy. This procedure must be brought to the attention of Heads of Faculty.

Employees must report all accidents, incidents, dangerous occurrences, violent incidents and incidences of verbal abuse. All accidents must be recorded on iAMCompliant regardless of severity. The person responsible for First Aid must fully investigate accidents, and containment action should be taken immediately to prevent further occurrences whilst longer term mitigation is implemented. Actions should be clearly recorded against the report.

Similarly, all near-miss incidents must be reported through iAMCompliant. These are incidents that occur where no injury or damage is sustained but could have potentially been caused. Remedial action taken promptly after a near miss can prevent a serious accident occurring later, outcomes should be clearly recorded. (e.g. faulty systems of work, plant, equipment, fittings etc., must be attended to as soon as possible and clearly labelled to that effect).

All accidents, dangerous occurrences and reports of ill-health meeting the threshold for RIDDOR (as guided by the Managing Medical Needs and First Aid Policy) must be reported as soon as possible. Notification of the accident will be sent to the Health & Safety Adviser who will assist in the investigation and subsequent reporting, if necessary, to the HSE. Copies of the submission will be retained centrally but also provided to the school for keeping locally.

All deaths and major injuries must be reported immediately to the Health and Safety Adviser on 07949756210 or 01223 983088.

As guided by DfE, Data Protection in Schools, and in line with the Anglian Learning Document and Personal Data Retention Policy, safety incident records are to be retained:

- Until the child reaches the age of 21, for accident reporting records relating to individuals who are under 18 years of age at the time of the incident, or,
- Accident data should be retained for 3 years, for accident reporting records relating to individuals who are over 18 years of age at the time of the incident

Where there is a requirement to hold incident data for longer than the periods stated above, the data must be anonymised.

### **3. Asbestos**

The Head of Operations will be responsible for Asbestos, location of the asbestos survey, updating of the Frontline Asbestos Portal, arrangements to ensure contractors and others such as site supervisors etc. have sight of asbestos report prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager / checking manual, how staff should report damage to asbestos materials. A copy of the current Asbestos report is to be kept with the contractors signing in book.

Any asbestos that is likely to be disturbed or removed is to be done using approved Licensed Contractors in accordance with the Asbestos at Work Regulations.

The Head of Operations will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Head of Estates aware of any specific problems, through the Headteacher.

### **4. Building Services**

To ensure some systems of work (such as working at height or working in confined spaces) are carried out safely, systems of work will be prepared by the person undertaking the activity detailing how the work should be carried out. These will be used with the relevant risk assessment to ensure all potential hazards are identified, and details are made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

The Head of Operations shall be responsible for planning the induction of contractors to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, signing in on 5Cs system. Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting. Contractors will inform the Site officer of all potential risks to staff, pupils and visitors. Contractors will be required to provide in advance the documentation and evidence as listed in the Contractors Handbook.

### **5. Construction Work**

The management of school construction work will be in accordance with The Construction Design Management Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work and includes activities related to building, altering, maintaining, or removing a structure. This covers construction, renovation, repair, decoration, demolition, site preparation (e.g. clearance and excavation), and assembling or dismantling prefabricated elements. It also includes the installation, maintenance, or removal of fixed systems such as electrical, gas, mechanical, or communication services.



Schools are considered non-domestic clients and must ensure that there are suitable arrangements for managing the project. All construction work must:

- Contract workers with the right skills, knowledge, training and experience.
- Ensure the school and contractors provide appropriate supervision, instruction and information.
- Have a written construction plan detailing how health and safety will be managed on site, before work begins.

Projects where there is more than one contractor involved must have the requirements set out above, as well as:

- Appointing a Principal Designer and Principal Contractor.
- A copy of the health and safety file.

Where contracted works are scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point during the project, or exceeds 500 person days, the client must notify the HSE of the work as well as ensuring compliance with the requirements set out above.

When planning to use a new contractor, a contractor questionnaire will be required to provide assurance to the Trust of the contractor's management and commitment to health and safety. Completed copies should be sent to [estate@anglianlearning.org](mailto:estate@anglianlearning.org) who will countersign, permitting the use of the contractor, supporting their migration to the approved supplier list.

## **6. Curriculum Safety**

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health and safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

## **7. Drugs and Medications**

Please refer to the relevant Trust and academy policies.

## **8. Electrical Equipment**

Fixed Electrical Inspection takes place every five years or over a rolling program of 20% per year.

The procedure to be adopted is as a means of satisfying the Electricity at Work Regulations and the IET Code of practice.

Portable Equipment – will be tested as per Risk Assessment. Failed equipment must be removed from use and quarantined.

Electrical equipment should not be brought in from home without prior consent. Any items agreed must have a valid PAT certificate.



