

HEALTH AND SAFETY



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STRIVE IA

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1. Introduction

This Health and Safety Document has been prepared by Liam Hickey on behalf of Strive IA as required by the Health and Safety at Work Act 1974. It will define the way we manage health and safety hazards and risks associated with our business and activities.

This document will be updated as required when new practices are started, or new requirements as set out by law. It will be reviewed annually and kept on file by Strive IA.

It will be accessible to all who request a copy.

Strive IA are committed to managing health and safety effectively to protect our staff, including permanent, contractors and others we interact with as we recognise, we have both a moral and legal duty as well as understanding our representatives are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the company owners to show our commitment is lead from the top.

Our approach will be pragmatic and proportionate, prioritized according to risk with the objective of maintaining continuous improvement. We accept we cannot eliminate risk from everything we do however, we will manage in such a way that exposure is reduced and controlled as far as reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process.

In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment, and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

All incidents however minor will be recorded, and lessons learnt carried out to prevent any future incidents.



2. Policy Statement

The management of Strive IA recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the companies' activities.

In order to discharge its responsibilities, the management of the Provision will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection of facilities, equipment, and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Check all hired venues have adequate policies and procedures in place
- Maintain our premises, provide, and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction, and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.



3. Organisation

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury, or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Owners
Manager
Co-ordinator
Staff/Tutors
Contractors
Visitors

4. Responsibilities

The owners will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety in any of the Provisions' activities at any location.

Owners

The owners have ultimate responsibility for the Health and Safety of the Provision. It discharges its responsibility through the Staff for each session. Each member of staff will be made aware of their responsibilities before taking on the role at each session.

The Owners will ensure that:

- They provide a lead in developing a positive Health and Safety culture throughout the Provision
- Any decisions reflect its Health and Safety intentions
- Adequate resources are available for the implementation of Health and Safety
- An effective management structure is established for the implementation of Health and Safety
- They promote the active participation of staff in improving health and Safety performance
- Reviews take place annually with improvements and updates recorded.



Manager

The Manager has overall responsibility for ensuring compliance with Health and Safety at the venue but delegates responsibility to the Co-ordinator.

The Manager will ensure that:

- Health and Safety is implemented, monitored developed and communicated effectively and amended as required
- Suitable equipment is available and meets all Health and Safety requirements
- A positive Health and Safety culture is promoted and that all staff promote a pro-active safety culture which will permeate into all undertaken activities
- Staff are consulted regularly to understand any concerns with records kept
- Effective training is offered to all staff.

Co-ordinator

The Co-ordinator will ensure that in their areas of control:

- They implement our Health and Safety policy
- They supervise their staff and students to ensure a safe environment
- They adhere to all rules set out by Strive IA
- Any issues and concerns are raised immediately to the Manager
- All incidents are recorded, investigated, and reported.

Staff/Tutors

Staff/Tutors will ensure that in their areas of responsibility:

- They implement our Health and Safety policy
- They supervise the students under their control ensuring all activities are carried out in a safe manner
- They adhere to all rules set out by Strive IA
- Any issues and concerns are raised immediately to the Manager
- Any issues that can't be dealt with are referred to the Owners
- All incidents are recorded, investigated, and reported
- Take reasonable care for their own activities.

Students

All students will be instructed to:

- Co-operate with all tutors and staff on Health and Safety matters
- Not interfere with anything provided to safeguard their own Health and Safety or that of others
- Take reasonable care of their own health and safety and report all concerns to the lead staff member.



Contractors

All contractors must:

- Take reasonable care for their own safety
- Take reasonable care for the safety of all students and staff who could be affected by their actions
- Observe the safety rules of the Provision
- Submit their relevant policies to the Provision for reference and approval
- Dress appropriately for the task being undertaken
- Conduct themselves in an orderly manner and refrain from any antics or pranks
- Use all equipment as per its recommended use
- Avoid any improvisations or short cuts which could create unnecessary risk
- Maintain all equipment to good standard and not use any defective equipment
- Report any hazards or incidents to the Manager.

Visitors

All visitors must:

- Make themselves known to the Manager upon arrival
- Stay with the Manager or designated person at all times
- Take reasonable care for their own safety.

5. Rules

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon staff to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Staff are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that staff are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all staff to co-operate with the Owners in fulfilling our legal obligations in relation to health and safety
- Staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare



- Staff are required to notify to management of any unsafe activity, item, or situation.

