

# The Canterbury Academy Trust

## Schools for all the Talents



Name of policy	Health and safety Policy
Document owner	Terry Onions, Vice Principal for facilities and designated Health and safety competent person
Document issued/ last reviewed	March 2021
Date for review	March 2022
Additional notes	Copy of signed statement of intent to be put in contractors's folder in main reception. Copy of whole policy to be put on noticeboard in staff rooms. Policy must be reviewed by the health and safety committee.
Number of pages	15

## STATEMENT OF INTENT

### HEALTH & SAFETY AT WORK ETC. ACT (1974)

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The Board of Directors of The Canterbury Academy Trust, recognises its duty as the employer in this instance, and hereby declares its intention to provide safe and healthy working conditions for its employees/students and others on the Academy Trust sites by ensuring that their activities do not adversely affect the health and safety of other people who are affected by their undertaking. We also recognise the need to consult with employees/students and others on academy sites on health and safety matters and the need to consult individuals before allocating particular health and safety functions.

We will refer to expert advice, where applicable, to determine and assess the risks to the health and safety within the Academy Trust and the precautions required to deal with them. As the employer we are also committed to providing sufficient information and training for our employees/students in respect of risks to health and safety. All employees/students and others on the Academy Trust sites must also recognise their own duty to co-operate and support in order to achieve the objectives of this safety policy.

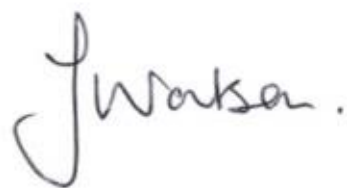
The Directors are committed to establishing and implementing adequate arrangements which will ensure that staff and students will be safeguarded when on the Academy Trust sites or engaged on off-site activities (e.g. Academy Trust trips), and that the premises for which they are responsible are safe for others including visitors and contractors, as well as for students and staff.

We will establish necessary systems for health and safety and ensure these are within the management structure, and that the levels of responsibility as described in this policy are carried out as defined.



March 2020

Chair of the Board of Directors.



March 2021

Executive Principal.

## THE GENERAL POLICY

- 1.1 The Canterbury Academy Trust aims to ensure the health and safety of all employees, students and others on Academy Trust sites as far as reasonably practicable at all times.
- 1.2 We will take all possible steps toward ensuring compliance with statutory requirements that are relevant to our operations and activities, taking full appraisal of changes in statutory requirements as they arise.
- 1.3 We regard meeting such statutory requirements as minimum health and safety standards and we will strive to achieve higher standards wherever practicable.
- 1.4 We will comply with circulated instructions and codes of practice that concern the health and safety of employees/students.
- 1.5 As considered necessary, we will call upon the functional expertise of those holding posts at the Academy Trust or from external sources, to advise on matters concerning health and safety.
- 1.6 We will endeavour to give guidance and information to employees/students on:
  - a) what is required of them, in connection with their own health and safety and that of other employees/students under Acts and Regulations as appropriate, and to expect each employee to play their part and contribute by taking steps to clearly understand such statutory requirements and constantly observe them whilst at work and whilst travelling to and from the work place.
  - b) requirements concerning health and safety of themselves and other employees/students, in addition to statutory requirements and to expect each employee to play their part and contribute by taking steps to clearly understand and constantly observe such requirements whilst at work.
- 1.7 We will bring to the notice of employees/students and others on Academy Trust sites their legal obligation to co-operate with Academy Trust management and staff in health and safety matters: to avoid taking unnecessary risks; to maintain their working place and areas in a tidy and safe condition; to carry out their work and operations, including the operation of machinery and plant, in as safe a manner as possible; to require everyone to accept that failure in the use of guards, or protective equipment or appliances, or in maintenance work, leads to unsatisfactory health and safety standards.
- 1.8 Every employee/student must clearly understand that:
  - a) the level of responsibility for securing health and safety is as outlined in Organisation and Responsibilities (2.0).