Electrical items such as fan heaters are not permitted on site. Where there is a requirement to use portable heaters, only oil powered is permitted. Portable heaters must only be used as a temporary measure in emergency situations while action is taken to repair the heating system, and where alternative heating arrangements are not available, due to the fire risk posed.

Where the use of portable heaters is permitted, it must be done exercising great caution. Whenever portable heaters are proposed as a temporary measure, guidance on their safe use and storage must be provided and always followed. The environment of intended use and fire risk assessment should be reviewed in-light of this.

The permitted use of toasters is conditional in ensuring that arrangements for its safe use are recorded in a risk assessment, and monitored, including:

- They are placed on a flat surface.
- They are pulled away from any overhead cupboards when in use.
- The area is free of combustible materials such as paper.
- The crumb tray is regularly emptied.
- That at no point during use, is the toaster left unattended. The use of the toaster must always be supervised by an adult.
- The toaster plug is removed from the socket when not in use.

## **9. E-Scooter & E-Bikes**

E-scooters fall within the legal definition of a “motor vehicle” therefore the laws that apply to motor vehicles also apply to E-scooters. It is therefore illegal to use an E-scooter as it is not possible to obtain appropriate insurance and the Trust requests that children do not use these as a method of transport to site.

Anglian Learning employees are permitted to use Electrically Assisted Pedal Cycle (EAPC), these do not require a license and do not need to be registered, taxed or insured.

A EAPC must:

- Must have pedals that can be used to propel it.
- Can have more than 2 wheels, for example a tricycle.
- Only be propelled up to 15.5mph without pedaling but only if it's been approved.
- Must not have an electric motor capable of propelling the bike when it's travelling at more than 15.5 miles per hour (mph).

Due to the fire risk that electric batteries pose, Anglian Learning does not permit the charging of EAPC on site.

## **10. Extended Learning / Adult Learning**

Please refer to relevant policies.

## **11. Fire Precautions and Procedures**

The Head of Operations is responsible for undertaking and reviewing the fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities

e.g. fire marshal etc., assembly points, maintenance of fire exits / escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located with:

- Each member of the academy / SLT
- Head of Operations
- Site Officer
- Headteacher's PA

## **12. First Aid**

Please refer to the staff handbook and Managing Medical needs and First Aid Policy.

The Officer Manager should ensure that First Aiders have a current certificate and that new people are trained should first aiders leave.

A first aid needs assessment is completed, and periodically reviewed, to ensure that adequate staffing and equipment provision is available to deal with foreseeable accidents requiring first aid intervention.

## **13. Glass and Glazing**

All glass in doors and side panels must be safety glass, and all replacement glass is to be of safety standard as per The Workplace Regulations 1992, Regulation 14.

## **14. Hazardous Substances**

The Control of Substances Hazardous to Health Regulations 2002 requires the school to make a suitable and sufficient assessment of the risk to employees through exposure to the substance and the steps that need to be taken to adequately protect employees.

Heads of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.



Working in conjunction with the school chemical register and the COSHH package, Heads of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

There will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dust, vapours, gases, etc., (e.g. fume cupboards, woodwork extraction, heat treatment, soldering, etc.).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be logged on to iAMCompliant by the Head of Operations.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Control of Substances Hazardous to Health Procedure.docx](#).

### **15. Housekeeping, Cleaning and Waste Disposal**

Contracted cleaners are responsible for day-to-day cleaning as per the specification for each area. Specialist areas are deep cleaned at regular intervals as specified.

Heads of Department should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

Hazardous waste, including WEEE, must be disposed of through an approved waste handler. Waste transfer notes must be retained for a minimum period of 3 years.

### **16. Handling and Lifting**

The school understands its responsibility to comply with The Manual Handling Operations Regulations 1992.

It is recommended that all school staff carry out manual handling training periodically to ensure safe practices. Individuals at particular risk, e.g. Site staff, are assigned mandatory manual handling training.

Task specific risk assessments are required where there is an increased risk from manual handling, e.g. taking stock of a delivery. A record of each manual handling assessment is to be retained in a manual handling register.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Manual Handling Guidance.docx](#).

### **17. Jewellery**

Please refer to school policy.

### **18. Legionella / Water Hygiene**

Ensure the school meets the requirements of Legionella Management in line with current HSE L8 guidance.



Legionella Risk Assessments are conducted biennially by a competent external contractor. Monitoring activities, such as monthly temperature checks, are conducted using competent external contractors to maintain water hygiene and weekly flushing is completed by site staff.

Monitoring records are kept locally and on iAMCompliant along with records of any remedial work.

### **19. Lettings/Shared use of Premises**

As per Lettings policy, Terms and Conditions.

### **20. Lone Working**

Duty holders decide what they need to do to comply with their legal duties towards lone workers under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Involve staff or their representatives when undertaking the required risk assessment process.

Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment).

Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice. When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, planning to provide help or back-up; and where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

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

Details and records of all inspections and testing are recorded on the iAMCompliant system by the Head of Operations and Assistant Head of Operations. All inspections and testing to take place within statutory guidelines.

### **22. Medication Policy**

Please refer to the school Medication Policy.

### **23. Monitoring and Evidencing the Policy**

The Health and Safety Adviser will carry out annual curriculum health and safety audits of the high-risk departments, requiring supporting evidence to demonstrate compliance with the requirements set out in the policy. The Health and Safety Adviser, in collaboration with the Headteacher / Head of Faculty, will review the audit report to identify strengths and areas for improvement in adherence to the policy, enabling corrective actions and effective planning of future health and safety objectives.

In addition, the termly Health & Safety site walks will be carried out by the Headteacher and the Head of Operations. The Health and Safety Adviser and Estates and Operations Manager will further monitor compliance with the policy.

## **24. New and Expectant Mothers**

Under the Management of Health and Safety at Work Act there is a duty to consider risks to new and expectant mothers.

Provide a risk assessment considering specific risks relating to their working environment. Ensure employees are aware they are required to inform HR of their condition before a workplace assessment can take place.

## **25. Personal Protective Equipment**

PPE should be considered the last resort when mitigating risk, or supplementary to other safety measures, this is because it does not prevent an incident occurring, rather it offers a level of protection against the resultant incident.

When identifying PPE required to complete a task, the level of protection must be reviewed to ensure appropriateness to the hazard. E.g. protective chemical gloves afford varying levels of protection depending on the substance that they are exposed to, this is referred to as breakthrough time.

PPE must be supplied by the school, free of charge, where a risk assessment determines the use to be necessary.

Staff issued with PPE are responsible for its safe storage, proper maintenance, and reporting any concerns to management if the equipment is believed to be defective or inadequate.

As per The Personal Protective Equipment at Work Regulations 1992, staff must receive suitable instruction and/or training on the correct use of PPE. This can be achieved through completion of applicable National College training, or through professional discussions during the provisioning of equipment.

Queries relating to the correct selection of PPE should be directed to the Health & Safety Adviser.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Personal Protective Equipment \(PPE\) Guidance.docx](#).

## **26. Plant and Machinery**

The school recognises that initially it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery.
- General inspection of plants, equipment and machinery.
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

The Head of Faculty / Facility will be responsible for carrying out periodical checks within their department, using the text, checklists and information as provided in the Health and Safety Manual.



It is also recognised that certain items of machinery / equipment require checking and certification.

Heads of Faculties will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment. They will also be required to select and provide suitable protective clothing / equipment and of the correct type.

## **27. Reporting Defects**

Defects should be reported through the iAMCompliant System, the site management team will arrange any remedial works.

## **28. Risk Assessments and Guidance Notes**

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out and it is identified there are significant risks.

Risk assessments relating to general site activities of the academy will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work.

Curriculum risk assessments are the responsibility of the Heads of Faculty. Copies of these assessments are held by the relevant departments. Appropriate risk assessment training will be provided to key members of staff who undertake completing risk assessment.

The following staff will complete risk assessments for the areas highlighted below:

Premises	Site Manager/Site Team
Curriculum	Heads of Faculties /Teaching staff/Support staff where appropriate e.g. Teaching Assistant for a pupil
Off-site Visits	Visit Leader
Individual/specific	Line Manager

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available at the academy or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The school has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Risk Assessment Procedure.docx](#).

## **29. Signage**

It is ensured that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing / equipment, registers, logbooks etc.

## **30. Educational Visits / Off-Site Activities**

Procedures for field trips and extra-curricular activities are as outlined in the Staff Handbook and Schools Trips Policy. Where applicable, reference should also be made to the "Educational Visits and Journeys Manual". Activities which fall outside the scope of this document will be organised in-house with written instructions and arrangements conveyed to all interested parties.

## **31. School Transport**

School transport is arranged through Local Authority, and they maintain the responsibility for Health and Safety related to this.

## **32. Smoking**

The entire site of each school is a No Smoking Area.

## **33. Staff Consultation**

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed immediately to staff who have a direct interest.

As this will normally relate to a department's activities, the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

## **34. Staff Health and Safety Training and Development**

This will apply to all new employees and to existing employees where there is a change in their Job Description. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. This will form part of employee induction.

## **35. Staff Well-being / Stress**

Please refer to Well Being Charter.

## **36. Swimming Pool Operating Procedures**

The swimming pool is managed by Anglian Leisure and staff should refer to the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

## **37. Use of VDU's / Display Screens**

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, the schools is required to minimise risk and analyse workstations through the completion of a workstation assessment.



A DSE user is identified as someone who regularly uses display screen equipment for a significant and continuous period of time i.e. 1 hour a day.

