

HEALTH AND SAFETY POLICY



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

OUR LADY & ST. BEDE CATHOLIC ACADEMY

OUR LADY & ST. BEDE

Health and Safety Policy

Accepted by: Local Management Board September 2008
Leadership Team Lead Reviewer: School Business Manager
Review Cycle: 1 Year
Version: 4.0
Last reviewed: September 2020
Date for next review: September 2021

Contents

- MAT Multi Academy Trust Statement of Intent
- 1.0 Introduction
- 2.0 Foreword by Head of School
- 3.0 Health and Safety Policy Statement
- 4.0 Organisation
 - 4.1 The Board of Directors
 - 4.2 The Local Management Board
 - 4.3 The Head Teacher
 - 4.31 Business Manager
 - 4.4 School Caretaker
 - 4.5 School Health and Safety Advisor
 - 4.6 Curriculum Leaders
 - 4.7 Class Teachers
 - 4.8 Pupils
 - 4.9 Health and Safety Organisation Flowchart
- 5.0 Arrangements
 - 5.1 Introduction
 - 5.2 Accident Reporting
 - 5.3 Accident Investigation
 - 5.4 First Aid
 - 5.5 Fire Safety
 - 5.6 Risk Assessments
 - 5.7 Electrical Safety
 - 5.8 Safety Training
 - 5.9 Control of Substances Hazardous to Health (COSHH)
 - 5.10 Display Screen Equipment (DSE)
 - 5.11 Traffic Management
 - 5.12 School Transport
 - 5.13 Safety of Visitors including Contractors
 - 5.14 Violence to Staff
 - 5.15 Stress

- 5.16 Manual Handling
- 5.17 Working at Height
- 5.18 Machinery and Equipment
- 5.19 Legionella
- 5.20 Asbestos Awareness
- 5.21 School Visits
- 5.22 Personal Protective Clothing (PPE)
- 5.23 Blood Borne Viruses and Sharps Disposal
- 5.24 Lone Working
- 5.25 Ionising Radiation
- 5.26 Health and Safety Communication
- 6.0 Monitoring the Policy
- 7.0 Reviewing the Policy

Appendix A. Notes of Guidance for Contractor Working on Site

Appendix B. Health and Safety Guidelines for Hosts of Evening Classes and Hirers

Appendix C. Lockdown Procedures

Appendix D. Policy to reduce the risks associated with Covid-19

MULTI ACADEMY TRUST

GENERAL STATEMENT OF INTENT

Introduction

The purpose of this policy statement is to indicate the Trust's commitment to achieving a safe working environment for all staff, pupils and visitors connected with our sites and activities.

This policy will be reviewed annually by the Governor with the responsibility for Health and Safety and ratified by the Local Management Board.

1. The Board of Directors recognise and accept their respective responsibilities under the Health and Safety at Work etc. Act 1974, and all the supporting regulations in order to provide a safe and healthy workplace for all its employees, pupils and visitors to the MAT's premises.

The Board of Directors will exercise overall responsibility for the health, safety and welfare of all staff, pupils and visitors to the Trust premises and Trust activities. Day to day operational responsibility is delegated to the Local Management Boards of each Academy. Local Management Board members are required within the Scheme of Delegation to ensure the health, safety and well-being of all staff, pupils and visitors and ensure that adequate resources are allocated to provide a safe environment.

2. The Local Management Board will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - a) Plant, equipment and systems of work that are safe;
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
 - d) A safe place of work and access to it;
 - e) A healthy working environment and adequate welfare facilities.
3. Although it is the legal duty of the Board of Directors to ensure the health, safety and welfare of everyone affected by their activities, all employees acting in a managerial capacity are responsible for ensuring everyone under their charge complies at all times with the Trust's Health and Safety objectives.

4. A Health and Safety Practitioner, supplied through Avec Partnership, provides competent technical advice on health and safety matters where necessary to assist such employees in their task providing legal support and best practice when required.

5. The Board of Directors and Local Management Boards expect all staff to risk assess the impact of their activities in relation to themselves and third parties. Staff are expected to inform an appropriate manager of any safety concerns and if required, the concerns should be passed on to the Board of Directors for action if necessary.

Signed by.

Chief Executive Officer: _____

Name: _____

Date: _____

Chair of the Board of Directors: _____

Name: _____

Date: _____

1.0 Introduction

The following statement of Our Lady & St Bede general policy with respect to the health and safety of its employees and pupils while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work Act 1974.

A copy of this policy will be made available to all staff. Staff, in addition to the policy, will have access to support and advice in order to implement and comply with the policy and procedures.

2.0 Foreword by Head of School.

The policy of Our Lady & St Bede Catholic Academy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the school's activities.

The School Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the School intends to achieve its health and safety objectives. The School will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be given to all members of staff to read.

This Health and Safety Policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Mo Wilkinson
Head Teacher.

3.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors to Our Lady & St Bede Catholic Academy. Therefore, the School recognises and accepts its responsibility within the Carmel Multi Academy Trust to set standards at least as high as required by the Health and Safety at Work Act 1974 and supporting regulations. The School will so far as is reasonably practicable, aim to achieve zero work related fatalities, as well as an incident and injury free environment.