- b) they are required to play their full part in maintaining a healthy and safe working environment.
  - c) they must individually and/or collectively ensure that devices, equipment, etc., including protective items provided in connection with maintaining or improving health and safety standards and which are either for general use or employees'/students' own individual use, are used properly at the appropriate times, operated or used as designed, not interfered with to render them incapable, and that they draw attention to any such items which have been rendered incapable.
- 1.9 We will encourage employees/students and others on Academy Trust sites, to draw attention to observed actions or conditions affecting health and safety, including 'near misses', also hazards resulting from existing or newly introduced systems of work, operations and methods etc.
- 1.10 We will enlist the support of all employees/students and others on the Academy Trust sites by encouraging them to make their full contribution to this policy, particularly with regard to their own work, operations and activities on matters in any way connected with the safety and health of themselves and other employees/students, by:
- a) liaising and collaborating with other employees/students, including those engaged in other Academy Trust activities.
  - b) liaising and collaborating with employees/students of any other organisation involved in on-sites activities.
  - c) ensuring health and safety factors are fully taken into account when new methods, machinery, plant, processes, etc., are being planned and installed, or where changes in same are being considered.
  - d) taking full account in their daily tasks, of changes in the requirements for maintaining or improving health and safety standards within the Academy Trust, particularly those brought about by the introduction of new methods, machinery, plant, equipment, processes and methods etc.
  - e) observing and taking account, at all times, of all Academy Trust instructions, codes of practice and all Academy Trust rules as listed in the policy and other Academy Trust policies.
  - f) giving their full co-operation and assistance as necessary to consultation, investigation, research, etc., on matters affecting health and safety.
- 1.11 We will require employees/students who have a supervisory role to acknowledge that the aims and objectives of this policy will only be achieved with good training and supervision.
- 1.12 We will require employees/students who have duties with regard to inspection, examination, testing etc., to carry out such tasks in a thorough manner at all times and report appropriately and accurately.

- 1.13 We will arrange the training of employees/students to a high standard, taking into account statutory training requirements.
- 1.14 We will provide and maintain equipment, plant, machinery and other equipment, etc., as far as practicable, to ensure a high standard of health and safety of employees/students and employ the most suitable methods of work, equipment, plant and machinery etc., towards ensuring this.
- 1.15 We will monitor the effectiveness and implementation of this policy in relation to all aspects of the health and safety of employees/students and as appropriate the public, and seek to promote the co-operation of all employees/students including management and staff, in accepting degrees of responsibilities placed on them for carrying out both their statutory obligations and those placed on them by this policy and in observing its philosophy.
- 1.16 We will review this policy annually and make revisions as considered necessary towards improving the health and safety of employees/students, or the effect of this policy on health and safety standards.
- 1.17 On a day-to-day basis the Health and Safety Competent Person will monitor the fulfilment of this Health and Safety Policy.
- 1.18 The contents of this policy shall be communicated to all employees/students, contractors and subcontractors. Effective communication and monitoring of the effectiveness of the policy document is an integral part of the day-to-day safety management system adopted by The Canterbury Academy Trust.
- 1.19 The Canterbury Academy Trust has a no smoking policy, which is applicable to all its sites, including those that are not based on the main campus. Smoking is not permitted inside any of the Academy Trust buildings or its perimeters, unless in a designated area.

## ORGANISATION & RESPONSIBILITIES

The level of responsibility shall be as follows:

- 2.1 **The Board of Directors** has overall responsibility for health and safety and will appoint a director with specific responsibilities for ensuring that its duties are discharged.

It will:

- ensure a written health and safety policy is in place detailing the arrangements for the management of health, safety and welfare within the Academy Trust and ensure that it is regularly reviewed and brought to the attention of all staff.
- ensure one or more competent persons are appointed, in accordance with the Management of Health and Safety at Work Regulations 1999, to assist it to undertake the measures needed to comply with the requirements and prohibitions imposed by the relevant health and safety statutory provisions and by the Fire Precautions (Workplace) Regulations 2005.
- ensure the means for consulting all staff on any measures that may substantially affect their health and safety.
- ensure adequate monitoring is in place to ensure that the general arrangements for health and safety are working, including regular reports on the outcome of such monitoring.

2.2 **The Executive Principal of the Trust** has responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he will delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Board of Directors. He is also responsible as a senior line manager for ensuring that staff, students and others on Academy Trust sites adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

**The Executive Principal of the Trust will ensure that:**

- The Academy Trust Health and Safety Policy Statement and arrangements are reviewed at least once a year and when there are any significant changes at the Academy Trust which may affect the health, safety and welfare of staff, students and others on Academy Trust sites that it is presented to the Board of Directors for consideration.
- all staff, students and others on Academy Trust sites either have a copy of the policy statement and the relevant supporting documents, or know where the statement etc., can be accessed.
- each employee's job description will be changed to include a generic statement on health and safety and where appropriate, specific jobs will identify responsibilities related to the role.
- any health and safety issues are included in The Canterbury Multi Academy Trust Improvement Plan, if necessary.

