



HEALTH AND SAFETY POLICY

Including Academy Security, Safer Moving and Handling and Fire Safety and Anti-Arson Policy

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An academy within:



“Learning together; to be the best we can be”

Discovery Academy

Health and Safety Policy

What is a health and safety policy statement?

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

Why do I need a health and safety policy statement?

The health and safety policy statement is your starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who should do what?

The responsibility for health and safety rests with Nexus Academy Trust, the Head Teacher and the Governing Body.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the Governors and Executive Head Teacher.

Governors and Executive Head Teacher should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g. Academy's rules, safety checklists, LEA Circulars such as 146 (Educational Visits), Electronic Health and Safety information (Circular 88) available from the SCC Intranet, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

How often do I need to revise the policy statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

Do I have to do anything else?

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. You may wish to refer to the Academy Model Risk Assessment file for information that will assist this process.

Remember: What you write into the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance

This guidance is split into three parts. It contains a statement of general policy based on your legal duties under the Health and Safety at Work Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Discovery Academy

Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;

- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Organisational Grid

Name	Designation	Responsibility	
Luci Windle	Executive Headteacher	Overall responsibility for health and safety	Delegates duties as below Reports to the governors.
	Business Manager	Ensures the Academy runs smoothly on a day to day basis, that	Reports to head and governors
		monthly and annual checks are completed correctly and by competent companies through SLA's.	
	Site Staff	Completed checks as required	Report to the business manager
	Senior Leadership	Responsible to assisting in ensuring Academy is compliant. Monitoring and assessing risk assessments	Report to Executive Head teacher and Governors
	All staff	All staff have a duty to report anything. Also responsible for ensuring they complete risk assessments for activities they are undertaking	Report minor things to Business Manager

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Executive Head Teacher – Mrs L Windle

Chair of Governing Body –

Day to day responsibility for ensuring this policy is put into practice is delegated to

Business Manager –

If the Executive Head Teacher is not always there,
or does not have time to manage on a day to day

basis, you can delegate this role to someone else, e.g. Head of Academy, Assistant Heads. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
Mrs L Windle	Health & Safety
<u>Name</u>	<u>Responsibility</u>
	Hazardous Substances/ Grounds and Building – monitor and maintenance
<u>Name</u>	<u>Responsibility</u>
	H & S Governor

Delegate functions to people within your Academy either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions.

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk Assessments will be undertaken by

**Senior Leadership Team
Class Teacher**

Note

**Executive Head Teacher – Mrs L Windle
Senior Leadership Team**

The findings of the Risk Assessments will be reported to

Senior Leadership Team

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider, at the end of this guidance. The Academy model risk assessment file has also been designed to provide a useful starting point.

Action required to remove/control risks will be approved by

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

**Executive Head Teacher – Mrs L Windle
Senior Leadership Team**

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed

Annually

or when the work activity changes, whichever is soonest.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

Appendix HS02

Appendix HS05

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are

Note

You must consult your employees.

Business Manager –

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on

Consultation with employees is provided by

matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Executive Head Teacher – Mrs L Windle

You may decide to establish a Academy committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

SAFE PLANT AND EQUIPMENT

Site Supervisor –

will be responsible for identifying all equipment/plant needing maintenance.

**Business Manager –
Site Staff –**

**Business Manager –
Site Staff –**

**will be
responsible
for ensuring
effective**

**maintenance procedures are drawn up.
will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with
plant/equipment should be reported to
and will check that new plant and
equipment meets health and safety
standards before it is purchased**

Business Manager –

**Advice will also be sought from the H & S section at
RMBC or through the buildings manager if unsure.**

SAFE HANDLING AND USE OF SUBSTANCES

**Business Manager –
Cleaning Team**

**will be responsible for identifying all substances which
need a COSHH assessment.**

Training will be given and updated as necessary.

Classroom Teachers

**Business Manager – will be responsible for undertaking COSHH assessments
Cleaning Manager – and maintaining files for either the cleaners or whole Academy.**

Executive Head Teacher –

Senior Leadership Team

**will be responsible for ensuring that all actions
identified in the assessments are implemented.**

Executive Head Teacher –

Senior Leadership Team

**will be responsible for ensuring that all relevant
employees are informed about COSHH assessments.**

Business Manager –

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

12 months

or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at Reception. Academy contact is

Note

A SLA is purchased to buy in this support from the H & S team who are all vetted and fully qualified to do so.

