



HEALTH AND SAFETY

Throughout this policy the term Local Governing Body refers to all the LGBs within the MAT. The monitoring role of the LGB will be carried out practically by the Academy Challenge Team.

This policy is intended to comply with the Health and Safety at Work Act 1974. Its objective is to ensure that all practicable steps are taken to secure the health and safety and welfare of all persons using the Academy.

The appendix section sets out practical details for a number of areas

1. Policy Statement

1.1 Coast Academies and the local governing body of the Academies recognises their responsibilities under the Health & Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in Academy sponsored activities. The Governors will actively work with the Heads of School/Headteachers and staff to identify hazards and where, these cannot be removed, ensure that they are adequately controlled.

1.2 The local governing body in conjunction with academy leadership will strive

- a) To establish and maintain in so far as is reasonably practicable:
 - An environment which is safe and without risk to health
 - Safe working procedures among staff and pupils
 - Safe and healthy arrangements for the handling, storage and transport of articles and substances
 - Safe means of access to and egress from the Academy.
- b) To ensure, so far as is reasonably practicable, the provision of information, instruction training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety and that of others.
- c) To teach safety where appropriate as part of the curriculum
- d) To formulate effective procedures for use in case of accident and to lay down how these shall be followed.
- e) To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.



- f) To provide an effective system of reporting accidents, dangerous occurrences and potential hazards to health and safety.
- g) To provide appropriate resources within the budget for the implementation of security arrangements – see appendix.
- h) The Policy takes account of the 2013 RIDDOR revisions
<http://www.hse.gov.uk/pubns/indg453.pdf>

2. Organisation and Responsibilities

2.1 The Trust – Coast Academies

The ultimate responsibility for ensuring a safe and healthy environment within each Academy lies with the MAT board.

2.2 The Local Governing Body

The responsibility for ensuring that health and safety procedures within individual academies are adequate rests with the Local Governing Body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, the Local Governing Body will:

- a) Make arrangements to ensure that the Academy complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
- b) Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- c) Ensure that there is an appropriate management structure and periodically monitor its effectiveness through Academy Challenge Team visits.
- d) Ensure that a Governor attends any health and safety courses as appropriate.
- e) Report regularly to the MAT board via Academy Challenge Team reports
- f) Ensure that the Head of School/Headteacher/Head of Operations as the Key Manager for health and safety, carries out the appropriate responsibilities.

The Local Governing Body will provide, in co-operation with the MAT board

- a) A safe environment for pupils, staff, visitors and other users of the premises.
- b) Plant, equipment and systems that are safe.

- c) Safe arrangements for transportation, storage and use of articles and substances.
- d) Safe and healthy conditions that are compliant with statutory requirements.
- e) Adequate information, instruction, training and supervision.
- f) Provision of all necessary safety and protective equipment.

2.3 The Head of School/Headteacher

The Head of School/Headteacher as Key Manager is responsible for the day-to-day running of an individual academy and implementation of this Health & Safety Policy.

The Head of School/Headteacher is to assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. In particular, they will:

- a) Satisfy him or herself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- b) To ensure that those staff to whom Health and Safety responsibilities are delegated, are suitably trained and competent to undertake such tasks
- c) Arrange for risk assessments and regular health and safety inspections to be carried out by a competent person.
- d) Put into effect any remedial measures or refer as necessary to the Governors or the trust
- e) Consult with members of staff on health and safety matters particularly accredited staff and safety representative.
- f) Maintain a liaison with local police and be aware of local security matters affecting the Academy.
- g) Attend or ensure an Academy representative attend health and safety briefings and training.
- h) Ensure all staff are aware of this Health and Safety Policy and have access to up-to-date Health and Safety guidance and advice.

2.4 The Health and Safety Officer/Co-ordinator

The Health and Safety officer has responsibility delegated by the Head of School/Headteacher for co-ordination and day-to-day management of Health and Safety matters including managing the academies' Health and Safety

tracking system. This role is line managed by the Head of School/Headteacher

2.5 Senior Staff and Key Curriculum Leaders

Those holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day-to-day responsibility they are to ensure that:

- a) Safe working methods are in place.
- b) Supervision is adequate and training needs met.
- c) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- d) Any hazardous substances are correctly used and safely stored.