The School will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining equipment and systems of work that are safe and without risks to health.
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors.
- Maintaining any place of work under the School's control in a condition that is safe and without risks to health; providing and maintaining means of access to and egress from it that are safe and without such risks.
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils.
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the School should take with them an attitude of mind which accepts good health and safety practice as normal.
- Striving to monitor the effectiveness of health and safety provisions within the School.
- Keeping the School Health and Safety Policy under at least annual review in order to support the School's policy of continuous improvement and to duly publish any amendments.
- Cooperating and coordinating its health and safety efforts to meet the safety objectives of the Carmel Multi Academy Trust.

This statement, which will be shown to each new member of staff during the induction process.

| <i>Signatures</i> | <i>Date</i> | <i>Position</i> |
|-------------------|-------------|---------------------------------|
| | .../.../... | Head Teacher |
| | .../.../... | Chair of Local Management Board |

4.0 Organisation

Although health and safety within the MAT is a collective responsibility, this policy recognises the responsibility Our Lady & St Bede Catholic Academy's management has towards achieving the overall safety objectives. This section outlines the responsibility that each element within the academy has towards the health, safety and welfare of those connected with the School.

4.1 The Board of Directors

The Board of Directors of Carmel Education Trust shall ensure that when undertaking its functions as the legal entity for each of the academies, that it takes due cognizance of regulations, guidance and good practice. The Board delegates to the Local Management Board the responsibility for School specific compliance.

4.2 The Local Management Board

The Governors of Our Lady & St Bede Catholic Academy shall ensure that when undertaking the management of the School budget, all health and safety implications are considered. Furthermore, their main functions are:

- (a) Monitoring the School safety performance (including consideration of inspection reports, accident statistics and audits).
- (b) Prioritising actions where resources are required.
- (c) Ensuring safety action points are carried out.
- (d) Including health and safety on governors' meeting agenda.
- (e) Ensuring that health and safety is included in their annual report.
- (f) Ratifying the Health and Safety Policy.
- (g) Work within the Multi Academy Trust health and safety objectives.

4.3 The Head Teacher

The Head Teacher has an overall responsibility for the application of this policy.

The Head Teacher has delegated duties to staff members in order to support high standards of health and safety. The Head Teacher will monitor the following:

- (a) Management of all health and safety matters in the School in accordance with the Health and Safety Policy.
- (b) Ensuring risk assessments are in place and regular reviews are carried out.

(c) Suitable information is available for the Governing Body on matters of health and safety.

(d) Communication of information received on health and safety matters is distributed to appropriate people.

(e) Accident investigation reports.

(f) Ensure that health and safety practices and procedures within the school are reviewed as necessary by the Business Manager and School Health and Safety Advisor.

(g) Staff health and safety training needs are addressed.

(h) Liaising with Governors and the School Health and Safety Advisor on policy issues and any problems with health and safety.

(i) Cooperation with and provision of necessary facilities for trades union safety representatives.

(j) Appropriate and regular inspections of the school are conducted and to check the suitability of working practices.

(k) To ensure that accidents and hazards are recorded and reported as appropriate to the School Health and Safety Advisor.

4.31 Business Manager

The role of the School Business Manager is to support the Head Teacher in the day to day management of health and safety and to provide a link between the Health and Safety Advisor and school staff.

4.4 School Caretaker

The School Caretaker has the following duties:

(a) maintaining a healthy and safe working environment.

(b) taking up training opportunities pertinent to the Health and Safety Policy.

(c) allowing specialist access to key areas of the school grounds or buildings for H&S checks or Inspection.

(d) keeping up to date records of such checks or inspections in the School Facilities Management File.

(e) informing the Head of School about health and safety concerns, including hazards and unforeseen risks.

4.5 School Health and Safety Advisor

The School Health and Safety Advisor will assist the Head Teacher and Governors to fulfil their health and safety duties by providing the following support:

(a) Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation.

(b) Conduct an annual full premises inspection and prepare an associated report.

(c) Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.

(d) Monitor statutory inspections and maintenance requirements in all matters of health and safety.

(e) Provide legal updates and best practice advice to the Head Teacher and all staff members as requested.

(f) Assist staff members with risk assessments for educational visits and classroom activities.

4.6 Curriculum Leaders

Curriculum Leaders include those with teaching as well as non-teaching responsibilities, (e.g. Pastoral Leader, Caretaker, etc.). Staff holding such positions:

(a) Have responsibility for the application of the Health and Safety Policy to their own department and must comply with the instructions given by the Board of Directors, Local Management Board and Principal.

(b) Must establish, maintain and develop safe working procedures (e.g. safe use and storage of chemicals, machinery etc.).

(c) Must attempt to resolve any health and safety problems any member of staff may raise, and refer to the School's Business Manager any problem for which there is not a satisfactory solution within the resources available.

(d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the Business Manager.

(e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own health and safety at work in conjunction with the Business Manager. Also, to communicate health and safety information received to appropriate people. This role should also ensure staff within their department have received health and safety induction training.