DSE users are entitled, in accordance with the regulations, to eye tests at regular intervals.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Display Screen Equipment \(DSE\) Procedure.docx](#).

### **38. Vehicles on Site**

Vehicles are only permitted to park in designated parking bays.

Bus Bays are solely for use of school buses during the hours of 8.30 am - 9.30 am and 2.30 pm- 3.30 pm.

### **39. Violence to Staff / School Security**

All visitors and contractors are to report and sign in on arrival.

All staff are required to wear school identity badges on site.

As part of staff induction, they are required to undertake child protection training and how to deal with intervention of physical violence.

### **40. Working at Height**

Staff needing to work at height are required to undertake appropriate training and on occasions recognised qualifications (e.g. working at height, PASMA).

Ladders are to be checked and recorded on a 3-monthly basis by the Site Officer (Amend title and responsibilities as per job description) Ladders not in use, are to be secured as current regulations state.

Pupils are not allowed to use ladders on site under any circumstances.

Contractors are required to provide their own ladders unless arranged in advance with the Site Officer and sufficient evidence of competency has been provided.

Further guidance can be sourced through the Health & Safety Dashboard on Connect: [Working at Height Guidance.docx](#).

### **41. Work Experience**

The Head of Year 10, Work Experience Co-ordinator and Careers Co-ordinator are directed to the Health and Safety handbook and will follow the guidance as provided on placement and inspection procedures.

### **42. Violence and aggression behaviour**

Please refer to Prevention and Management of Abuse towards staff policy.

## Appendix 1 - What accidents and incidents constitute a RIDDOR?

### What does “Work Related” mean?

Work-related accidents and incidents are those that occur during an activity being carried out or organised by an employee in the course of their work.

For example:

- Incidents that occur during school trips or public events organised by an employee.
- Incidents where employees visit or are working at another workplace are harmed.
- Incidents that occur on premises or grounds that are owned or let by the Academy. (I.e. incidents that may be related to premises defects).

### What incidents classify as RIDDOR?

Incidents concerning the death, specified injuries, diseases and dangerous occurrences which arise out of, or in connection with, work activities:

- **Deaths** – Regulation 6 of RIDDOR 2013 requires Anglian Learning to report work-related deaths.
- **Specified injuries** - Regulation 4.1 of RIDDOR 2013 requires Anglian Learning to report fractures (other than fingers, thumbs or toes), amputations, permanent loss or reduction of sight, a burn that covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs, a penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- **Over 7-day incapacitation** – Regulation 4.2 of RIDDOR 2013 requires Anglian Learning to report injuries that lead to an employee being away from work, or unable to perform their normal duties for more than 7 consecutive days (excluding the day of injury but including weekends, bank holidays and rest days). These injuries must be the result of an occupational accident or incident, and the report must be made within 15 days of the accident / incident occurring.
- **Dangerous occurrences** – Schedule 2 of RIDDOR 2013 requires Anglian Learning to report cases of dangerous occurrences, these can be considered near misses, but not all near misses are reportable to the HSE. A list of occurrences that would be reportable can be found: *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- **Diseases** – Regulation 8 of RIDDOR 2013 requires Anglian Learning to report cases of certain diagnosed reportable diseases, linked to exposure to specified hazards at work. A list of diseases that would be reportable can be



found: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Diseases such as coughs and colds, stomach bugs etc., or where people with an existing health condition are taken ill (e.g. a fit in a person known to have epilepsy), are not typically reportable. However, the manager may need to monitor increases in such incidents where the work is safety critical, as they may prompt a need for an occupational health review.

- **Non-workers** – Regulation 5 of RIDDOR 2013 requires Anglian Learning to report injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school, if the accident results in the death of the person, and arose out of or in connection with a work activity; or an injury that arose out of a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

*N.B. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for several days, the incident is not reportable.*

### **Do road traffic collisions (RTCs) need reporting?**

Incidents involving a school vehicle in a road traffic collision on a public highway, resulting in death or injury, are generally not reportable under RIDDOR, as they are classed as road traffic incidents and fall under the jurisdiction of the police.

However, if a school bus is stationary on school premises, and is struck by another vehicle while pupils are boarding or alighting — and pupils are injured and taken to hospital — this may be reportable under RIDDOR, as the incident occurred on premises under the control of the school and resulted in injury to a person not at work.

### **Do Sporting Injuries need reporting?**

Sporting activities will have an inherent level of risk by the nature of movement and contact, therefore, not all sports injuries to pupils are reportable under RIDDOR. Organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity, the essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents would include:

- The condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports.
- There was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, a pupil's arm being struck by a trampoline whilst folding the equipment away and a member of staff was not actively involved.