2.6 Head of Operations

The Head of Operations has overall responsibility across the MAT for security and premises related issues but will delegate appropriately to the appropriate staff in each academy. He/she must:

- a) Ensure each academy is using an effective Health and Safety tracking system. E.g. Smartlog
- b) Report defects to the board so that appropriate remedial action can be taken.
- c) Arrange for the fire alarm in each academy to be tested on weekly using a different call point each time in rotation and the findings recorded in the Fire Log. It is expected this would be recorded through the academies' tracking system
- d) Ensure that each academy has an up to date comprehensive fire risk assessment in place
- e) Ensure that a regular programme of checks and tests is in place in each academy and that the academies' tracking system records these tests and any actions required
- f) Ensure that contractors on site follow safe working practices.
- g) To ensure each academy has an effective system to report accidents and near misses as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.

h) To ensure that each academy has an appropriate health and training schedule and that training and review dates are managed effectively by the academy tracking system

2.7 All Staff

Members of staff also have health and safety responsibilities. In particular, staff are required to:

- a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) Co-operate with health and safety arrangements.
- c) Report any defect or any other health and safety matter that they are aware of.
- d) Use correct equipment, tools and protective clothing issued.
- e) Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

2.8 The Pupil

Pupils are expected to:

- a) Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil;
- b) Observe standards of dress consistent with safety and hygiene
- c) Observe the safety rules of the Academy and in particular the instructions given by staff in emergency:
- d) Use and not wilfully misuse, neglect or interfere with things provided for safety.

2.9 Health and Safety Representatives

The Governors and all levels of Academy management will co-operate with any Health and Safety Representative nominated by a recognised Trade Union.

2.10 Emergencies

Details of emergency procedures in the event of accidents or fire are shared through policies and guidance using SharePoint. A critical incident plan should

A list of staff with first-aid qualifications will be clearly displayed in each academy. Staff are encouraged to take part in first-aid training courses.



2.11 Concluding Statement

Suggestions from any source to improve standards of health and safety are welcomed by the SLT, the local governing body and the trust.

3. Employer's Liability

Legal liability for accidental bodily injury, illness or death of employee, pupils or visitors, if provided to be the fault of the Academy rests with Coast Academies

MONITORING AND EVALUATION

This policy will be evaluated annually by the CEO

DATE OF NEXT REVIEW: June 2017

APPENDIX SUMMARY

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APPENDIX 1

FIRE AND EVACUATION AND OTHER EMERGENCY ARRANGEMENT

FIRE RISK ASSESSMENT

The Head of School/Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following appropriate guidance. (Good tracking systems include this guidance)



The fire risk assessment will be stored on the Academy tracking system

EMERGENCY PROCEDURES

Fire and Evacuation

Please refer to individual academy fire plans

Fire Drills

- Evacuation drills will be undertaken every 3 months. Records will be maintained within the academy tracking system

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, using portable firefighting equipment, if it is safe to do so without putting themselves or others at risk. The alarm is to be raised BEFORE attempting to tackle a fire. If possible a Fire Warden should be located to assist.
- Details of service isolation points (i.e. gas, water, electricity) are located in individual academy offices
- COSHH safety data sheets for chemicals and flammable substances are listed in each academies tracking system as relevant

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation and a record maintained on the tracking system.

Any defects on the system are to be reported immediately to the academy office

Details of the fire alarm maintenance contract are held in the academy office.

Smoke and heat detectors are tested on a quarterly basis under contract

INSPECTION OF FIRE FIGHTING EQUIPMENT

All firefighting equipment on site is subject to an annual maintenance service.

The Premises Manager will undertake a weekly check to ensure that all firefighting equipment is available for use and operational and without evidence of tampering.



Fire equipment identified as defective (including needing recharging) is to be immediately removed from service and reported to the academy office, who will notify the contractor for replacement.

EMERGENCY LIGHTING SYSTEMS

Lighting systems will be checked monthly by the Premises Manager and annually by contractor under the terms of the service agreement

Test records are to be detailed in tracking system

MEANS OF ESCAPE

The Premises Manager will check on a daily basis for any obstructions to exit routes and ensure all final exit doors are operational. All staff have a shared responsibility to ensure that escape routes inside and outside the Academy are kept clear.