- (f) Notify the Business Manager of any changes or additions to plant, equipment and machinery.
- (g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

4.7 Class Teachers

The safety of pupils and visitors in the classrooms, laboratories, workshops, physical education areas and on educational visits is the responsibility of the class teacher. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the Health and Safety Policy.
- (b) Checking classrooms/work areas are safe before the beginning of an activity (e.g. No slip or trip hazards etc).
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use.
- (d) Ensuring safe procedures are followed and that emergency procedures are understood.
- (e) Ensuring protective equipment is available and used, when needed.
- (f) Participating in inspections and supporting health and safety initiatives, if appropriate.
- (g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety.
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- (i) Reporting any health and safety concerns to the School's lead on safety as soon as the concern is realised.

4.8 Pupils

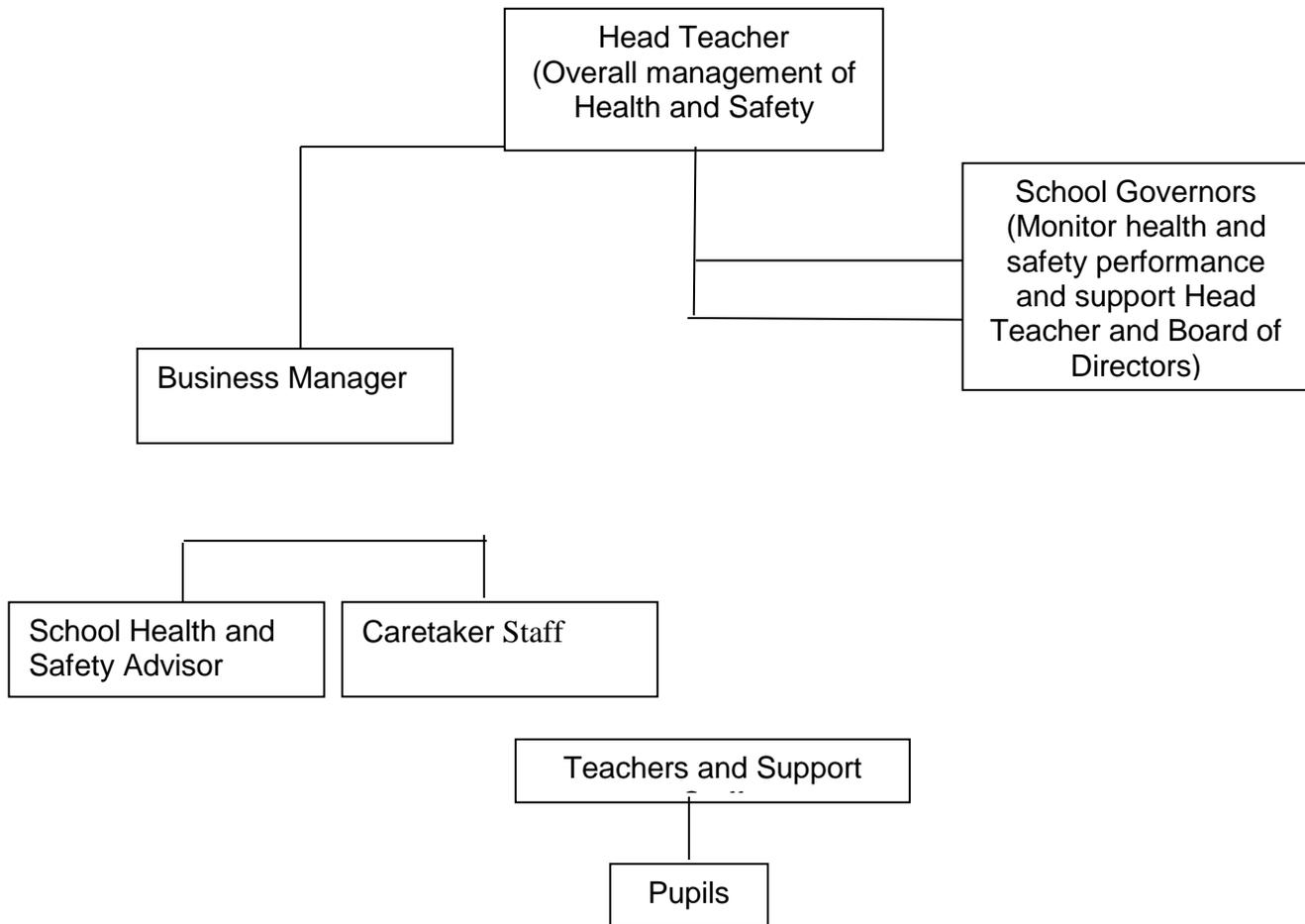
Pupils are expected to:

- (a) Understand and exercise personal responsibility for both the safety of themselves and others.
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).

(c) Understand and observe the safety rules of the School and in particular the instructions from staff given in an emergency.

(d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

4.9 Health and Safety Organisation Flowchart.



5.0 Arrangements

5.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

5.2 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to the individual's manager, or in the case of a pupil to the teacher by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the School office. If deemed necessary, by the First Aiders, an accident report form, which is held in the School office, should be completed. In the event of a serious injury the Business Manager will forward the accident report form to Tracy Metcalfe Health and Safety Practitioner (Avec).

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to Avec's Health and Safety Practitioner by emailing tracy.metcalfe@avec-partnership.com or by calling **07789 905393**. Such injuries to pupils require parent notification.