Working Practices

- Staff must not operate any item of plant or equipment unless they have been trained and authorised
- Staff must make full and proper use of all equipment guarding
- Staff must not clean any moving item of plant or equipment
- Staff must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Staff must use all substances, chemicals, liquids etc, in accordance with all written instructions
- Staff must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Staff must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

Staff are to be aware of venue Health and Safety Policies when hiring and must:

- make proper use of all equipment and facilities provided to control working conditions/ environment
- keep stairways, corridors, classrooms, and work areas clear and in a clean and tidy condition
- dispose of all rubbish, scrap and waste materials using the facilities provided
- clear up any spillage or liquids in the prescribed manner
- deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- must use all items of protective clothing/equipment provided or brought with them as instructed
- Employees must store and maintain protective clothing/equipment in the approved manner
- Employees must report any damage, loss, fault, or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Staff must comply with all venue emergency procedures
- Staff must not obstruct any fire escape route, fire equipment or fire doors
- Staff must not misuse any fire-fighting equipment provided



- Staff must report any use of fire-fighting equipment to Manager.

Accidents

- Staff must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their Manager.
- Staff must ensure that any accident or injury treatment is properly recorded on in the accidents reporting book
- Staff must notify management of any incident in which damage is caused to property.

Health

- Staff must report to the Manager any medical condition or medication which could affect the safety of themselves or others
- Staff must co-operate with the Manager on the implementation of the medical and occupational health provisions.

Provision Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure
- Staff must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Staff must not carry unauthorised passengers or unauthorised loads
- Staff must not use vehicles for unauthorised purposes
- Staff must not load vehicles above the stated capacity
- Staff must not operate vehicles whilst suffering from medical conditions or illness that can affect driving
- Staff must not drive whilst using a mobile phone or any other electronic device.

Rules Covering Gross Misconduct

Staff will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents



- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle, or electrical equipment
- deliberately disobeying an authorised instruction
- Misuse of chemicals or substances.

6. Arrangement Summary

Risk Assessments

Risk assessments should be in place by the hired venues. These as to be checked by the Manager at each facility no later than 1 hour before the commencement of the hire. These should be made available for the duration of the hire. The Manager should carry out a risk assessment for each activity undertaken at each venue.

Health and Safety Training

Health and Safety Training is the responsibility of the Owners to ensure all staff are adequately trained. Every staff lead should be first aid trained and will be designated First Aider at each venue. A first aid bag should be easily accessible at all sessions.

7. Arrangements

Accident, Incident, and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any staff, student, visitor, or contractor has an accident, near miss or dangerous occurrence on the Provisions' premises. Staff who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the academy.

The Accident Book

All accidents resulting in personal injury must be recorded on the Accident Report Form with the Manager. Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.



Completed Accident Report Forms will be reviewed regularly by the Owners to ascertain the nature of incidents that have occurred in the Provision. This review will be in addition to any investigation of the circumstances surrounding each incident. All near misses should also be recorded on the system as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Staff must ensure that they are aware of how to access our reporting forms.

RIDDOR Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen
- Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as over 7 days.

- exclude the day of the incident if they went home or did not return to work on the day.
- include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

Example: If a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

- Major or over 7 day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of Accidents Involving Students or Visitors

If a student or visitor has an accident this must be reported if:

- the person involved is killed or taken to hospital and;



- the accident arises out of or in connection with a work activity.

Examples of 'in connection with a work activity' are:

- work organisation – supervision of a field trip.
- plant or substances – lifts, machinery, experiments.
- condition of premises, playgrounds, play or PE equipment
- sports activities as part of the curriculum where there is death or hospitalisation
- playground accidents due the condition of the premises or inadequate supervision.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

Forms are kept advising the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident.
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to
- The investigation will include obtaining signed witness statements, photographs, and drawings as appropriate.

Communication and Consultation

It is a legal requirement for the Provision to establish arrangements to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:



- establish effective lines of communication.
- involve and consult with staff through:
 - individual conversations
 - noticeboard
 - internal publication
 - staff briefings
- display the ‘*Health and Safety Law – What You Need To Know*’ poster.
- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The Provision will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on Provision premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely. As all our venues are hired this should be negotiated with the venue prior to our activities commencing.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance, and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.



Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Manager immediately.