## **Do incidents that occur during overseas educational visits need reporting?**

Incidents that would ordinarily meet the requirements for reporting under RIDDOR, that occur whilst on an overseas trip, are not reportable as the HSE has no jurisdiction overseas. However, the incident should be logged internally.

## **Minor / superficial injuries?**

Bumps, bruises, grazes etc. arising from play/leisure activities (i.e. whose inherent nature means that non-preventable minor injuries are common) do need reporting on iAMCompliant but should not be classified as a RIDDOR. Details required for the report will include:

- The injured person's name.
- The injured person's address (unless they regularly attend the establishment e.g. as a pupil or service user).
- Date, time and place of the incident.
- Nature of the injury/illness.
- How the injury occurred.
- First aid given or other action taken. (e.g. informed parents).
- Name of person dealing with the incident.

Information in the log should be treated as confidential. It is good practice to review the local incidents log occasionally, as a pattern of accidents may indicate a weakness in how a play or leisure activity is managed. For instance, if a high number of accidents occur with certain play equipment, it may be necessary to restrict numbers using the equipment or improve supervision.



## Appendix 2 - Health and Safety Committee Agenda

Date

Time

### Agenda

<b>Attendance:</b>	
<b>Apologies:</b>	
<b>Minutes of previous meeting:</b>	
<b>Action and matters arising:</b>	
<b>Standing Items:</b>	
<ul style="list-style-type: none"> <li>• <b>Safeguarding</b> Fire Safety/Safeguarding Wellbeing</li> <li>• <b>Accident/Incident statistics and investigations/outcomes update</b> Report of data from iAMCompliant incidents and near misses Internal RIDDOR reports (Request from H&amp;S Adviser) Reportable to the HSE under RIDDOR 2013</li> <li>• <b>H&amp;S Management and Training</b> Headteacher Site Walk and report/action plan Faculty reports Outstanding H&amp;S training Audits and Action Plan</li> <li>• <b>Statuary Inspections and Testing (report from iAMCompliant)</b> Update on risk assessment progress for individual depts. COSHH General site update Upcoming projects</li> <li>• <b>Policies</b></li> </ul>	
AOB	
<ul style="list-style-type: none"> <li>• <b>Items to be taken forward to Headteacher</b></li> </ul>	
<b>Items to be raised to the Head of Estates</b>	
<b>Date of next meeting:</b>	

### Appendix 3 - Premise Report for Headteacher

Date

Time

#### Action and matters arising from previous report

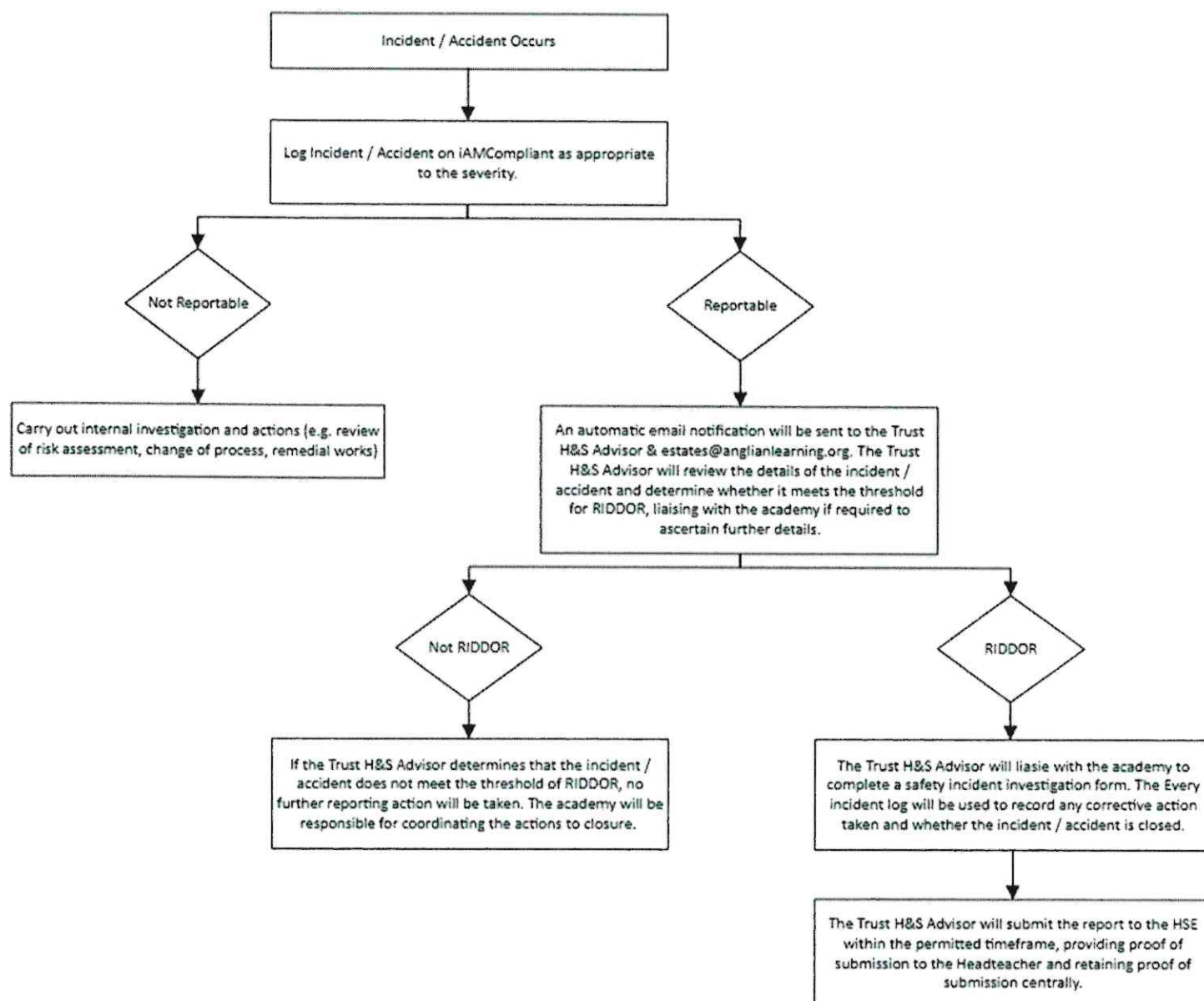
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#### Standing Items