- regular meetings are held with the Senior Vice Principal responsible for site and safety and union representatives to discuss issues pertaining to arrangements and procedures to minimise health and safety risks.
- the health and safety requirements are actually implemented, e.g. the carrying out of risk assessments by receiving reports, at least annually, from the Senior Vice Principal responsible for site and safety, including a record of the periodic monitoring which is undertaken.
- facilities are provided to ensure that the Health and Safety Committee meets on a regular basis.
- arrangements are in place to consult with staff on any significant issues that may affect their health and safety.
- complaints/referrals received about unsafe premises, equipment or work practices are dealt with promptly.
- emergency evacuation procedures are in place and are tested regularly.
- adequate first aid provision is made and that an effective accident and incident reporting procedure is in place.
- all staff receive the necessary health and safety training.
- regular reports on the implementation of the health and safety measures are made to the Board of Directors, and that the requirements of any inspector from the Health and Safety Executive, the Fire Prevention Officer and the Environmental Health Officer are properly addressed.

2.3 **The Senior Vice Principal for Sites and Safety** has responsibility for ensuring that the health and safety arrangements are implemented and maintained. He is also the designated competent person responsible for health and safety and will be the focal point for day-to-day issues. He can also provide advice and indicate sources of further advice. As line manager for the Site Manager and team has a responsibility to ensure tasks that are delegated are carried out effectively and will ensure that:

- Vice Principals are fully briefed on the health and safety arrangements for the Academy Trust and that they have the necessary information and resources for carrying out their role.
- arrangements are in place to consult with staff on any significant issues that may affect their health and safety.
- ensure risk assessments are undertaken, that items of significance are recorded and that assessments are reviewed at least annually and when significant changes occur
- all necessary health and safety training is identified and provided adequate records are maintained and a system is in place for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- the monitoring of all safety arrangements in the Academy Trust is co-ordinated.

- all procedures and written arrangements detailed or referenced in the health and safety policy are reviewed annually and when significant changes occur amendments are recommended to the Executive Principal of the Trust.
- sources of information and advice on health and safety and contacts with outside agencies are maintained.
- health and safety inspections are carried out twice a year and any issues identified as requiring action are attended to.
- any complaints/referrals received about unsafe premises, equipment or work practices are investigated and dealt with promptly.
- first aid provision and emergency procedures are reviewed annually and emergency evacuation procedures regularly tested.
- the fire risk assessment and all emergency firefighting equipment, the means of raising the alarm and any fire protective measures are regularly maintained and tested at least annually and that records of such tests are kept.
- arrangements for inspection and testing of all plant and machinery at the appropriate intervals, and statutory tests are carried out and records maintained.
- Reports are made as directed by the Health & Safety Committee on all health and safety issues, including the analysis of accident and incident data and recommendations made to the Executive Principal of the Trust.

**The Site Manager will;**

- report on health and safety matters with respect to the school buildings and grounds are prepared;
- ensure safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular, they must ensure work complies with the Construction (Design and Management) Regulations;
- ensure records of hazards identified on site by staff are kept, along with the remedial action taken and when;
- ensure routine maintenance checks and inspections required by legislation of fixed service equipment;
- ensure the provision and maintenance of all 'fire' equipment and review of fire risk assessments at least annually and that records of such tests are kept;
- ensure all accidents and incidents are recorded in line with the school policy.

**The Site Team will:**

- ensure that routine maintenance checks and inspections are undertaken;
- ensure that premises safety inspections are undertaken;
- attend to defect reports and recommendations from the Site Manager;
- ensure that all portable electrical equipment is tested on an annual basis;
- ensure all accidents are recorded in line with the school policy;
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- liaise with contractors carrying out work at the School and take appropriate action if they observe the contractor or their employees using any working practice or item of



equipment which they consider to be dangerous or potentially dangerous. Such action could include reporting the matter to the Site Manager for them to rectify;

- ensure that contractors arriving at site report to main reception and a nominated person ensures that the contractors are informed of any hazards on the school site.

**2.5 The Head of Primary School, Head of Middle School, Head of Senior School, Head of Sixth Form, Head of City and Coastal College and Head of the Youth Service are responsible for:**

- appointing a designated health and safety representative for their faculty.
- following any health and safety special guidance in higher risk subject areas in particular Science, Design Technology, Food Technology and Physical Education
  - draw up departmental health and safety procedures and reviewing them at least annually and when significant changes occur.
  - ensuring all appropriate lesson plans include a section on health and safety.
  - arranging for staff to be fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of students and visitors may be put at risk.
  - carrying out risk assessments of their faculties' activities and ensuring that risks are controlled adequately.
  - carrying out regular inspections of areas under their control to ensure that all health and safety procedures are followed in faculties.
  - investigating promptly any complaints/concerns about health, safety and welfare and putting in place any necessary actions identified as a result.
  - discussing any areas of concern with the Senior Vice Principal responsible for site and safety.

