



LINCOLN ANGLICAN  
ACADEMY TRUST  

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## **Health and Safety Policy**

November 2013

### Lincoln Anglican Academy Trust Health and Safety Policy

[This policy must be reviewed and tailored in the areas identified by each individual Local Governing Board]

#### 1. Introduction

##### 1.1 Statement of Intent

Health and safety is an important consideration for our academy. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

##### 1.2 Responsibilities

The Local Governing Body shares with the Academy Trust overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher or Principal will:

- Develop a health and safety culture throughout the academy
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the academy office so they can be recorded in the Site Maintenance Record Book.

##### 1.3 General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the academy site.

When contractors are on site they are expected to follow academy safety procedure. The Premises Officer, Bursar or Principal will liaise with contractors as appropriate.

## **Health and Safety Policy**

A yearly check will be carried out by a governor, the Premises Officer and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Premises Officer will monitor academy grounds and premises daily.

Monitoring by governors will be via the Resources Committee and the Principal's Report.

The policy will be reviewed annually.

## **2. Equipment**

Any equipment in academy should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administration staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to academy without the agreement of the Principal.

Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is checked annually by a competent person.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## **3. Curriculum - Use of Resources**

We follow the Academy Trust guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the academy office and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

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In addition the following have higher risk aspects:

- Science
- Art
- Design and Technology

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

### 3.1 PE

### 3.2 Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the Academy Handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### 3.3 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

### 3.4 Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with new classes.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

## 4. General Safety

Please also refer to separate Security Policy Statement for further information.

### 4.1 Academy Building Access

All visitors must report to the academy office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the academy office.

### 4.2 Vehicles

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Parents are requested not to bring their cars onto the academy site.

Parents collecting children who are injured or unwell should use the designated car park. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### 4.3 Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of academy hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

### Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

### 4.4 Fire Safety

The academy will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at ...

### 4.5 Evacuation Procedures

Evacuation procedures, detailed at ..., are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which is shown at .....

## Health and Safety Policy

### 5. Supervision of Children

#### 5.1 Academy Hours

##### Key Stage One

Morning Session 9.00 a.m. - 12.00 noon Morning Break 10.30 a.m. - 10.45 a.m. Afternoon Session 1.00 p.m. - 3.15 p.m.

##### Key Stage Two

Morning Session 9.00 a.m. – 12.15 p.m. Morning Break 10.50 a.m. – 11.05 a.m.

Children should not arrive at academy before 8.45a.m. or after 9.00a.m.

#### 5.2 Office Hours

The academy office is open during academy hours.

#### 5.3 Lunch-time Supervision

The **Senior Supervisory Assistant** is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

The **Principal, Vice-Principal and Assistant Principal** also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

### 6. First Aid

#### 6.1 Health and Accidents to Children or Staff

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The academy has trained first aiders – currently [insert name/s of qualified staff].

All support staff receive regular first aid training.

First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for academy journeys are stored in the [location/medical room?] as well as other items required to be on hand during a journey

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the child themselves or leaving the child to recover and return to class.

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A note should be made in the Accident Book, which is kept in the [medical room], of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the academy office. Details of reporting procedures are on pages 257 and 258 of volume one of the Manual of Personnel Practice held in the academy office.

### 6.2 Medication Policy

If a child requires prescribed medicines whilst in the academy, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the academy office. Once completed these forms should be kept in the academy office.

All medication should be stored safely either in the fridge in the stationery cupboard or in the medicine box in the academy office.

All medication, except inhalers, must be recorded when taken on the appropriate 'Administration of Medicines/Treatment' Form, which is kept in the academy office.

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### 6.3 Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The academy has identified those able to administer adrenaline via an Epi Pen when necessary.

### 6.4 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow [LA /diocese guidance?] on advice/reporting of diseases as outlined in Health Matters. (Green folder kept in academy office).

If in doubt we contact the academy doctor.

### 6.5 Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

## 7. Staff Health and Welfare

### 7.1 Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative as soon as possible. The

## Health and Safety Policy

Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees on [tel no], and for the Principal on [tel no].

A list of emergency contact names and phone numbers for all staff is held in the academy office.

### 7.2 Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques is provided in the Caretakers Training Manual and in the poster on the staff room wall.