- **Safety /Safeguarding**  
Fire  
Legionella
- **Accident statistics and investigations/outcomes update**  
iAMCompliant report  
Internal RIDDOR Reports  
Reportable to the HSE  
Analysis of areas or incident types
- **Health and Safety**  
Key points from H&S committee (report attached)  
Headteacher Site Walk  
Health & Safety Audits – outcomes and action points  
Curriculum Health & Safety Audit – outcome and action points
- **Statuary Inspections and Testing**  
iAMCompliant report
- **General**  
Building Works/Capital  
Projects  
Contracts for renewal  
Policies for review and approval  
Site Team
- **Departmental**  
Curriculum Audits and Action plans  
Sports Centre update  
Adult Learning update



## Appendix 4 - Incident / Accident Reporting



## Appendix 5 – 2025 / 2026 Planner

### 2025 - 2026 Planner

	Autumn Term 04/09/2025 - 19/12/2025				Spring Term 05/01/2026 - 27/03/2026			Summer Term 13/04/2026 - 17/07/2026			
	September	October	November	December	January	February	March	April	May	June	July
<b>Health &amp; Safety policy update</b> · Uploaded to website · SOI read & signed by all staff · Posted in central staff area	X										
<b>Health &amp; Safety site walk</b> · Headteacher & lead site staff · Conducted prior to committee meeting	X				X			X			
<b>Health &amp; Safety committee meeting</b> · Termly dates to be set in September · Agenda and committee attendees listed in H&S Policy		X			X			X			
<b>Health &amp; Safety premises report</b> · Sent to estates@anglianlearning.org · To include statutory reporting		X				X			X		
<b>Health &amp; Safety audit</b> · An annual audit of a high-risk curriculum subject, as part of a 4-yearly rotation										X	
<b>Health &amp; Safety review meeting</b> · Headteacher & H&S Advisor · To include actions from last meeting · iAMCompliant reporting · Trust updates			X								




## Appendix 6 - Statutory Inspections

### Statutory Servicing, Testing and Inspection

In order to meet legislation, Health and Safety regulations, the following items, where applicable, should be serviced, tested or inspected and records logged on the iamCompliant system.

<b>Indicative Service Intervals for Schools' Equipment</b>	<b>Item Service Interval</b>
Fire Alarm Systems	Every 3 months
Emergency Lighting	Every 6 months
Fire Extinguishers	Every 12 months
Fire Hydrants	Every 12 months
Fire Sprinklers	Every 3 months
Boilers – Gas	Every 12 months
Boilers – Oil	Every 6 months
Heating Controls	Every 12 months
Pressure Sets (used with heating systems)	Every 12 months
Pressure relief valves on heating systems	Every 12 months
Oil tanks (condition and calibration of gauges)	Every 12 months
Steel Chimneys (soundness)	Every 12 months
Water Hygiene	Monthly Water Hygiene
Legionella Risk Assessment	Every 2 years
Stage Lighting	Every 12 months
Gas equipment (inc. heaters, lab taps and systems, CDT equipment and systems)	Every 12 months
Passenger Lifts and Hoists (including special-needs Hoists and tracks etc.)	Every 3 months (subject to usage)
Hoist Servicing (goods)	Every 12 months
Fixed Electrical Installations	Every 5 years or 20% per year
Fixed Electrical Installations – Swimming Pools	Every 12 months
Portable Electrical Appliances	By risk assessment up to 24 months
Sewage Pumps	Every 6 months
Lightning Conductors	Every 12 months
Swimming Pools including microbiological water testing	At commissioning and every month thereafter
Hot Water Blending Valves	Every 8 months
Catering Equipment	Every 12 months
Local Exhaust Ventilation (e.g. Fume cupboards, fume and wood dust extraction systems)	Every 14 months
Automatic Opening Doors	Every 12 months