Executive Head Teacher –

Health and safety advice is available from

ProAktive

Head of School –

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Executive Head Teacher –

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information. We also have a stress policy which is accessible to staff. Teaching staff are also insured which come with benefits such as counselling and 24 hr doctor. As a Academy we also promote wellbeing offering courses to staff, a mindfulness room which is available to everyone and an open door policy will SLT so staff can talk if they need to.

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

This will be done the PDR's and through the needs to of the Academy / pupils as they change.

Head of Academy – Senior Leadership Team

Executive Head Teacher – Mrs L Windle Senior Leadership Team

Job specific training will be provided by

Executive Head Teacher – Mrs L Windle Senior Leadership Team

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance will be arranged by

Executive Head Teacher –or delegate

The first aid box(es) is/are kept at

Specific jobs requiring special training are

**Reception Office
Science Laboratory
Food Technology Room
Design Technology Room All Mini Busses**

Positive Handling

The fully qualified First Aiders are

DT/Science based activities

**Business Manager -
Admin Assistant — Clerical Assistant –**

Driving the minibus

Business Manager –

These are also regularly checked to ensure contents are correct. Staff to replace items used straight after use.

Training records are kept at/by

Business Manager –

Inclusion Support Workers are Emergency First Aid

trained is responsible for reporting accidents,

Training will be identified, arranged and monitored by

diseases and dangerous occurrences to the

Executive Head Teacher – Mrs L Windle Senior Leadership Team

Proaktive and Riddor

Copies of certificates are placed in personnel files and information also transferred into SIMS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will

PAT Test all portable equipment regularly

This is done through an SLA with S & G who are qualified to do this.

Carry out Health & Safety Walks of the grounds

The Head, business manager and site manager carry out walks every ½ term with other staff reporting things as and when they occur. Th H & S Governor also participates in these.

Proaktive

These are our H & S advisors for the MAT and advise us on any matters.

Executive Head Teacher – is responsible for investigating accidents.

LA Occupational Health

This service is used when required.

Executive Head Teacher – LA Representative

is responsible for investigating work-related causes of sickness absences

Executive Head Teacher – Senior Leadership Team

Fire Risks / review

is responsible for acting on investigation findings to prevent a recurrence

Fire risks and assessments are checked and carried out by the building manager during her monthly visits – also supplemented by visits from the fire office if required.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Business Manager –

Escape routes are checked daily by

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Site Staff –

Fire extinguishers are maintained and checked annually by

Chubb

Alarms are tested weekly by

Business Manager –
Site Supervisor – Admin Assistant –

Emergency evacuation will be tested every

Half term

The Security Co-ordinator is

Executive Head Teacher -

A log of the tests is kept and any issues resolved.

The Deputy Security Co-ordinator is

Business Manager –

Copies of evaluations of the evacuations is kept in the fire file in the business managers office.

Other SLA's

Building Manager/Fire officer -
Health and Safety - Proaktive
Legionella testing – monthly and annual risk assessment – HSL
Wright Bros – Boiler and gas appliances
Intruder alarm – PN alarms – annual service
Fire detection – Protec – annual service main
Academy – The Fire house for post 16
Playground and gym equipment – GEMS
Fixed Wire testing –

These are reputable companies and vetting for them has been sourced and verified.

Copies of documents are kept in a file in the business manager office

Fire risks are checked by the building manager during her monthly visits – also supplemented by visits from the fire office if required.

Academy Security Policy

In accordance with Section 175 of the Education Act 2002 and Government Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006, safeguard and promote the welfare of all children and young people at the Academics.

We recognise that the children and young people within our Academics are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.

The Academics recognise and accept their responsibility to provide a safe and secure environment for children, young people, members of staff and visitors to the Academy. The Academy's security procedures will operate within the framework described in this policy.

The following groups and/or individuals have responsibilities for ensuring the security of the Academy.

Governors

- The Governors will ensure that the Academy has a security policy and that this has been implemented.
- Governors will periodically review the Academy's security policy.
- Governors will delegate the day to day implementation of the policy.

Executive Headteacher

The Executive Headteacher:

- Set up arrangements in Academy that comply with the security policy agreed by governors.
- Ensure that all staff within the Academy receives information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the Academy site.

- Those listed below have been given specific responsibilities for Academy security.