APPENDIX 3

FIRST AID AND MEDICATION

See individual academy detailed procedures

QUALIFIED STAFF IN STANDARD FIRST AID

The Head of School/Headteacher will ensure that trained First Aiders have a current certificate, recognised by the HSE and that new persons are trained should first aiders leave.

TRANSPORT TO HOSPITAL

If the First Aider or Head of School/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 when parents/carers cannot be contacted.

The Academy will follow the procedure for completion of incident/accident records.

BLOOD SPILLAGES

Appropriate guidance on Protection from Blood borne viruses and basic infection control will be followed.

ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with Coast Academies Medical Policy



APPENDIX 4

ACCIDENT REPORTING PROCEDURES

- More serious injuries, accidents, dangerous occurrences, and near misses must be recorded on the agreed system meeting the standards of the Health and Safety Executive. The academy must ensure that RIDDOR online reporting requirements are met. Guidance can be found at <http://www.hse.gov.uk/pubns/indg453.pdf> and more information is provided below. Specific school guidance can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>
- Local accident books are maintained to record all minor incidents.
- Academy accident reports will be monitored for trends by the Health and Safety officer and a report made to the local governing body, as necessary.
- The Head of School/Headteacher or Health and Safety Officer 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. Where necessary, external professional advice will be commissioned.

REPORTING TO RIDDOR (THE HEALTH AND SAFETY EXECUTIVE)

In the event of a fatality or major injury the HSE (RIDDOR) must be notified: <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923. The CEO must also be informed.

Specified injuries to *workers* (Pupils are not counted as workers)

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes
- respiratory system or other vital organs); scalping's (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to
- hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers: This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).



Reporting on injuries to pupils (<http://www.hse.gov.uk/pubns/edis1.pdf>)

Incidents to pupils and other people who are not at work:

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR 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 or in connection with a work 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).

The lists of specified injuries and diseases described in Section 1 only applies to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil arises out of or is in connection with work?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.



What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as 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 include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff.
- had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios:

- Injuries to pupils while travelling on a school bus:

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.



- Incidents involving pupils on overseas trips:
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

- Incidents to pupils on work experience placements:

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in any academy. 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 Head of School/Headteacher'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 phone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. 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



COMMUNICATION OF INFORMATION

The Health and Safety Law poster is displayed at various locations throughout all academies.

HEALTH AND SAFETY TRAINING

Health and Safety induction training will be provided and documented for all new employees by the Head of School/Headteacher who may delegate role to the Health and Safety Officer.

The Head of School/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
- Updated training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, working at height etc.)
- Refresher training where required.

Training records are held on the individual academy tracking system. This includes a system for ensuring that refresher training (i.e.: first aid) is undertaken within the prescribed time limits. The Head of School/Headteacher is responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School/Headteacher and/ or the appropriate line manager'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 any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring - to the Health and Safety Officer. Defective equipment will be clearly marked and taken out of service by storage in a secure location pending repair / disposal.

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) testing.

Personal items of equipment (electrical or mechanical) should not be brought into the Academy without prior authorisation and will be subject to the same tests as Academy equipment.

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

EXTERNAL PLAY EQUIPMENT

External play equipment will be checked daily by the Premises Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Play equipment will be subject to regular safety for its condition by a competent specialist.

CURRICULUM

All staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Equipment

The Premises Manager will identify all work equipment and record the details in an Equipment Register. He/she will ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.



EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Premises Manager	Premises Manager and Premises Team	Premises Manager / Premises Team/ Approved Supplier	<ul style="list-style-type: none"> Ladders: daily when in use/termly Tower scaffold: on erection and weekly thereafter if left in Situ
Caretaking/cleaning equipment including hand Tools	Premises Manager	Premises Team	Premises Team	Subject to manufacturers Guidelines
Grounds maintenance Equipment	Premises Manager	Premises Team	Premises Team	Subject to manufacturers Guidelines
Gas appliances (includes academy catering equipment, boilers, food tech etc.)	Premises Manager/catering staff	Staff	Supplier or GAS SAFE REGISTERED CONTRACTOR	Annually Water boiler: annually Gas boiler: annually
PE and play equipment	Premises Manager	Pupils under supervision	Specialist contractor	Annually
Portable electrical equipment (PAT)	Staff/Premises Manager/Premises Team	Staff/pupils under supervision	Competent person	Annually
Fixed wire	Premises Manager/Premises Team	n/a	Specialist contractor	Five Yearly
Lifts/lifting equipment	Premises Manager/Premises Team	Staff/pupils with permission	N/A	Lifts: annually
Fire Alarm System	Premises Manager	Head of School/Headteacher / Premises Manager	Extinguishers: Fire Alarm Service: Fire Alarm Test: Premises Manager	Extinguishers: annually Fire Alarm: weekly Fire Alarm Service: Annually