## Appendix 7 – New Starter Induction Checklist

 <b>ANGLIAN LEARNING</b>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Insert school logo</div>	
<p>[Insert School Name]</p> <p><b>Health and Safety Induction Checklist</b></p> <p><i>When induction health and safety training is completed, the relevant box (es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.</i></p> <p><i>The new starter and person providing the induction should both sign the form and keep a copy</i></p>			
<b>Name:</b>		<b>Job Title:</b>	
<b>Department:</b>			
<b>Start Date:</b>			
<b>Accident and Hazard Reporting</b>		<b>Yes</b>	<b>No</b>
Explain: - <ul style="list-style-type: none"> <li>Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace</li> <li>Location of First Aid room and First Aid staff</li> <li>Use of iAMCompliant system</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Asbestos Log</b>			
Explain:- <ul style="list-style-type: none"> <li>Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised.</li> <li>Location of any known asbestos</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>COSHH</b>			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance		<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication &amp; Consultation on Health &amp; Safety</b>			
Explain:- Formal channels of communication within the school, e.g. meetings, H&S safety Committees or other forum where Management meet with employee reps (union or otherwise)  Identify Union / non-union appointed Safety Representative explain who they are and how they can be contacted  How staff log maintenance and H&S concerns on iAMCompliant, 'How to Guide'		<input type="checkbox"/>	<input type="checkbox"/>
<b>Display Screen Equipment (DSE)</b>			
If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously)		<input type="checkbox"/>	<input type="checkbox"/>



perform a workstation assessment and provide suitable equipment/furniture as appropriate Explain Anglian Learning eyesight test provision entitlement			
<b>Fire &amp; Emergency Procedures</b>			
Explain:- <ul style="list-style-type: none"> <li>Frequency of fire drills (termly)</li> <li>How to raise the alarm in the event of an emergency</li> <li>Evacuation procedure</li> </ul> Show:- <ul style="list-style-type: none"> <li>Emergency exit routes, alarm call points</li> <li>Location of extinguishers</li> <li>Assembly point</li> </ul> If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid Provision</b>			
Explain:- <ul style="list-style-type: none"> <li>Names and locations of First Aiders (4 day 1<sup>st</sup> aid at work, paediatric first aid, emergency first aid)</li> </ul> Show:- <ul style="list-style-type: none"> <li>Where to go for first aid assistance</li> <li>Location of first aid boxes/equipment</li> <li>Issue of 'Travelling First Aid Kits'</li> <li>Location of defibrillator</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and Safety Policy Statement</b>			
Provide new starter with copy of local H&S policy and summarise its contents, particularly:- <ul style="list-style-type: none"> <li>Responsibility of governing body, headteacher, managers</li> <li>Employers &amp; Employees Duties under health &amp; safety legislation</li> <li>Participation of employees</li> <li>Local arrangements section</li> <li>Employee has read the Health &amp; Safety Policy</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping Arrangements &amp; Defect Reporting</b>			
Explain:-           Principles of good housekeeping, particularly <b>Fire safety</b> <ul style="list-style-type: none"> <li>Storage of combustibles</li> <li>Signing in &amp; out system</li> <li>Keeping corridors &amp; exit routes clear of obstructions</li> </ul> <b>Electrical safety</b> <ul style="list-style-type: none"> <li>Regularly checking for obvious faults such as loose wires</li> <li>Not using obviously defective equipment and procedures for taking out of service</li> <li>How to identify an appliance that has been PAT tested and the frequency of testing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager</li> </ul> <b>General workplace safety</b> <ul style="list-style-type: none"> <li>Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes</li> <li>Keeping workplace clean &amp; tidy as far as possible</li> <li>Procedure for reporting any building /maintenance defects and concerns relating to health &amp; safety. iAMCompliant system.</li> </ul>			
<b>Infection Control</b>			
Explain:- <ul style="list-style-type: none"> <li>Principles of good hygiene.</li> <li>Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Job Specific Training Needs</b>			
Discuss specific training needs with new starter to identify additional training or instruction they may need e.g.:- <ul style="list-style-type: none"> <li>Manual handling</li> <li>Use of specific machinery</li> <li>Specialised work activities</li> <li>Risk assessments</li> </ul> Familiarise new starter with equipment and machinery that s/he will commonly use  Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lone Working/Personal Safety</b>			Lone working means work carried out unaccompanied or without immediate access to assistance.
Explain school procedures for lone working Work involving significant risks ( e.g.work at height) not to be undertaken whilst working alone.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Medicines</b>			
Explain:- <ul style="list-style-type: none"> <li>School policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings'</li> </ul> No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
<b>Offsite visits</b>			
Explain: - <b>School procedures and EVC's role.</b> All Offsite Visit activities must be risk assessed using Anglian Learning template, these assessments are monitored and reviewed by the Headteacher.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Protective Equipment</b>			