Security issue	Name	Specific Duties
Agreeing and reviewing the Academy security policy	Health and Well Being Committee	Agree policy Review every 24 months
Day to day implementation and management of policy.	Headteacher Business Manager	Inform staff Monitor performance Review arrangements
Securing Academy entrance/exits as detailed in this policy	Caretaker	Unlock/Lock gates at the directed times
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Business Administration staff	Follow Visitors to Academy Policy, signing in procedures, check identity etc and Issue badges
Control of contractors	Headteacher Academy Business Manager	
Security of money etc	Administration staff	
Security Risk Assessment	Headteacher Academy Business Manager	Review annually and inform Governing Body of findings to use as part of policy review

Children and young people

- Children and young people will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children and young people will cooperate with the arrangements made for the security of the Academy. Breaches of the Academy security arrangements are a breach of the Academy's Behaviour Policy.

Arrangements

The Academy has agreed the following arrangements to ensure the safety and security of staff, children, young people and other persons using the Academy premises.

Information and Communication

All staff must be aware of the Academy's security procedures, especially staff that have been given a specific role to play. All staff induction will include the Academy's security

policy and will be recorded on the employees training profiles. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Academys security arrangements as a condition of sharing use of the building.

Controlled access and egress during the Academy day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Academys have, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The Academy will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and young people and ensure the personal safety of staff. The access control procedures for the building are:

- All entrances to buildings are operated by a key fob/key code. Only staff and authorised visitors are given these.
- Signage directs all visitors to the main Academy entrance. This main Academy door is controlled by the admin team, there is then a second door before anyone has access into the building.

Grounds

The whole Academy is secured by means of physical restrictions such as fencing and electronic access control including playgrounds and car parks.

Control of Visitors

The control of visitors is a fundamental part of our Academy's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors report to the Academy reception on arrival and will be asked to sign in the visitors system.
- All visitors are issued with a visitor badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not Academy staff.
- Badges are colour coded so staff and pupils are aware if a DBS has been seen for them.
- Any person on site without a badge will be asked to accompany a member of staff to the Academy office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of Academy property without the express permission of Academy staff.

- For their own safety any authorised visitors will be given appropriate information on the Academy's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

The Academy's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised Academy staff.

Start and end of the Academy day – gates are opened at the start and end of the Academy day to allow access to home to Academy transport vehicles. The transfer of children and young people from classrooms to transport is supervised by members of the Senior Leadership Team and members of the Business Administration Team.

Children or young people who attend breakfast club are supervised as they enter the Academy building by the Well Being Team. Searches are used to ensure the safety and wellbeing of the Discovery community.

Cooperation with third parties, extended services and community groups

Our Academy security arrangements have taken into account any other third parties that use the Academy building or grounds. In most circumstances the arrangements for the Academy in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

All community groups are given information/instruction on safety procedures. For further information please refer to the Academy's Charges and Lettings Policy.

Supervision of contractors

Contractors and maintenance personnel will not always have been subject to DBS checks and should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given Academy badges and be expected to wear them.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by Academy staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Regular external visitors and contractors to Academy have been contacted to provide details of their disclosure information. If returned this information is kept on the Academy's Single Central Record.

Lone Workers

Our Academy has Lone Working Policy and risk assessments for staff where there is a security risk due to the need to work alone.

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will

review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account:

- The location and layout of the Academy
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the Academy to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements.

The main Academy gates are unlocked by the caretaker at 7.00 am and locked again at 6.00 pm. All entrances have security locks in place. Doors cannot be opened from the outside other than with a security fob. Doors cannot be opened from the inside unless a fib is used.

CCTV

We have extensive CCTV although this is only viewed when deemed necessary.

Cash Handling

The Academy does not keep large amounts of cash on the premises, any cash is kept securely locked away in the Academy safe. No cash should be kept in other areas of the Academy such as Classrooms. Cash is banked regularly and at different times of the week / day.

Valuable equipment

All items above the value of £50.00, electrical items or those of a desirable nature are recorded on the Academy's Asset Register.

Out of hours lettings

For lettings where they are accessing the Academy grounds after hours a contract is signed and there is named key holder for whom takes the responsibility for ensuring the premises is locked up when they leave. No access is currently given to the main Academy just the grounds.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to Academy any valuable personal property. Staff are provided with lockers or a classroom store area for personal use. Lost property should be handed to the Academy office .

Medicines

Medication that is sent in to Academy should be in a suitable and labelled container. These containers will be locked in the Academys medicine cabinet in reception. Please refer to the Medications in Academy Policy for further information.

Risk Assessment

A security risk assessment will be completed annually by the Academy Business Manager. The findings will be used in the review of this security policy.