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

The Academy will nominate a person responsible for substances hazardous usually the Health and Safety Officer



The Health and Safety Officer and Premises Manager will ensure that:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- 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 by the Academy where the need is identified as part of the risk assessment.

APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff are provided with information on safe moving and handling techniques.

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 the Health and Safety Officer who will arrange for a risk assessment to be carried out.

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 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 have equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of each site will be conducted annually by an external specialist Health and safety organisation./ EG Torbay Health and Safety.



The person(s) undertaking the inspection will complete a report in writing and submit it to the Head of School/Headteacher. Responsibility for following up items detailed in the safety inspection report will be undertaken by the Head of Operations

The academy Health and Safety Officer will undertake fortnightly walk about inspections and report any findings to the Head of School/Headteacher.

APPENDIX 11

ASBESTOS

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.

The Head of Operations shall ensure:

- The asbestos log is maintained in each academy and that any changes are notified
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into materials containing asbestos 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 Head of Operations

Any damage to materials known or suspected to contain asbestos should be reported to the Head of Operations

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head of School/Headteacher

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The Academy risk assessments will be co-ordinated by the Head of School/Headteacher who may delegate day to day administration and review to the Health and Safety Officer.

All workplace activities, teaching and non-teaching (e.g. caretaking), on site and one off activities have been assessed and approved by the Head of School/Headteacher



These risk assessments are available for all staff to view and are held centrally on the relevant electronic system.

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 on an annual basis or when the work activity changes, whichever is the soonest and staff will be made aware of any changes to risk assessments relating to their work.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant leaders and approved by the Head of School/Headteacher.

APPENDIX 13

OFFSITE VISITS

All offsite visits must be arranged using the e visit online system or similar. Risk assessments, key person notification and arrangements are all covered comprehensively through the system

APPENDIX 14

WORKING AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, 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 risk assessment must be provided to employees authorised to work at height.

The Academy's must nominate a person(s) responsible for work at height. This is usually the Health and Safety Officer.

The Health and Safety Officer 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.



APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff that habitually use computers as a significant part of their normal work should follow the guidelines.

(Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, business managers etc. shall have a DSE assessment carried out by their line manager and complete online or other relevant training.

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 if required specifically for DSE use).

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the Academy is restricted to Academy staff and visitors only and not for general use by parents / carers when bringing children to the Academy or collecting them. The children's and parent's access shall be kept clear of vehicles.

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

As far as is possible, deliveries and collections to the academy are arranged away from academy arrival and departure times.

APPENDIX 17

PREGNANT WORKERS AND NEW MOTHERS

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance

The definition of a 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a still born child'.

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

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered).



The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

A further risk assessment must be undertaken for nursing mothers when returning to work.

APPENDIX 18

SECURITY

Security, of not only premises but also staff and pupils is of the utmost importance.

Access to visitors, delivery and contractor vehicle drivers will be monitored at all reasonable times and all necessary procedures will be enforced to conform to the latest safeguarding information.

Signage is in place to ensure all visitors are directed to the main reception where they are required to register their details, prior to being given authorisation to enter the academy. All visitors are required to wear a visitor's badge at all times when visiting an academy. The badge should detail safeguarding information on its reverse side.

All staff have a duty to be vigilant and alert to the possibility of an unauthorised person on site. A simple challenge to an unfamiliar person could be. "Can I help you?"

Premises are locked up securely by a member of the site team at the end of the day, and all doors, windows and gates are securely fastened. Intruder alarms are set and, where appropriate, an external independent monitoring station will alert a member of the premises team should an alarm be activated.

Regular site and boundary inspections are made by members of the site team to ensure that no boxes or bags are left unattended and that anyone found on site not known to a member of staff, will be challenged.