Major injuries requiring telephone notification include:

Any fracture, amputation, dislocation of the shoulder, hip, knee or spine; serious eye injury, serious burn, loss of consciousness, acute illness from chemicals, or any other injury requiring immediate hospital attendance.

See the School Accident Reporting Procedure for further details

5.3 Accident Investigation

Following an accident or near miss situation, the responsible member of staff in charge of the activity should ensure that an accident investigation is carried out. This is to ensure that causes may be identified, and measures taken to prevent a recurrence. Investigations such as these are essential so that accidents, damage to equipment and property, and losses are kept to a minimum. If the loss or injury is of a significant nature, then the School Health and Safety Advisor should be called to ensure a formal investigation is carried out and documented. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

5.4 First Aid

First aid posts will be established in the School, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

The names of those persons responsible for first aid will be displayed, and the School will regularly assess the level of First Aid cover to make sure it is both suitable and sufficient.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The School injury record book will be maintained, and this record book is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with GDPR and the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the School's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. Under no circumstances may medical treatment be given unless the individual has been specifically trained for that course of action.

Serious cases of injury should receive qualified medical attention.

5.5 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the School has employed a no-smoking ban within all areas of the site.

As preventative measures can never be fool proof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained as per British Standards. The extinguishers will be checked and maintained every 12 months under a service level agreement, the remaining fire precaution measures will be checked and maintained by the School caretaker and recorded in the Fire Log Book.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout the school. Members of the School should familiarise themselves with such details.

A guide on actions to take on hearing the Fire Alarm is provided in the School Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Log Book. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed with actions introduced regarding any issues.

5.6 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all School activities must be assessed for hazards and their risks evaluated. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity.

For on-going activities, the risk assessment should be reviewed if the circumstances surrounding the activity change. Otherwise it is School policy that all risk assessments be reviewed on an annual basis. The School's Health and Safety Practitioner will assist all individuals with risk assessment documentation as and when required.

All staff who will be expected to complete or review risk assessments are required to undertake suitable development.

See the School Risk Assessment Procedure for further details.

5.7 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the school. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate Head of Department.

(b) All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to the Head Teacher or Caretaker.

(d) Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

5.8 Safety Training

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the Head Teacher will arrange for

new members of staff and Supply Teachers - on their first day of joining to receive induction information as required.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on School premises will receive an induction from the Business Manager, or a member of the office team; except for contractors, who will be dealt with by the Site Supervisor. Induction records will be held centrally in the School office and be available for audit when requested.

The School Administration Office will also give a copy of the Health and Safety Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate Teacher will inform new pupils about health and safety matters at the beginning of each academic year. Pupils on work experience placement will receive advice on health and safety matters and induction.

The need for other specialist training should be identified by individual members of staff and should be directed to the Head Teacher. The School Health and Safety Advisor may be consulted with regards health and safety training needs.

Health and Safety Learning and Development

| Job Title | Training | Frequency |
|--|---|---|
| Board of Directors and Local Management Board | Understanding your Legal Responsibilities | 3 years |
| Head (and Deputies) Teacher/Principal | Asbestos/Legionella | 3 years |
| Head (and Deputies) Teacher/Principal | Understanding your Legal Responsibilities | 3 years |
| Business/Office Manager | Health and Safety for School Business Managers/ Accident Investigation | 3 years |
| Curriculum Leaders | Risk Assessment | 3 years |
| Head of Science (where appropriate) | RPS (Radiation Protection Control) training | Initial training followed by internal revision annually |
| Site Supervisors/Facilities Managers/Site Staff/Caretakers | Caretaker course | 3 years |
| Site Supervisors/Facilities Managers (If required) | Mobile tower scaffolding - PASMA (Prefabricate Access Supplier and Manufacturers Association) | 3 years |
| Site Supervisors/Facilities Managers (If required) | Mobile Elevated Working Platforms - IPAF (International Powered Access Federation) | 3 years |
| Nominated Staff | First Aid (At work) | 3 years |

| | | |
|-----------------|---|---------|
| Nominated Staff | First Aid (Paediatric) | 3 years |
| Nominated Staff | Emergency Aid (Appointed person) | 3 years |
| Nominated Staff | Administration of Medication | |
| Nominated Staff | Fire Marshal | 3 years |
| Nominated Staff | MIDAS (Minibus Driver Awareness Scheme) | 2 years |
| Nominated Staff | Evacuation Chair | 3 years |
| Nominated Staff | Educational Visits Coordinator | |
| Nominated Staff | Team teach | 2 years |

IHASCO Training

| | | |
|---|---|-------------------|
| Teachers | Introduction to Manual Handling and Working at Height | 3 years IHASCO |
| Teacher | Risk Assessment Awareness | 3 years IHASCO |
| Site Supervisors/Facilities Managers/Caretakers | Electrical Safety | 3 years IHASCO |
| Cleaners | COSHH | Annual IHASCO |
| Cleaners | Manual Handling | Annual IHASCO |
| Cleaners | Working at Height | Annual IHASCO |
| Catering | Food Hygiene (L1) | Annual IHASCO |
| Catering | Manual Handling | Annual IHASCO |
| All staff | Fire Awareness | Annual IHASCO |
| Any member of staff affected | Lone Working | Yearly IHASCO |
| New and Expectant Mothers | New and Expectant Mothers | Yearly IHASCO |

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

5.9 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, often known as the “**COSHH**” Regulations, require the School to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or

handled in a manner which is safe and without risk to anyone's health. The School will do this by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.
- (e) Contractors and visitors using hazardous substances on the School's premises are duty bound to ensure that they safely manage their materials as per the COSHH Regulations and sound moral practice.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the School will arrange for such appliances to be tested and examined at least every 14 months.