Disabled Persons including Students with Special Education Needs (SEN)

The Provision will give full and proper consideration to the needs of disabled employees, students, and visitors.

To achieve this, the academy will:

- treat all disabled employees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Provisions' facilities.
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of students with Special Education needs will consider:

- manual handling of students with physical disabilities
- students unable to recognise everyday hazards, communicate distress, or move around independently
- using mechanical aids and equipment
- using therapy and ball pools
- administering medical treatment and minimising the risk of infection
- management of difficult behaviour and the use of restraint
- lone working where an employee works on a one-to-one basis with a SEN student; and transport issues such as getting learning, disabled, or physically disabled students in and out of transport and making sure that access to the premises is appropriate.

When to assess

So far as is reasonably practicable risk assessments of the students with special education needs will be made:

- before students are admitted – this is a planning ahead exercise
- when planning educational activities both on and off site



- when planning and purchasing new facilities and when work practices are to be introduced or changed
- when deciding on a placement
- when an existing student develops a health need, e.g. after an operation, or where significant change in their existing needs occurs.

Display Screen Equipment

All reasonable steps will be taken by the academy to secure the health and safety of employees and students who work with display screen equipment.

To achieve this objective the Provision will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

1. a) for continuous periods of more than one hour *and*
2. b) for more than 2 1/2 hours per day.

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.



- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form
- supply users with information and/or training on the safe use of Display Screen Equipment
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods
- ensure remedial actions identified by DSE risk assessments been carried out
- review risk assessments annually or sooner if significant changes have occurred.

Driving

The Provision is committed to reducing the risks to its staff, students and others when being driven in the Provision fleet vehicles and therefore will:

- ensure risk assessments are completed and that journeys are planned not put unreasonable time constraints on travel
- ensure drivers are competent and fit to drive
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- require drivers to annually submit copies of their current driving licence
- provide adequate insurance for the vehicle, the driver, occupants and third parties
- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle



- ensure the vehicle carries a suitably equipped first aid box.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Owners of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the academy

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- not use a mobile phone or other electronic device
- follow all safety instructions when taking their vehicle on board ferries, trains, or other vehicle- carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Educational Visits

The Provisions' policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the Provision will ensure that:

- all visits are approved by the Owners as appropriate



- a person is nominated to coordinate educational visits
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to students is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular Provision trip or activity
- consent is obtained from parents for all visits
- arrangements are made for students with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Responsibilities

Group Leader

The responsibilities of the Group Leader are:

- To complete all relevant Educational Visits documentation, including risk assessments and consent forms
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate
- To provide reasonable notice to the Owners to allow them to assist in completing agreed tasks
- To plan for students with special educational needs, pre-existing medical condition or a disability and ensure appropriate provision
- To lead the trip in accordance with the approval given by the Owners and ensure all staff and students are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the Provision policies.

Owners

The Owners are responsible for carrying out the duties of the Educational Visit Coordinator (EVC) and they will:

- coordinate all educational visits to ensure procedures are complied with and all documentation is completed
- liaise with Group Leaders to ensure the approval requirements for each visit are clearly communicated



- retain all documentation in relation to each Provision visit
- provide support and guidance to Group Leaders
- ensure that any accident/incident on a visit is notified is recorded and that future visits are reviewed in light of previous incidents
- ensure this Policy is kept up to date
- To consider the suitability of all proposed educational visits
- To 'sign off' all documentation (including risk assessments) prior to approval
- To approve all Provision trips.

Staffing of Trips

Ratios:

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- sex, age and ability of group
- students with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of students
- first aid cover.

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the Owners, there must always be a minimum of 2 staff with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits has to ensure that there is a safe level of supervision at all times.

If an adult who is not a member of staff is accompanying the trip, then they must have an up to date and valid DBS check, authorised by the Co-ordinator.

Emergency Procedures

Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning an academy visit. If an emergency happens the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend any casualty



- inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all Group Leaders and their deputies:

- establish nature and extent of the emergency
- make sure that all other members of the party are accounted for and safe
- if there are injuries, establish their extent and arrange for first aid
- establish names of the injured and call relevant emergency services
- advise other party staff of the incident and that emergency procedures are in operation
- ensure that an adult from the party accompanies casualties to hospital
- ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to academy
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- control access to telephones until contact is made with the Manager and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- telephone numbers for future communication (identify alternative telephone numbers in case telephone lines become jammed)
- the Provision will arrange to contact the parents of those involved. In the event of serious incidents, the parents of all party members should be informed
- all accident forms should be completed and insurers and the HSE should be contacted
- inform parents of any delays that will be necessitated
- the staff member should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.