Monitoring and Review

This policy will be reviewed every year by the Academy's Safeguarding Team and approved by the Governing Body.

Safer Moving and Handling Policy

We recognise that the children and young people within our Academy are some of the most vulnerable within the country. We have a duty of care for the wellbeing and welfare of our children and young people.

Statement:

Discovery Academy considers the moving and handling of children and young people very carefully. This policy highlights the balance of the duty of care the Academy has for keeping children and young people safe against ensuring that staff are competent, resourced and equipped to practice high standards of moving and handling.

For many children and young people at Discovery Academy the use of a mechanical lifting technique is appropriate and secure. However, the use of a mechanical lift may not be suitable for all circumstances and other manual handling techniques may be necessary. At all times any manual transfers or lifts should be risk assessed. Discovery Academy promotes the independence of all children and young people and this is not exempt to moving and handling.

Risk Assessment:

There are many health and safety legislations that moving and handling or manual lifting fall under; including, Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Under each legislative act it is advised to avoid hazardous manual handling operations, so far as reasonably practicable. Assess those handling operations that cannot be avoided and take action to reduce the risk of injury from those operations so far as reasonably practicable.

Therefore each move or handling technique must be risk assessed. It is the responsibility of the Well Being Team to ensure that risks are assessed for the children and young people that they care for, for specific therapies and input. It is the responsibility of the Class Teacher to assess risks for all children and young people for all other moving and handling transfers, including that of swimming, hydrotherapy and rebound. Risk assessments should be reviewed regularly and at least once per year. They should also be reviewed at any point there are any changes i.e. changes in the child or young persons mobility or health, changes to staffing or equipment, or changes in Health and Safety law. Risk assessments will result in a safe system of work and should consider the child or young person, the equipment to be used, the environment and staffing ratios. At all times risk assessments should be adhered to and be available to all staff at all times. Risk assessments are managed in Academy by the Academy's Information Management System; any pastoral information including risk assessments are stored on SIMS.net.

These are monitored by the Well Being Team, Assistant and Deputy Headteachers and the Academics Business Manager regularly throughout the year. Where a health professional

prescribes a treatment or programme for an individual child or young person that includes moving and handling, that health professional will supply the risk assessment. The health professional will also provide training to Academy staff on how to carry out the treatment or programme and ensure that staff are competent to do so. At any time advice on safe systems of work and practice can be sought from the Class Team, the Local Authority's Moving and Handling Co-ordinator and, or the physiotherapy team where appropriate. Where a child or young person does not have a specific moving and handling plan or a health programme, then that child or young person should not be moved, handled and particularly lifted or carried. However, there are circumstances that this may not be possible and only in these circumstances moving and handling maybe permitted:

- Upon awaiting assessment of or delivery of a sling
- When children have a specific physiotherapy programme relating to walking or weight bearing
- At times when a young child may need comfort
- When a young child may need assistance onto play equipment

However, in these circumstances, risk assessments and safe systems of work still need to be carried out, and it may be necessary to seek advice from the Headteacher, Deputy Head Teacher, Class Team Leader, Well Being Team, Physiotherapists or Local Authority Moving and Handling Co-ordinator. Lifting of infants, children or young people should not become routine practice. If it is necessary to move, handle or lift a child or young person in an emergency situation, then advice from the Well Being Team should be sought where possible and at the very least the manual lift thought out prior. This prevents any risk of harm to children, young people and staff.

Training:

Staff who work directly with pupils who need this receive moving and handling training from the Local Authority's Moving and Handling Co-ordinator every year comprising of a theory training course which is followed by six practical sessions, one taking place each year on a rolling programme. These practical sessions include, hoisting, assisted walking, appropriate handling of wheelchairs, emergency situations and risk assessment training.

Any new staff, apprentices, supply staff or volunteers will not move or handle any child or young person at Academy, nor assist in any moving and handling technique, until they have received both theory and practical training.

The training programme is monitored by the Academy Business Manager and forms part of the Academys Safeguarding Training Plan. All training records are kept up to date and are held centrally by the Business Administrative Team.

Staff capabilities:

Staff need to be physically able to carry out manual handling. Manual handling may present a risk to those who have existing or new health problems or who are new or expectant mothers. In each case, individual capabilities and limitations will be risk assessed and a safe system of work produced.

Equipment:

All equipment must be appropriate and fit for purpose. All manual handling equipment is maintained. Changing beds are tested every 12 months by an external specialist company. However, every piece of equipment should be checked visually before use. If any damage is apparent then the equipment should not be used and the Well Being Team or Academy Business Manager should be notified immediately.