**2.6 The Representatives of the Professional Association of Staff** are responsible for deciding whether they wish to nominate a representative to join the health and safety committee.

**2.7 Teaching and Wider Workforce staff and Partner Organisations** have a responsibility for the safety of students in classrooms, workshops, on the Academy Trust premises and when on any off-sites school activities.

Teaching and Wider Workforce staff and Partner Organisations will:

- carry out regular risk assessments of activities their classes are undertaking and implement appropriate risk control measures.
- know the emergency procedures in respect of fire and first aid.

- exercise effective supervision of students and ensure that they know the general emergency procedures in respect of fire and first aid.
- give clear instructions and warnings on health and safety issues as necessary.
- promote health and safety by good practice and the inclusion of appropriate learning outcomes.
- follow safe working practices and all health and safety procedures laid down by the Academy Trust.
- report any concerns about safety matters either to their line manager or Senior Vice Principal responsible for Sites and Safety.

**2.8 All Staff at the Academy have a Personal Responsibility** for the health and safety of themselves, their colleagues, students and visitors. These are specified more precisely in Section 3 onwards. They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in The Canterbury Multi Academy Trust Health and Safety arrangements.

Each member of staff is also responsible for drawing the Executive Principal of the Trust or Senior Vice Principal responsible for Site and Safety attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

**2.9 STUDENTS** have a personal responsibility for the safety of themselves and of others.

Students will:

- observe the safety arrangements of the Academy Trust and in particular follow the instructions of staff given in an emergency.
- observe standards of dress consistent with safety and hygiene.
- use and not wilfully misuse any safety equipment, fire fighting equipment or any other item provided for health or safety reasons.

**2.10 The Extended Schools Co-ordinator** has a responsibility to ensure that adequate health and safety provision is made for all after/before school activities, and any other activities provided by the establishment during out of school hours i.e. holiday clubs.

**Extended Services - after/before school and weekend activities must:**

- draw up departmental health and safety procedures and review them at least annually and when significant changes occur.
- arrange for staff to be fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of students and others on academy sites may be put at risk.

- carry out risk assessments on the extended Academy Trust activities to ensure that risks are controlled adequately.
- carry out regular inspections of areas under their control to ensure that all health and safety procedures are followed.
- investigate promptly any complaints/concerns about health, safety and welfare and put in place any necessary actions identified as a result.

### **2.11 The Corporate Services Manager has responsibility to ensure that adequate health and safety provision is made for all external lettings/activities/events**

The points below must be followed:

- conditions of hire of premises given to all lettings.
- ensuring external users comply with statutory requirements that are relevant to our operations and activities.
- The Academy Trust staff are fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of others on Academy Trust sites may be put at risk.
- Risk assessments for external lettings/activities events are suitable and sufficient to ensure that risks are controlled adequately.
- Any complaints/concerns about health, safety and welfare are investigated promptly and any necessary actions identified are put in place.

## **3. Arrangements**

### **3.1** Legal requirements for premises

- The Trust will comply with the requirements of the Workplace (Health, Safety and Welfare) regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The Trust will comply with the arrangements of the Education (School premises) regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodations and indoor temperatures.

3.2 Emergency Evacuation Procedures - The signal for evacuation will be the continuous ringing of the fire bell. Staff, students and visitors must always evacuate the school if the fire alarm sounds. An independent fire risk assessment has been completed and will be reviewed on an annual basis or when any changes occur. Weekly fire alarm tests are carried out by the site team and records kept.

3.3 The Senior Vice Principal (Site & Safety) will organise emergency evacuations drills as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded and monitored for effectiveness

3.4 The fire extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Site Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection

3.5 Any student with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Senior Vice Principal (Site & Safety), if the class teacher or SENCO identify a particular problem

3.6 Bomb Incident and Lockdown Management - Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform a member of the Senior Leadership Team. The schools 'Dangerous Intruder Procedures' may then be put in place

3.7 First Aid Procedure - There will be sufficient staff who will have current first aid training, with the aim that there should be two qualified persons on site at any one time. First aid boxes are kept in each main medical room for the primary and secondary phases. There are also first aid boxes in the PE office and main Science prep room for the secondary phase. First aid boxes are checked on an annual basis by Student Reception with records kept