5.10 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the School has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the School will aim as far as reasonably practicable to provide pupils who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

Employees who wear glasses or contact lenses for the specific purpose of using DSE can have an eye or eyesight test at intervals of 2 years if they are regular users of DSE. A voucher system is operated with Specsaver the details of which are available from the Business Manager.

5.11 Traffic Management

Authorised staff and visitors may park with care in the designated car parking spaces. It should be noted that the School does not take any responsibility for damage to vehicles whilst on school property.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on school property without exception.

5.12 School Transport

The use of minibuses and coaches for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the School will minimise them as far as possible by only using well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher advises about arrangements and checks to ensure that minibuses used by the School are roadworthy. Members of staff may only drive a minibus if authorised by the Head Teacher. The Head Teacher will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

Drivers are responsible for checking the vehicle before they use it for the first time each day.

5.13 Safety of Visitors including Contractors

All visitors of any nature must report to the School reception and sign in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the School's emergency procedures and that there is a School Health and Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of contractors, the Caretaker should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the School Health and Safety Policy should be made available to all contractors working on school premises if requested. Guidelines for contractors are provided at Appendix 1.

Organisations that Hire premises from the School are to read and sign the guidance form included at Appendix 2 and return it to the Head Teacher.

5.14 Violence to Staff

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence from any party, as far as possible.

The Head of School operates a no tolerance policy on these matters. Any such cases will be dealt with seriously which may include reporting incidents to the local police or Directors of the Diocesan Commission.

Staff are reminded to maintain a safe position, remain calm in such matters and seek assistance from a colleague. Any such incidents should be reported directly to the Head of School. Should staff be subjected to violence, they should inform their manager, or the Head Teacher and a full investigation will follow. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident.

On no account should staff become involved in an escalating incident.

5.15 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that if possible some early action may be taken.

5.16 Manual Handling

All regular Manual Handling tasks will be risk assessed with control measures introduced to eliminate or reduce the risk associated with the activity. Any member of staff expected to manually handle items will complete appropriate development and be able to dynamically risk assess individual tasks, so they can be completed safely. No individual should attempt to manually handle any item unless they are confident and capable of the activity. Assistance must be requested if an individual cannot safely complete a manual handling task themselves. If an individual cannot complete a manual handling task safely, advice or assistance must be gained from their line manager.

5.17 Working at Height

No pupil or member of staff should attempt to work from height without conducting an appropriate risk assessment. Standing on tables, chairs, benches and the like is strictly forbidden.

If staff members require displays to be put up or any similar activity that requires working at height they must contact the caretaker staff, unless they have had suitable training and have access to suitable equipment for working at height. Staff who are required to work at height must request training through their manager.

5.18 Machinery and Equipment

All members of staff and pupils involved with the use of school machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to their manager.

In addition, all workshop, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the lead on health and safety or the Head Teacher and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

5.19 Legionella

The School aims to prevent the build-up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore, the School will ensure that the designated water supply checks and maintenance tasks are carried out by a competent member of the team and when required by the contracted provider under the terms of contract, records must be updated and kept. If the Site Supervisor becomes aware of any safety concerns due to poor Legionella maintenance, they must notify the Business Manager immediately.

5.20 Asbestos Awareness

The School follows the requirements of the Control of Asbestos Regulations 2012. The School uses a licensed contractor to carry out a regular assessment of whether Asbestos or Asbestos Containing Materials (ACMs) are present (or are likely to be present). The School will make the information available to any member of staff, or contractor who may be affected. The School will regularly review the Asbestos Management Plan to make sure the team on site can control the level of risk to pupils, staff and anyone else who may be affected by any Asbestos on site. The School insists that before any intrusive work into fabric of the building is commenced, the asbestos register is consulted, and where required, a Refurbishment and Demolition Survey is obtained prior to work commencing. The register is held by the School's Business Manager and is updated annually with any recommendations completed.

5.21 School Visits

Any proposed educational visit must first be cleared through the Head Teacher whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- (a) Suitability of the trip provider.
- (b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Head Teacher.

Once the visit risk assessment has been completed, it must be submitted to the Head Teacher for approval. Until consent has been provided by the Head Teacher (or a delegated Deputy) the educational visit will not proceed.

5.22 Personal Protective Clothing (PPE)

The School will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the School deem that PPE is required for a particular activity, they should raise this concern through the Business Manager or Head Teacher.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

5.23 BBV's and Sharps Disposal

Blood borne infections may be transferred to a person if they come into contact with infected needles or sharp objects while in the external grounds of the school, or by accident while administering medication to a pupil. In either case, the person **MUST** seek immediate first aid and sanitise the area of the wound and then **MUST** attend A&E for an examination. A medical sharps box should be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected drug apparatus is discovered within the external grounds, then the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

5.24 Lone Working

The School will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. The School will ensure that the lone worker has full knowledge of the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker including what he or she is doing.