Emergency situations:

Children and young people that have limited mobility and require assistance when moving should have an emergency evacuation plan and this should detail specific areas i.e. swimming pool, rebound and personal care. This plan should be available to all staff. It is the responsibility of the Class Teacher, or Well Being Team where applicable, to ensure that these are complete. In the event of a fire, it is advisable for a member of staff to check the vicinity or surrounding area. If fire is visible then it is clear that children or young people should be moved as quickly and safely as possible. If fire is not visible, then children and young people should be moved and handled as described in their specific risk assessment as fire doors will prevent the spread of fire for a suitable amount of time.

Out of Academy situations:

If children or young people are to go out of Academy then mobility and personal care needs should always be considered. Advice can be sought from the Well Being Team and where appropriate a member of the team may accompany the child or young person out of Academy.

A pre visit to the out of Academy location is advisable to assess the environment and a risk assessment must be carried out.

Transferring of pupils on transport:

If a child or young person can transfer from their wheelchair on to a vehicle seat then this should always happen when travelling. It is safer for children and young people to travel in a fixed minibus seat than in their own wheelchair. Risk assessments, safe systems of work and training need to be in place before carrying out any transfer. The Local Authority's Moving and Handling Co-ordinator can advise and offer support for these transfers.

Families:

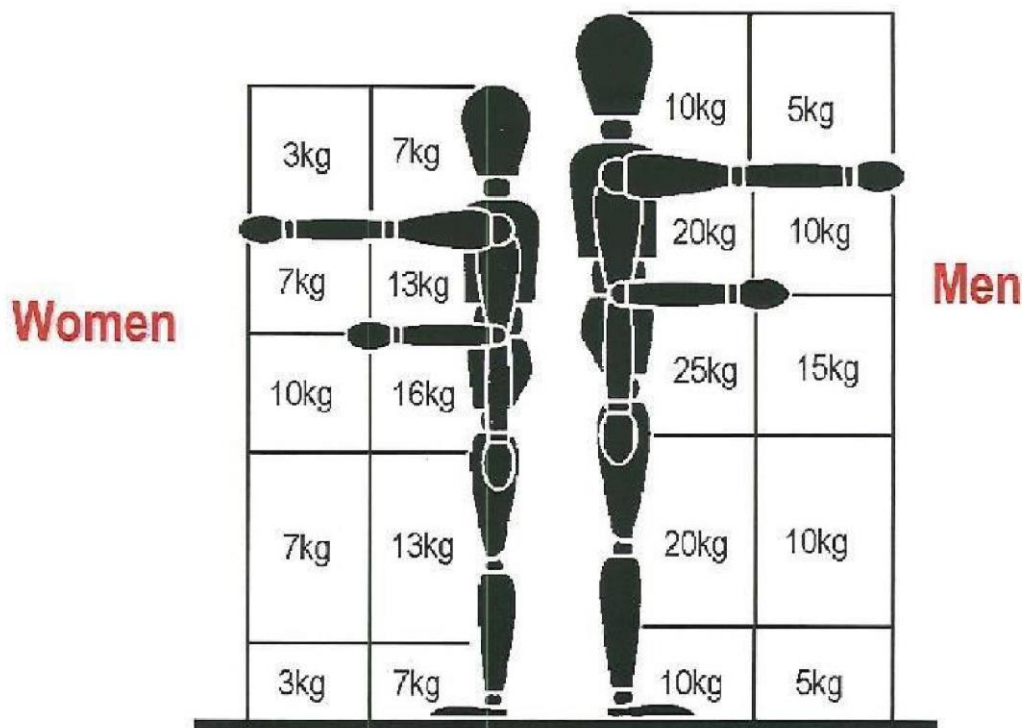
Families are not permitted to move or handle their own or any other children or young people whilst inside Academy; if this does occur it will invalidate the Academy's insurance. If families transport their child to and from Academy and carry or lift their child into a chair or buggy then this equipment must be brought to their car by members of staff. This will reduce the distance that the child is being carried and also adheres to insurance policies.

Unsafe practice:

If a member of staff notices or is aware of unsafe practice when a child or young person is being moved or handled then they have a duty of care to respond and report this. If a child or young person is at immediate risk then that staff member must intervene. This needs to be followed up by completion of an Issue of Concern form, available from reception. The 'incident' will be investigated by the Head Teacher or Deputy Head Teacher and the Academy's Business Manager. If a member of staff displays unsafe practice on more than one occasion then a formal meeting will take place and Disciplinary Procedures may be followed. Further training and advice will be given to the employee if it is deemed appropriate.