<ul style="list-style-type: none"> <li>• Arrange for necessary clothing/equipment to be ordered</li> <li>• Explain:-               <ul style="list-style-type: none"> <li>◊ Why clothing/equipment needed</li> <li>◊ How to request replacement equipment/clothing</li> <li>◊ How to wear properly (if necessary)</li> <li>◊ How to store properly</li> <li>◊ How to check for and report defects</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk Assessments</b>			
Explain and/or show as appropriate: <ul style="list-style-type: none"> <li>• Principles and location of school risk assessments</li> <li>• Site/premises hazards</li> <li>• Procedures for safe systems of work</li> <li>• Lone working – reporting/buddy systems</li> <li>• New &amp; expectant mothers risk assessment (if applicable)             <ul style="list-style-type: none"> <li>• Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others</li> </ul> </li> </ul> If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation	<input type="checkbox"/>	<input type="checkbox"/>	
Training Needs Dependent on role	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Specific Hazards</b>			
Site Manager to explain (See site Hazard Register)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wellbeing</b>			
Explain systems in place within school for responding to individual concerns ( e.g. performance management, Anglian Learning Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Work at Height</b>			
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workplace Facilities</b>			
Show: - <ul style="list-style-type: none"> <li>• Tour of workplace, including all common areas if workplace is shared with other occupiers</li> <li>• Toilets</li> <li>• Kitchen</li> <li>• Tea/Coffee/Drinking Facilities</li> <li>• Staff/rest room</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.
--

Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
<p>Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.</p>	

## **Appendix 8 - Health and Safety Committee Terms of Reference**

### **Purpose**

The committee will act in a positive manner, reinforcing safety culture and employee participation in the management of health and safety within the Academy.  
The purpose of the committee is to enable communication and monitoring between SLT,



trade union representatives and staff. It will advise the Central Operations team of Anglian Learning on health and safety related issues and enable monitoring of existing health and safety arrangements, including, but not limited to:

- Health and safety training.
- Accidents statistics, ill health for the academy and to monitor and review trends, report to the Headteacher.
- Engaging and assisting with the actions of the health and safety audit reports / fire risk assessments by ensuring the actions / recommendations of the report are implemented.
- Ensuring there is a process in place for reviewing Risk Assessments and audits.
- Suggesting health and safety targets and priorities for the forthcoming year;
- Reviewing safeguarding and security across the site.
- Reviewing any upcoming building projects.
- Reporting any health and safety issues across the site.
- Review health and safety concerns raised by the Pupil Council.

### **Membership**

Name	Role
Glyn Blower	Head of Operations
	SLT Representative
Aaron Perry	Head of Physical Education
Graham McGregor	Head of Creative Design
Heather Goodwin	Head of Science
Kimberly Lane	DT Technician
	IT Manager
	Staff Union Representative
Ted Main Kitchen	Cleaning & Catering Managers

- The meetings will be chaired by the Head of Operations
- The Anglian Learning Health & Safety Adviser will be invited to attend meetings as an Associate Member as and when required by the committee.
- If unable to attend any committee meetings, apologies must be sent in advance to the chair and a colleague is to attend in place.

### **Organisation**

- The committee will not become a forum for reporting faults or issues that should be dealt with locally.

- AOB will need to be passed to the committee chair in advance of the meeting to be added to the agenda.
- The committee will meet once a term (3 times per year) as per the Health & Safety Policy Reporting Planner.
- Meeting dates will be published for the year, in advance, in the school's key dates and invitations will be sent to committee members via Outlook.
- The agenda and previous minutes will be sent to committee members seven calendar days prior to the meeting.
- Responsibility for booking the meetings, taking, and distributing minutes lies with the Head of Operations unless agreed otherwise with the Headteacher.
- Minutes will be circulated to all invited committee members and made available for all staff to view within seven calendar days of the meeting, a copy will also be sent to the Trust Health & Safety Adviser.
- Committee members accept the additional responsibility for attendance at meetings and actions arising from the meetings.
- The quorum will be 5 committee members, including a SLT representative and Head of Operations.
- If union members are unable to attend or send a substitute, the meeting will go ahead.

### **Review**

- These terms of reference will be reviewed annually in line with the Health & Safety Policy review.