Members of staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and report any concerns to management.

Special consideration will be given to potential violence or threatening behaviour towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at heights, using ladders and work that involves manual handling.

Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary. When meeting with parents who might be considered a risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

Where possible, outside of normal working hours, staff should arrange to be in school with others. Key holders must inform someone when they are attending an alarm call.

5.25 Ionising Radiation

Under the Ionising Radiation Regulations 2017, employers must apply to the Health and Safety Executive (HSE) before they start certain new work with ionising radiation. The Health and Safety Executive (HSE) is the main public body which regulates work that causes or could cause radiation exposure of workers, the public or both. HSE's inspectors advise, inspect, investigate and enforce in a flexible and proportionate way so that radiation exposure of employees and others, arising from work activities, is adequately controlled. The Academy will do this by:

- a) Identifying radioactive substances held on the premises.
- b) Completing HSE Notification Ionising Radiation Registration.
- c) Ensuring there is suitable and sufficient storage arrangements in place for radioactive substances.
- d) Ensuring suitable monitoring equipment is available.
- e) Appointing a Radiation Protection Advisor (RPA) and Radiation Protection Supervisor and ensuring both are suitably trained.
- f) Ensuring Standard Operating Procedures (SOP's) are in place and include details of the RPA and RPS.
- g) Ensuring there is a CLEAPSS Local Authority Radiation Officer (RPO) appointed.

5.26 Health and Safety Communication

The School recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the Head Teacher has an open-door policy for all members of the School who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Head Teacher will notify the Governing body.

6.0 Monitoring the Policy

Monitoring the effectiveness of the Health and Safety Policy commences as a School responsibility in which the Local Management Board and Head Teacher play key roles. Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the school are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the School) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The School Health and Safety Advisor will assist the Business Manager and Head Teacher to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the school, as well as to set in motion appropriate remedial action.

7.0 Reviewing the Policy

The implementation of this policy will be audited by the School's appointed Health and Safety Advisor and will be reviewed at least on an annual basis by the Business Manager and Head Teacher before being agreed and adopted by the Local Management Board. If there are reasonable changes to the structure and major personalities of the School, the review may be conducted at an earlier period than the agreed annual date.

Appendix A. Our Lady & St. Bede

Notes of Guidance for Contractor Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The School has legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Head Teacher may appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the contractor and the Head Teacher before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the School rules and instructions, e.g. fire prevention, first aid, restricted use of mobile phones and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the School rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the School electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:
 - Lifting Equipment Regulations 1998 (LOLER)
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - CDM Regulations 2015

At the discretion of the Head of School each contract may have a designated School official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the School safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Request copies of the contractor's documented risk assessments/method statements for the proposed work.
- iv) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- v) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- vi) Ensure that the contractor is working safely and is not putting School staff, pupils or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the School and it is your responsibility to ensure their safety at all times. If you expect deliveries or would like to introduce vehicles or plant onto the School site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them during busy pedestrian times, or securely tape them to the floor.

Do not leave any equipment unattended. It may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the School grounds, observe the speed limit of 10 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on School premises.

The use of mobile phones is restricted on site and permission must be sought from a member of staff before a call can be made, or photograph taken.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on-site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix B.
Our Lady & St. Bede

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

ID badges are to be worn by staff at all times when on duty.
Class Tutor to ensure register is taken at the beginning of the lesson.
The use of mobile phones is restricted whilst pupils are on site.

FIRE PROCEDURE:
If you discover a fire:

- Operate the fire alarm;
- Leave the building (follow the route indicated on the evacuation plan);
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan);
- Close all doors and windows as you leave;
- Assemble in the area designated during the Induction process;
- Hirer to check the attendance register for their group;
- Do not disperse;
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer.

FIRST AID:

- First aid kits are to be provided by the hirer for their own activities.
- First aid for all but minor injuries should always be followed by qualified medical treatment.
- First Aid treatment and any other medical matter will be the responsibility of the hirer. The School will not, unless through prior agreement, arrange for first aid or medical support to be made available for hirers of School facilities.

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception.

- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999.
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the School MAIN ENTRANCE.
- See that the patient is accompanied whenever possible by a responsible person.
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation.
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the main reception.
- Accident report forms are located in the main reception.

PARKING:

- All vehicles are to be parked in the area agreed during the induction process.
- Cars parked at the owner's risk.
- There is a strict 10 mph speed limit on School premises.

SMOKING:

The whole of the School site is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)

Appendix C. Our Lady & St. Bede

Lockdown Procedures

Introduction

Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of pupils or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification to the Police by dialling 999.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Headteacher or their Deputy. Where time permits this decision should be made in consultation with the Police.