Diagram One:

Weights for lifting and lowering:



Fire Safety and Anti-Arson Policy

Background:

No Academy is immune from the threat of Arson.

Reducing the arson risk will also reduce the risk of other crimes such as burglary, theft and vandalism

Statistics from the Fire Protection Association show that large fires i.e. those over £250,000, shows that Academics are top of the list of building types vulnerable to arson attacks.

The majority of Academy fires are at night or when the Academy is closed during holiday periods and therefore casualties are rare. Sadly this cannot be taken for granted. In 1990 3 boys were killed in a Academy shed fire in Essex.

Fires in Academics are most likely to be started by pupils, ex pupils or their friends or others with knowledge of the Academy.

Many fires are started outside Academy buildings often with material found easy to hand (such as bins or skips).

Purpose of Policy:

To include an action plan to be used in conjunction with the Fire Risk Assessment to minimise the risk of Arson by addressing any weaknesses identified in the 'significant findings' section and ensuring all staff and governors support the policy.

Responsible Person(s):

The Head Teacher is the responsible person, supported by the Caretaker/Site Manager, Governing Body and Academy Personnel.

Advice and Support:

Advice and support has been provided and/or available from the following sources:

- Building Manager
- Children and Young People's Services Health and Safety Officer
- Zurich Insurance
- Crime Prevention Officer
- Neighbourhood Watch Schemes

5 point Action Plan:

To be prioritised within available budgets based on need through past incidents as programmed within the Fire Risk Assessment Significant Findings.

- **Deter unauthorised entry onto site** (fencing, lighting, CCTV, onsite caretaker, random security patrols).
- **Prevent unauthorised entry into the building** (eliminate alcoves or light well, keep number of external doors to minimum required, approved window and door locks, effective intruder alarms, good relationships with neighbours, be part of a

neighbourhood or Academy watch scheme, check all doors and windows are locked at end of each day).

- **Reduce the opportunity for the offender to start a fire** (secured waste bins away from building including any recycling bins, sheds or outdoor storage at least 8m from building, skirting under mobile units, waste bins not attached to buildings but secured in the grounds)
- **Reduce the scope for potential fire damage** (consider additional fire breaks during alteration work, close all internal doors at the end of each day, protect high value equipment in out of site secure room, installing automatic fire detection systems, sprinkler systems)
- **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan** (suitably located and appropriate fire extinguishers, adequately trained staff, salvage plan to recover high value equipment and Academy records which may be irreplaceable.

Site Recovery Plan:

- Details of people who can help in an emergency contained in Emergency Plan
- Information on suppliers to be provided as required by the Building Manager □
Inventory information to be completed by Academy with a copy kept off site

Site Inspections:

The 'Premises Health and Safety Checklist' is completed monthly by the Caretaker/Site Manager to be actioned by the Head Teacher. See Appendix A **Policy Review and**

Updates:

Fire and Security to be included on agenda's for Governing Body and Staff meetings to ensure regular updates and identify any training requirements.

Appendix A

Premises Health and Safety Checklist for Academy Caretakers

Monthly Report to Headteacher

Name of Academy / Block etc:

Month 20

Date Checked:

Perimeter Fencing and Gates

(Damage caused by inclement weather / vandalism etc)

.....

Car Park

(Surface damage eg. potholes)

.....

Footpaths

(Raised paving, damage etc)

.....

Play Ground / Yard Areas

(Damage to floor surface / equipment)

.....

Playing Field

(Damage caused by inclement weather / Vandalism,
litter etc)

Academy Safety and Security systems

(alarms, shutters, other safety / Security equipment)

Doors and Windows

(Signs of damage to doors, windows, restrictors etc)

Corridors and Stairs

(Trip, slip and fall hazards, articles blocking walkways)

Classrooms

.....

(trip and slip hazards, faulty equipment)

Storage Areas

.....

(Articles and substances stored safely)

Staff Room

.....

(Trip and slip hazards, faulty equipment)

Electrical equipment

.....

(Portable and fixed appliance testing up to date)

Other (Please State)

.....

Caretaker / Site Managers Comments:

.....
.....
.....
.....

..... **Action**
taken by Caretaker / Site Manager:

.....
.....
.....
.....
.....

Name of Caretaker / Site Manager:

Signature: **Date:**