### 7.3 Violence

Staff should always take steps to minimise the possibility of violence in the academy. The LA have produced a Code of Practice on Prevention and Management of Violence and this is kept in the staff room for reference.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### 7.4 VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

## 8. Off Site Activities

Please also refer to separate Visits and Trips policy.

County regulations are our regulations and some of the advice is adopted as our academy policy:

Any visit off site must be approved by the Principal.

For any visit to take place off the academy site, a letter home requesting permission is required. At the beginning of each academy year parents are asked to sign a form giving their permission for visits within walking distance of the academy. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved.



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If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the relevant authority or insurance policy for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the academy office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the academy must also know that car registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the academy will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First Aid Kit (containing official list of adults and children on the party, plus the academy name and telephone number); drinking water and beaker; paper towels and tissues; and 'sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

### 9. Critical Incidents

The academy has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during academy trip

Aggressive or violent incident in academy; and

Disaster in the community.

## Health and Safety Policy

### APPENDIX A

#### *Fire Policy Statement*

[XXXX Academy] will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Principal, [NAME], or in his/her absence the Vice Principal, [NAME]. The Health and Safety Representative is [NAME].

Responsibilities:

Checking all areas: Principal - overall supervision.

Junior toilets – Assistant Principal

Infant toilets – Deputy Principal

Classrooms – class teachers

Staff toilets – Librarian - [NAME]

Medical Room and office area – [NAME]

Phoning fire service – This is automatic; however [NAME] to check fire service has been called.

Unlocking gates to allow access – [NAME]

Registers and visitors book – [NAME]

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the academy office.

The fire alarm is tested weekly by the Premises Officer and recorded in the Fire Manual, which is kept in the academy office.

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A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the academy office.

A fire safety risk assessment is carried out by the Premises Officer and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

### **APPENDIX B**

#### *Evacuation Procedures*

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the academy office.

#### On hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up in register order.
- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- Academy Bursar or Administration Assistant will call the fire brigade and check that the medical room is empty.
- Two designated members of staff will check the children's toilets are empty.
- The administration staff will issue registers and check the signing in book for roll call by class teachers at the assembly points. Administration staff will also unlock the playground gate to allow access for the fire brigade.
- The Principal or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in the academy at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the academy office. Please ensure that children arriving after registration has taken place report to the academy office.

Teachers should be mindful of any child who is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

### **APPENDIX C**

## Health and Safety Policy

### *If The Building Has To Be Evacuated During Lunchtime*

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Principal or designated member of staff will check that all adults and children are accounted for.

## APPENDIX D

### Nearest Alarm Points

## APPENDIX E

*Critical Incident Planned Response: Road Traffic Accident involving Pupils/Accident during Academy Trips*

*Immediate action:*

Remove children from danger if possible/appropriate Contact emergency services. Bring children home as soon as possible Obtain accurate information and inform academy (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

- The academy (most likely the administrative office) will contact families of those involved. Contact lists are found in the academy office. If you cannot get through just ask them to ring the academy, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from academy (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the academy). If necessary there is a third line in the kitchen.
- Give the same level of information to everyone, provision of a script is sensible. The Principal and Vice Principal will be responsible for drafting of a script.
- The administration office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Principal will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- The academy will contact the Chair of Governors. The Principal or Vice Principal will inform the press office. Press or media will not be allowed onto academy premises.
- If there is need for an assembly point the academy hall or library should be used. Refreshments will be made in the staff room by members of staff and brought to the hall. Staff toilets will be available for adults to use.

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### APPENDIX F

*Critical Incident Planned Response: Aggressive or Violent Incident in Academy (attack by aggressive parent or pupil)*

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder is on their way to the academy the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Principal should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Principal will inform the aggressor in writing of the expected code of behaviour in academy and in extreme cases may forbid the parent from further contact with the teacher/ academy.
- No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

### APPENDIX G

*Critical Incident Planned Response: Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)*

*Immediate action:*

- If this happens within the close proximity of the academy it will be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the academy accurate information should be obtained.
- If the incident occurred outside of academy hours accurate information should still be sought so that discussions in academy can be based on fact.
- Action as soon as possible..
- Inform children of the incident. This should be told simply and without fabrication.
- Keep incoming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after academy, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal academy routines as soon as possible.

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### *Later action:*

- Give staff "Permission" to talk.
- Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.