A large-scale evacuation will always be a last resort. The decision will need to balance the risks as to whether pupils and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Alert to staff: sounding of the repeating long ring alarm

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The following basic principles are to be followed in the case of 'Lockdown':

Immediate action:

- Staff to be alerted to the activation of the lockdown by the sounding of the repeating ring alarm located in the Main Office.
- Pupils who are outside of the school buildings are brought inside as quickly as possible by staff already with the pupils or duty staff they would return to their current lesson or next lesson and classroom. PE pupils will go to the Gymnasium. Those inside the school should remain in their classrooms.
- All doors and windows are to be closed/locked where possible. Staff should not leave their classroom unless it has been indicated that it is safe to do so. The Teacher or adult in the room closes the blinds and reassures pupils and explain that they need to listen and follow instructions carefully and sensibly.
- Once the lockdown procedure has been established the alarm will continue to sound until the alarm going to silent indicates to staff and pupils the threat is over.
- Pupils to be positioned/asked to sit down underneath the windows or away from the windows ensuring they are out of sight or behind upturned tables. Staff to support or model with turning the tables on their sides.
- Once these steps have been followed the adults must ensure they too are out of sight. Pupils must remain quiet and staff mobile phones switched to silent mode and vibrate turned-off.
- Once in lockdown mode, staff should take the register and notify the office immediately of any pupils not accounted for. This is to be done via email to enquiries@olsb.bhcet.org.uk.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible, this will be coordinated by the Headteacher or Deputy, and in the event that the Headteacher or the Deputy are incapacitated a member of the leadership team would fulfil this role.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system. If it's safe and out of ear shot, staff

can give information regarding an intruder(s) whereabouts or movements (if they have such information) to the police / Senior Staff. Mobile phones should be set to silent with vibrate turned off. Please note all social media platforms should go to silent to avoid mass panic, this must include staff and pupils.

- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded. The evacuation is to the designated fire assembly point.
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the emergency services depending on the severity. Emergency services will help support the Headteacher or Deputy regarding the timing of communication to parents.

REMEMBER IN THE RARE EVENT OF A FIREARMS OR WEAPONS ATTACK

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

Pupils should be made routinely aware of this advice.

| Head Teacher | |
|---|-----------|
| Actions (to activate, and during, a lockdown) | Completed |
| Liaise with the Police in considering a lockdown | |
| Activate lockdown using a predetermined activation signal | |
| Advise the Police and other appropriate emergency service agencies | |
| Establish the School Incident Management Team (to plan further actions and enact the response plan) | |
| Allocate specific responsibilities | |

| Head Teacher | |
|---|-----------|
| Actions (to activate, and during, a lockdown) | Completed |
| Guide visitors to safety | |
| Divert parents and returning groups from the school | |
| Ensure a telephone line is kept free | |
| If in place or in use stop the school bell from sounding during period changes or break times | |
| Secure external doors and entrances | |
| Keep main entrance as the only school entry point. This entrance must be constantly monitored, and no unauthorised people have access | |
| Have a delegated staff member wait at the main entry to the School to guide emergency services personnel, if safe to do so | |

Policy to Reduce the Risks Associated with Covid-19

1. Overview

The Academy Covid-19 policy is designed to help keep personnel, the teaching environment and workplace as safe as can be reasonably achieved, it is considered reasonable that the risk cannot be eliminated absolutely, (be COVID-secure). The policy will assist the Academy to manage the risk and reduce it to as low a level as is reasonably practicable.

2. Risk Assessment

The Academy must protect people from harm. This includes taking reasonable steps to protect pupils, staff and visitors from coronavirus. This is called a COVID-19 risk assessment and it will help manage risk and protect people.

The Academy will:

- Identify what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this isn't possible, control the risk.

The Public Health England report [Disparities in the risk and outcomes of COVID-19](#) shows that [some groups of people may be at more risk](#) of being infected and/or an adverse outcome if infected. The Academy also considers this in the risk assessment.

The Health and Safety Executive have produced guidance for teaching and working safely (be COVID-secure) and manage the risk, this policy is based on this guidance.

It includes practical measures, for example:

- Putting in place social distancing measures
- Staggering arrival and departure times of groups or "bubbles".
- Providing sufficient handwashing facilities and hand sanitising stations.

The risk assessment will be updated whenever required to reflect any national, local or Academy specific changes.

3. Communication

By consulting and involving the Academy population in the steps the Academy is taking to manage the risk of coronavirus, members of staff are able to:

- Explain the changes to pupils and visitors.

- Make sure changes will work and listen to and communicate ideas throughout the management chain.

4. Arrangements for Home Working.

The Governing Body and Senior Management will strive to keep the Academy open and running as normal as possible and with sufficient levels of staff. To achieve this the Academy will ensure sufficient arrangements for you to work safely are implemented.

To help staff required to work from home, the Academy will as far as is reasonably practicable:

- Provide the equipment staff need, for example a computer, phone and videoconferencing facilities.
- keep in regular contact with them, making sure staff wellbeing, health including mental health are taken into consideration.

5. Arrangements to Make the Academy as Covid-Secure as is Reasonably Practicable

If through the risk assessment, the Academy has identified staff who cannot work from home (for example teachers of specialist lessons such as science or D&T), then the Academy will consider what changes are required to reduce risk and make activities and lessons as 'COVID-secure' as is reasonably practicable.