Contractors coming on site are required to sign in at the academy office and will be issued with a visitor's badge unless working on a longer term contract in which case their own company identification should be visible and all staff made aware.



Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, as far as possible, the health, safety and welfare of themselves and anyone else that may be affected by their acts.

1.3 Contract meetings are held to agree health and safety measures prior to work commencing and during the project. This will include ensuring the security of the site.

1.4 Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

CCTV where installed will be clearly signed at school entrances. It is the responsibility of each school to inform the local "Information Commissioning Officer (ICO) that a system is in use. The system will cover external aspects of schools and in some cases will include pupil playgrounds. The purpose of the CCTV is to:

- Offer additional security and protection to the premises especially out of hours
- Provide additional protection to staff and children from unauthorised persons on the school site
- To allow the school to monitor behaviour of persons on the external school site including parents, visitors and pupils.

Personal Security

The Headteacher/Executive Head and governors will review measures for combating violence to staff and pupils. This will include;

- Ensuring appropriate investigation of all incidents of violence that take place.
- Sending formal letters to people making threats or verbally abusing staff as appropriate. Site bans may be considered.
- Fully supporting staff that have been assaulted or suffered verbal abuse, and facilitating access to the Council Counselling Service.
- All staff have responsibility over any personal items kept on site
- Cash should NOT be kept in classrooms overnight. It should be sent and recorded in the school office each day for safekeeping.
- When appointments are made with parents who have been threatening in the past – where possible ensure another member of teaching staff is present.
- If this is not possible – always sit near the exit facing the parent – to enable an exit if necessary.
- Always tell another member of staff if you are talking with parents at different times – e.g. early in the morning.

Site Specific Guidance



Eden Park

Site security is maintained through the external gates which have video controlled entry. Due to the nature of the site with a number of different buildings, doors are left open to allow pupils and staff easy access to areas. A CCTV system is in place and covers pupil playgrounds

Preston

A CCTV system is in place and covers pupil playgrounds

Cockington

During the school holidays – mail is delivered to Acorns Nursery for safe storage, thus eliminating the fact the site is empty. During this time the local community / police are notified and asked to be vigilant of the site and report anything suspicious.

A CCTV system is in place.

APPENDIX 19

LETTINGS / SHARED USE OF PREMISES

Any hirers of the Academy premises are responsible for ensuring that they use them correctly. The Local Governing Body recognises its duty as controller of the premises and will ensure that:

- Premises hired are in safe condition and fit for the purpose of the hire
- Arrangements for emergency evacuation are adequate
- Fire fighting equipment is in place and operational
- Proper physical security arrangements are made
- Insurance requirements are met.

APPENDIX 20

CONTRACTORS

All contractors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Premises Manager is responsible for monitoring areas where the contractors work to ensure that there is no impact on staff and pupils.

APPENDIX 21

MINIBUS USE

Please see full minibus policy



APPENDIX 22

STRESS

Coast Academies and its Local Governing Bodies are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Provision is made for all staff whose health affects their work, especially if stress related.

Provision may include

- Training and raising awareness
- Access to counselling
- Identification of stressful periods in the year
- Monitoring and Evaluation of staff attendance patterns
- Support for Staff on their return to work
- Implementation of workforce reform
- External agency support. The use of access equipment is restricted to authorised users

Where a member of staff is deemed to be under extreme stress or suffering from anxiety, the Head of School/Headteacher will be informed. Systems such as Performance Management Scheme, New Staff Mentoring and the Buddy system are established to help reduce risk of stress building up to a point when someone finds it impossible to continue to work.

APPENDIX 23

LEGIONELLA

The Academy complies with advice on the potential risks from legionella and has an appropriate specialist contract in place to manage this risk.

The Premises Manager is responsible for identifying and flushing rarely used outlets on a weekly basis and after Academy holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

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

APPENDIX 24

GUIDANCE ON DEALING WITH SUSPECT PACAKAGES

1. Assessing the Threat

The following criteria may assist in assessing the threat:



Who is involved?

- Recipient - VIP target
- Witnesses
- Victims

What is involved?

- Nature of suspicious item
- Where has it come from
- How did it get there
- Has it been packaged to reach the venue
- Is it unsolicited
- Have enquiries been made of its origin / sender

Why is there suspicion?