3.8 In the event of an accident the following procedure must be followed:

- render inoperative any equipment involved in the accident
- summon assistance
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital
- a member of the School Leadership Team is responsible for arranging for a member of staff to accompany the student to hospital if required

3.9 All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded on the accident database held by the Senior Vice Principal (Site & Safety). All accidents will be investigated to prevent re-occurrence and monitored to identify trends. Specified categories of incidents will be reported to the HSE as required

3.10 Risk Assessments and Guidance Notes - Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out. Although risk assessments relating to most activities of the school will have been or will be completed on your

Page 11 of 15

**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community**

behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by the Senior Vice Principal (Site & Safety)

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

3.12 Asbestos - The school has had an asbestos survey completed for the premises. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. The Site Manager has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

3.13 Legionella – weekly tests are carried out with regard to legionella and records kept to ensure compliance with specific statutory requirements. An annual report compiled by an independent third party is carried out each year.

3.14 Display Screen Equipment (DSE) - An audit of all staff will be undertaken to identify those staff who would be considered as DSE 'users'. Those staff should complete the Workstation Self-Assessment Checklist. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. See DSE policy.

3.15 Electrical Equipment – All areas of the school have had an independent report on electrical within the last 5 years. All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe. Any student or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them. If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to The Site Manager immediately.

3.16 Emergency Lighting – tri-monthly tests on emergency lighting are carried out by the site team and records kept. An independent emergency lighting assessment has been completed and will be reviewed on an annual basis or when any changes occur.

3.17 Machinery and Equipment - Maintenance schedules for machinery and equipment are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students. Where manufacturer's instructions are not available the Head of Faculty will prepare instructions for maintaining the equipment, for machinery and will liaise with the Site Manager to obtain such advice as may be needed for preparing those instructions.

3.18 Moving and Handling - All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Page 12 of 15

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3.19 Work at Height - All work at height must be properly planned and organized to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it. The Site Manager is responsible for undertaking risk assessments for work at height tasks. Work at height is only carried out by staff who are competent for the work involved.

3.20 Housekeeping - The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the Site Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately. The school will be cleaned as per the cleaning schedule and will be monitored by the Cleaning Manager and Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

3.21 Violence at Work - All staff must report to their line manager any incident of aggression or violence (or near misses) directed to themselves from any source.

3.22 Lone Working - It is recognised that within the school there are posts where staff are required to work alone e.g. site team, even for a short period of time. It is the Line Manager's responsibility to undertake a risk assessment of all risks associated with lone working on the school site. Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone. See Lone working policy.

3.23 Off-site Visits - The school has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's procedures on Off-site Visits. See educational visits policy.

3.24 Hazardous Substances – The Site Manager and the Cleaning Manager have responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations. Any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users. Any colleague unsure of their position in relation to COSHH may consult the Site Manager.

3.25 Radiation - The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school. The Science Department works closely with CLEAPSS on behalf of the School to ensure that the school complies with the Ionising Radiations Regulations.

3.26 Pressure Systems - All pressure vessel systems in the school will be listed on the inventories of the departments concerned. All pressure vessel systems in the school will be subject to annual inspection by appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once

3.27 Noise at Work - All members of staff need to be aware of “nuisance noise” and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff detecting a potential problem will report immediately to The Site Manager.

3.28 Use of Minibuses - The Guidelines for Minibus Operation apply to all minibuses. All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without ‘own fault’ claim or conviction
- be authorised to drive a minibus
- have passed appropriate minibus driver training and assessment

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion. Procedures are in place to notify The Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

3.29 Training and Information - A training needs analysis will be undertaken by the Site Manager in conjunction with the Heads of Faculty to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. Health and Safety training is delivered to all staff on development day annually in September and to any new members of staff as part of their induction process.

## 4 Monitoring

4.1 Monitoring Health and Safety - Health and safety standards must be monitored by the senior leadership team in conjunction with the school directors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Senior Vice Principal (Site & Safety), Site Manager and Cleaning Manager will meet each week to discuss health & safety issues
- the Senior Vice Principal (Site & Safety) will conduct weekly inspections (with the Site Manager and Cleaning Manager) of various areas of the school site, such that each area is inspected at least every six weeks
- A Health & Safety meeting will be conducted three times a year with the Director responsible for health & safety

4.2 Visitors - All visitors to the school will be asked to sign in at main reception and sign out when they leave and are required to wear a badge. All staff accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

4.3 Health and Safety Policy Review - The Trust acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The Trust will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.