Social distancing

Where possible keep 2m apart. If this is not viable, keeping 1m+ apart with risk mitigation is acceptable, including:

- Use floor tape or paint to mark restricted space areas.
- Provide signage to remind people to keep a 2m distance.
- Use screens to create a physical barrier between people.
- Restrict numbers of people permitted in different rooms.
- Have people working and learning side-by-side rather than face-to-face.
- limit and control unavoidable movement of people such as:
 - lesson changeover.
 - Staff rotating between jobs and equipment.
 - Using lifts and work vehicles.
 - In high-traffic areas like corridors and walkways.
 - Allow only essential trips within buildings and between sites.

Cleaning and hygiene

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping the workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping the Academy as 'COVID-secure' as is reasonably practicable.

Find out more in HSE guidance on [Cleaning, hygiene and hand sanitiser](#).

Face covering and masks

Face coverings must be worn in line with both Government guidance and the Academy communications; staff and pupils will be expected to follow government guidance when not attending the Academy.

There may be circumstances when wearing face coverings will be considered appropriate, including:

- Administering medication to pupils.
- Administering first aid.
- A pupil and supervising staff member who may be required to attend the isolation room when waiting for collection by a parent or guardian on displaying suspected symptoms.
- Cleaning staff completing deep cleaning of an area suspected of harbouring the virus.

Further guidance from the HSE can be referenced on [face masks during the coronavirus pandemic](#).

6. Protecting Vulnerable staff, Pupils and Visitors.

The Academy has a legal duty to protect all persons on site from harm and considers the risk to those who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

Supporting workers in higher-risk groups

The Public Health England report [Disparities in the risk and outcomes of COVID-19](#) shows that some groups of people may be at more risk of being infected and / or an adverse outcome if infected.

The higher-risk groups include those who:

- Are older males.
- Have a high body mass index (BMI).
- Have health conditions such as diabetes or a reduced immunisation system
- Are from some black, Asian or minority ethnicity (BAME) backgrounds.
- Have respiratory health conditions such as asthma.

There are currently no expectations of additional controls for these groups, therefore existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc.) are applied stringently.

The Academy will support these individuals/groups by:

- Emphasise the importance of individual and whole Academy population engagement, buy-in and cooperation to ensure controls are applied stringently.
- Individual discussions around their particular concerns.
- Discuss the risk management measures in place to minimise transmission to keep them, and others, safe.
- Explain the controls in place to protect them and other persons.

Clinically extremely vulnerable workers

During the coronavirus (COVID-19) pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded).

These people are at increased risk of severe illness from coronavirus. It is essential that Government guidance on shielding is applied and there will be times when it will not be appropriate for certain members of staff to work on site.

Further guidance on shielding and protecting people, explaining who is clinically extremely vulnerable is available from [Public Health England](#).

Supporting clinically the extremely vulnerable returning to the Academy

The Academy will communicate with clinically extremely vulnerable staff and pupils about their working / learning arrangements and take every possible step to enable to work / learn from home.

While shielding is paused, where it is not possible for staff / pupils to work / learn from home, the Academy will regularly review the risk assessment, and do everything 'reasonably practicable' to protect those staff members and pupils from harm.

It is important to explain what will be done to protect them, in making the workplace and learning environment safe and as COVID-secure as is reasonably practicable.

By consulting and involving clinically extremely vulnerable people in the steps taken to manage the risk of coronavirus in the workplace you can hear their ideas and make sure changes will work, for example doing tasks where stringent [social distancing guidelines](#) can be followed.

This also applies to those living with someone who is clinically extremely vulnerable.

Further advice is available from the HSE on [shielding and protecting vulnerable people](#) on GOV.UK.

Pregnant workers

During the pandemic, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus; further measures will also be considered for pregnant workers when they reach the 28-week mark.

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother the Academy supports these requirements.

Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and should stay at home where possible.

The Academy takes this into account in the risk assessment.

If the Academy cannot put the necessary control measures in place, such as adjustments to the job or working from home, The Academy will suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

7. Cleaning Hygiene and Hand Sanitiser

The Academy displays signs and posters to help the Academy population to practice good handwashing technique and to remind them to cough/sneeze into an arm or tissue which should be disposed of immediately in the bins provided and avoid touching their faces.

Handwashing

The Academy will:

- Provide handwashing facilities with running water, soap and paper towels or hand dryers.
- Provide hand sanitiser at locations in addition to washrooms and toilets.
- Provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands.
- Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that may not ordinarily clean routinely.

Clean equipment frequently

The Academy will:

- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible. Pupils will wear PE clothing for the duration of the day when they attend such lessons.

- Clean work areas and equipment between uses and at the end of each day as appropriate.
- Frequently clean and disinfect objects and surfaces that are touched regularly, door handles and window latches for example.
- If equipment like tools or vehicles are shared, then clean them after each use

Find out more about [cleaning your workplace to reduce risk from coronavirus \(COVID-19\)](#).

8. Additional assistance

The Academy will make every effort to keep up to date regarding Covid-19 and through cooperation between the Governing Body, Local Authority and the Health and Safety Advisor will regularly reference official information and guidance for changes and amendments.

The Academy will regularly reference the [latest information and advice](#) on coronavirus (COVID-19) available on the HSE website.

The Department of Health & Social Care (DHSC) and Public Health England (PHE) are leading the UK government response to the coronavirus pandemic.

The Academy will regularly reference up-to-date information from [Coronavirus \(COVID-19\) and what you need to do](#) on GOV.UK.