- Who says it is suspicious?
- Are there any previous similar reports
- Is there a connected threat/demand

2. Minimising the Risk of a Successful Attack

The following practical steps can be taken:

- review your procedures for dealing with all mail.
- have one dedicated area for the receipt of incoming mail
- check all mail for suspicious signs
- if equipment is available, scan or x-ray all mail
- if you perceive that your business is at risk from contaminated mail, you may wish to consider:
 - using a letter opener and avoid spilling any contents
 - having protective equipment available for staff e.g. latex gloves and dust masks
 - having airtight containers available for the deposit of such packages

3. Dealing with postal bombs

(i) Definition

Letter and parcel bombs are envelopes and packages designed to kill or injure people when they are opened. They may not come through the post. They may be delivered by hand.

(ii) Signs

Any of the following signs should warn you that a letter or package might contain a bomb:

- There may be grease marks on the envelope or wrapping
- The envelope or package might smell like marzipan or machine oil.
- You might be able to see wires or foil, especially if the letter or package is damaged.
- The envelope or package may feel heavy for its size.
- It may be heavier in some places than others.
- The envelope may be soft but the contents will feel hard.
- The package may have been delivered by hand by somebody you do not know.
- The package may be wrapped more than normal.
- There may be poor handwriting, spelling or typing.
- The envelope or package may be wrongly addressed.



- It may come from somewhere unexpected.
- There may be too many stamps for the weight of the package.

If you are suspicious about a package, and there is an address on it, try to contact the sender. You should also ask whether anyone you work with is expecting a package.

(iii) Dealing with postal bombs

If for any reason you suspect that a letter or package may contain a bomb:

- Put it down gently and walk away from it
- Get everyone to leave the area
- Go through the procedures for notifying the chief Executive/Senior Managers in the buildings as if receiving a bomb threat phone call.

4. Dealing with postal Chemical / biological threats

(i) Signs

Terrorist or criminal incidents of this nature are extremely rare. However, if there is a concern that a suspect chemical / biological package has been received, sensible steps can be taken to minimise exposure to risk and the possibility of harm. The overall message to the business community is to remain calm.

The first indication that a chemical / biological incident may have occurred could be:

- A suspicious object.
- A strong smell of noxious fumes.
- Groups of people suddenly feeling unwell / collapsing.
- Groups of people experiencing sudden skin blisters*

AND

- There is no obvious explanation evident e.g. accidental chemical tanker spillage or nearby factory etc.

**Not all blister agents cause immediate blistering upon contact with the skin.*

(ii) Preparing for the Possibility

Planning for the delivery of chemical / biological materials by post is based on two features:

- it will already have undergone some fairly rough handling by the Post Office.
- the package is designed to reach its intended target.

(iii) Dealing with Suspected Contaminated Packages

Contaminated package received through the post

- place the package in a sealed bag or container shut windows in the room
- evacuate the room, closing the door switch off the air conditioning system
- notify police immediately using the 999 system
- notify a senior officer in the building

In addition to the above, consider the following action if any material may have been released in the building

- close all fire doors close



- all windows in the rest of the building
- evacuate the building - where evacuation is not possible, for example where the evacuation route is through the contaminated area, move staff away from the hazard and await instructions from the emergency services

Contaminated package outside the building

- switch off the air conditioning system
- close all fire doors in the building close all windows in the building
- move all occupants away from the hazard and await instructions from the emergency services
- notify the police immediately using the 999 system clearly stating why you believe a chemical / biological material is involved.

Persons exposed to chemical / biological material

- do not over react
- do not touch your eyes, nose or any other part of your body
- wash hands in soapy water
- keep all persons finding and exposed to the material separate from others and available for medical attention
- try to ascertain how many people may have been exposed - keep a record including details of their family doctor
- people should be encouraged to stay calm and remain near the scene for further specialist treatment and ad- vice.

APPENDIX 25

NaCTSO Guidance Note 8/2016

Advice to Leaders of Schools and other Educational Establishments for Reviewing Protective Security – Including Bomb Threats

Following a series of malicious hoax communications to schools across the UK, which are not being investigated as terrorism related offences, it is important that you are alert, but not alarmed. This is an opportunity for you to review your security plans to confirm that the arrangements you should already have in place are still current and have been tested to ensure staff and pupils are prepared and confident.