Media:

In the event of an emergency:

- a designated person should act as the point of contact with the media to whom all involved should direct questions
- under no circumstances should the name of any casualty be divulged to the media
- legal liability should not be discussed or admitted.

After the Trip

The trip leader must inform the Owners that the party has returned safely and ensure that all the students are safely collected from the Provision by a responsible adult, such as a parent or guardian.



If any difficulties or incidents occur on a Provision trip, the Owners must be informed as soon as possible after the trip returns to Provision so that appropriate follow up action can be taken quickly.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, students and others who use, operate, or maintain electrical equipment. Hired venues will be checked to ensure all reports are up to date.

To ensure this objective the Provision will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment lent to, or borrowed by, the academy
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees and contractors who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto academy premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.



Fire

At all hired venues then their fire policy will be adhered to. All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the academy will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all students and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Provision does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the academy can investigate and take remedial action if necessary.

All staff working at a venue will ensure they are aware of its fire policy and will have an understanding of what to do in case of emergency.

Should a fire happen at a venue then all staff and students are to move to the pre-arranged muster area for a nominal role to be taken by the lead member of staff. All students are to line up with the nominated adult they were with at the time.



First Aid

The Provision is committed to providing sufficient resources for first aid to deal with injuries that arise at work or as a consequence of Provision activities.

To achieve this objective the Provision will:

1. appoint and train a suitable number of first aid personnel – this can also include those who have their FA First Aid in sport as part of their coaching qualifications.
2. display first aid notices with details of first aid provision – and ensure any hired venues have adequate signage and staff are aware of any defibrillator locations.
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training. First Aiders training will be refreshed every three years by undertaking the two day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:



Category of Risk	Numbers employed at any one location	Suggested Number of First Aid Personnel
Lower Hazard (Most schools fall into this category)	fewer than 25	- at least one Appointed Person - it is recommended they receive Emergency First Aid at work training (EFAW)
	25 -50	- at least one first aider trained in (EFAW)
	more than 50	- at least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person - it is recommended they receive Emergency First Aid at work training (EFAW) \
	5-50	- at least one first aider trained in (EFAW)
	more than 50	- at least one first aider trained in first aid at work (FAW) for every 50 employed (or part thereof)

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

Additional First Aid Provision

Adequate first aid provision will include cover for break times.

First aid provision will be available at all times whilst people are present at any of our venues or camps including out of hours activities. The assessment of need will be reviewed at least annually.

First Aid Boxes

First aid kits, clearly marked, will be provided in the First Aid Room and other readily accessible locations and be made known to all staff and students.

Additional first aid boxes will be provided on sports fields and for offsite visits.

Travel first aid boxes will be kept in vehicles.



First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else. First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid boxes should be located near to hand washing facilities as far as possible.

All first aid boxes will be checked regularly and maintained by a designated member of staff; items should not be used after expiry date shown on packaging.

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

First Aid Rooms

The first aid room, where provided, is equipped with a sink and accessible WC.

First Aid Information

Notices are posted in conspicuous positions within a Provision, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the Provision as part of the induction training.

First Aid Records

The Provision ensures that the following records are available:

- certification of training for all first aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g. Epi-pens)
- first aid cases treated (see accident / incident reporting).

Guidelines on Responding to Injuries



Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider in academy: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- deep cut
- long cuts, which are considered to be approximately 2.5cm when on the hand or foot and 5cm when elsewhere on the body
- the cut is jagged
- the injury involved a pet, especially a cat
- the injury involved a wild animal
- the injury is due to a bite, either human or animal
- the wound has debris stuck in it after cleansing
- the wound is bleeding heavily
- the wound will not stop bleeding after applying direct pressure for 10 minutes
- the injury is a puncture wound.

Head injuries

Injuries to the head need to be treated with particular care. Where symptoms indicating serious injury are NOT present, head injury cards are to be given to the injured party by the first aider attending to take home with them. Any evidence of following symptoms may indicate serious injury and an ambulance must be called:

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open)
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory
- persistent Headache
- disorientation, double vision, slurred speech or other malfunction of the senses
- nausea and vomiting
- unequal pupil size
- pale yellow fluid or watery blood coming from ears or nose
- bleeding from scalp that cannot quickly be stopped
- loss of balance
- loss of feeling in any part of body
- general weakness
- seizure or fit.