Consider what steps you could take to:

- a) reassure your staff, pupils and parents
- b) review and implement proportionate protect and prepare security planning

1. Bomb threats: Procedures for handling bomb threats.

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and



communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999. It is important that potential recipients – either victims or third-parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

1.1 The bomb threat message.

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are exceptionally rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. In the vast majority of cases are hoax and the intent is to socially engineer, provoke a response, cause disruption or inconvenience the victim.

1.2 Communication of the threat.

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or increasingly, sent electronically via email or a social media application e.g. Twitter or Instagram. It should also be noted that a threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim.

1.3 What you should do if you receive a bomb threat communication.

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat call.

If you receive a **telephone threat** you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- know who within your organisation to contact upon receipt of the threat, e.g. building security/senior manager

- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

If the threat is delivered **face-to-face**:

- try to retain as many distinguishing characteristics of the threat-maker as possible

If discovered in a **written note, letter or as graffiti**:

- treat as police evidence and stop other people touching the item

If the threat is received via **email or social media application**:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER Dial 999 and follow police advice. Seek advice from the venue security/operations manager as soon as possible.

1.4 The Credibility of Bomb Threats.

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of information, it will be necessary to consider a number of factors-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?

2. Evacuation considerations.

Responsibility for the initial action taken at a venue subject to a bomb threat sits with the establishment, not police. However, all bomb threats should be

reported to the police and their advice followed accordingly. Venue options include:

2.1 External evacuation.

Leaving the venue will be appropriate when it has been directed by police and/or it is reasonable to assume the threat is credible and evacuation will move people towards a safer location. Appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. Where there are large numbers of people consider a phased evacuation, initially from the immediate area of the device. This will avoid unnecessary alarm and promote a safer evacuation. Each venue is unique and should plan and exercise for different threat scenarios.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Minimum police cordon distances are:

100m – small items e.g. rucksacks or briefcases

200m – medium items e.g. suitcases, wheelie bins or cars

400m – larger items e.g. vans or lorries

2.2 Internal or inwards evacuation (invacuation).

Staying in your venue but moving people away from external windows/walls and is relevant when it is known that a bomb is not within or immediately adjacent to your building. Also consider that if the location of the device is unknown, is an evacuation necessary. If a suspect device is outside your building it may put people in danger if the evacuation route takes them past the device. A safer alternative maybe the use of internal protected spaces. Inwards evacuation needs significant pre-planning and may benefit from expert advice to assist in identifying an internal safe area within your building.

2.3 No action. This will be reasonable and proportionate if, after the evaluation by the venue, the threat is deemed implausible or a hoax. Police may provide additional advice and guidance. A proportionate search of the venue should be considered.

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled

staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

<http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Evacuation-planning/>

3. Search Considerations.

Regular searches of your establishment, proportionate to the risks faced by an organisation, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who in your venue will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who work regularly in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points; car parks, other external areas such as goods or loading bays
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should a suspicious item found during a search be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

<http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Search-premises/>



4. Media and Communication.

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide or give details of the threat or the decision making process relating to evacuation, internal evacuation, or taking no action.

Releasing details of the circumstances may:

- be the objective of the hoaxer, providing them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- illicit copycat incidents
- impact upon a subsequent investigation

5. Firearms and Weapons Attacks. RUN HIDE TELL

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

<https://www.gov.uk/government/publications/stay-safe-film>

6. Dynamic Lockdown Guidance.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

7. Staff Awareness and Security Culture.

Have you briefed your staff on how they can recognise suspicious activity? Consider an employee vigilance campaign

<http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/>

Are all aware of the procedures to follow should they suspect suspicious behaviour? (Anti-Terrorist Hotline 0800 789 321) If you require an immediate response call 999

Preparedness: Are your first aid kits and emergency grab bags checked regularly, complete and accessible?

8. Physical Security.

Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate?

<http://www.cpni.gov.uk/advice/Physical-security/CCTV/>

9. Mail Handling.

A threat may still exist from items delivered to your establishment by hand or by post. Are staff familiar with indicators for suspicious deliveries?



<http://www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries/>

10. Security Guidance for Educational Establishments.

<https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education>

11. Emergency Planning and Response Advice.

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

There is no change to the UK terrorist threat level, which remains at **SEVERE**; meaning an attack is highly likely.