Needlestick or Sharps Injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as EpiPens) or other medication prescribed to



students or staff in an auto-injector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by students or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the Provision will take all reasonable steps to protect staff and students from the risks of needles, sharps, and similar waste.

The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used EpiPen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If a member of staff or student suffers an injury from a needlestick or sharp which may be contaminated, they must:

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don't scrub the wound whilst you are washing it
- don't suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance
- ensure that the injury is recorded in the Accident Book.

New and Expectant Mothers

The Provision recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Provision will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition



- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

Hospital Admission

Where a student is required to attend hospital using an ambulance and their parents are unable to attend hospital promptly, a member of staff should go to the hospital.

If a child is taken directly to hospital, they will be accompanied by a member of staff who will stay with the student until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the Manager on the condition of the injured student as and when information is made available.

The parent/guardian of a student attending hospital must be advised at the earliest opportunity.

Support for the injured student and their parents will be provided as determined by the individual circumstances of the incident.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit, or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available in the Provision to deal with blood and body fluid spillages. The person responsible for checking and replenishing the kit regularly is the Co-ordinator.

General principles of blood and body fluid spillage management

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

Cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing. Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

**Hard surfaces e.g. floor tiles, impervious tabletops.**

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills

- remove spillage as much as possible using absorbent paper towels
- flush these down toilet or dispose of carefully in waste bag
- cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- leave for up to 30 minutes, and then clear away.

Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics e.g. carpets and chairs

- remove the spillage as far as possible using absorbent paper towels
- then clean with a fresh solution of neutral detergent and water
- carpets and upholstery can then be cleaned using cleaner of choice
- steam cleaning may be considered.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances used in Provision, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided.

Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

1. substances classified as toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases



under pressure. These can be identified by their warning label and carry the pictograms detailed below.

2. Biological agents directly connected with work including micro-organisms.
3. Dust of any kind when present as a substantial concentration in the air.
4. Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
5. Any other substance not specified above which may create a comparable hazard to a person's health.



Principles of Control

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation, it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Infection Control

Provision staff and students are from time to time at risk of infection or of spreading infection.

The Provision aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms
- measures to assist with early identification and prompt implementation of control measures



- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in Provision, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all students, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the Provision including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit, and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

Further Information

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Factsheets on infectious diseases are available from the Health Protection Agency <http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/>.

Staff Illness and Reporting

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV
- Weil's Disease.

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.



Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the Provision, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Provision will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Provision will:

- follow guidance given by government agencies and close sites if instructed to, or if staff, students, or any other person is put at risk
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks
- monitor any changes to government guidance
- manage the risk posed by contractors and visitors visiting the Provision
- develop and implement an emergency action plan to deal with any potential outbreaks
- allow staff to take part in any government testing
- identify, plan, and implement controls and safe systems of work to prevent transmission
- provide information, instruction, and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Provision will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.



Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretakers hired by the venue owners. The Provision will ensure all areas are wiped down each day and the site is handed back as found.

At risk systems include the hot and cold water storage and distribution system. To achieve control of legionella bacteria the Provision will implement the following:

Lone Working

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay may in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside Provision hours
- teachers in classrooms away from the main building
- teachers working in workshops or laboratories
- caretakers or maintenance staff
- employees who open or close the building on their own.

It is acceptable for people to work alone so long as the Provision has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

teachers or others working alone in a classroom or office in the main Provision buildings when the Provision is open.

Some activities should not be carried out by people working alone and the Provision should identify those that are relevant to them, typically this may include:

- working at height on ladders or tower scaffolds
- use of high risk chemicals
- use of high risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

Key Actions

- identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented
- Higher risk activities/area identified and formal decisions made on authorisation of lone working



- Formal systems/procedures developed for particular activities/areas as required.

Requirements of lone workers

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used. The Provision shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types, and duration of exposure. Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e. visual
- periodic contact with lone worker i.e. telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the Provision on completion of extracurricular activities.

Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
- The caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When the caretaker (or other named person) is not present all lone workers, for reasons of security, health, and safety, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- Staff working alone have a responsibility for making themselves familiar with and following the Provisions' safety procedures and location of safety equipment
- If staff rely on mobile phones, they must ensure that their network has good reception within the Provision. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening/Closing the Venue

When the last person has left the building and notified the caretaker (or other named person by the venue owners), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.



When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt, he should contact the Police/security firm and should never enter the building if he is unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors).

Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing, or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool, or equipment while in use for its intended person.

Typical manual handling tasks in Provision are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away deliveries.

To prevent injuries and long term ill-health from manual handling the Provision will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Provision will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the Provision will ensure that there is no lifting wherever possible and in relation to the handling of students with special needs. This policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.

Manual handling assessments are carried out for activities that:

- pose a foreseeable risk of injury



- cannot be avoided
- cannot be mechanized.

Adequate information and training are provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution. Where appropriate any injuries or incidents relating to manual handling are investigated, with remedial action taken. Employees undertaking manual handling activities are suitably screened for reasons of health and safety.

Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

The Provision will conduct the risk assessments of students with special needs before they attend, and the Provision should seek to receive information on students in advance.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Minibus / Van

Legal Requirements

The law requires that a minibus must:

- be correctly licensed
- be adequately insured
- be well maintained
- have a valid MOT certificate (if more than one year old).

The Provision will ensure that appropriate safety procedures are established for the fleet in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com.



Driver Training

It is essential that the Provision is satisfied that all persons authorised to drive are competent to drive any Provision vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21
- have at least two years' experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving.

To comply with the above, the Provision has gone further in its quest to ensure that students are driven in safety.

Prior to transporting students for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety
- passenger comfort.

All new drivers will be added to the list of authorised drivers.

Drivers Hours

It is the Provisions' policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the staff started work at 8.45 am. This requirement is non-negotiable.

Driver's Responsibilities

Whilst the Provision will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- do a visual inspection of the fleet which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- check brakes to see that they are functioning correctly
- ensure that mirrors and seat are in the correct driving position
- check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- ensure that the windscreen washer system works and that wipers are functioning correctly



- ensure that the vehicle is correctly loaded and that no more than the allowed number of passengers are being carried
- emergency exits must not be blocked
- ensure that all doors are correctly closed
- check that you have enough fuel for your journey
- as soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- at intervals throughout the journey, all instruments and warning lights should be checked, and necessary action taken if a fault is indicated
- ensure that food and drink are not consumed in the vehicle
- make sure that no rubbish is left in the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the vehicles. The keys should be returned immediately after use.

Passenger Responsibilities

- must wear seat belts and always remain in their seats until instructed otherwise
- must never distract the driver by shouting, etc
- must make sure that escape routes are not blocked by bags, etc

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the Provision and complete the appropriate forms for onward transmission to our insurers.

Breakdown and Recovery

The vehicles are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the vehicle.

Weekly Checks

Weekly checks of the vehicles will be carried out.

Staff who notice any defects in the vehicles should immediately notify the nominated person who will then determine whether or not the vehicle should be taken off the road and repairs carried out.



The vehicles are serviced in line with the manufacturer's recommendations.

Incorrect Use of the Vehicles

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the vehicles through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Provision.

Speed Limits

The speed limit for vans are as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways.

List of Authorised Drivers

Strive IA will keep a list of drivers who have been authorised to drive the vehicles. Authorisation may be withdrawn at any time by the Owners. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise Strive IA immediately.

First Aid

All minibuses contain first aid boxes which are checked at the end of each term. The contents of these boxes include:

- antiseptic wipes
- bandages
- assorted adhesive dressings
- plasters
- eye pads
- scissors.

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

Outdoor Play Equipment

Some of the venues we hire will have trim trails and other outdoor equipment. This part of the policy shall cover that.



Supervision

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location. Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for academy aged children only and not to be used before and after academy.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Zoning of Activities

Consideration will be given to the range of activities occurring within the playground area:

- Ball games/chasing games to be sited away from the climbing area.
- in a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

Play Equipment Standards

Whilst Strive IA will only be hiring facilities it is good practice for us to ensure all equipment is built and maintained to British Standards laid out below. We will do inspections each day to ensure equipment is safe to use.

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.



The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing, and maintenance instructions.

Safety surfaces

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and Maintenance

For new equipment a post installation inspection will be arranged. Strive IA will check to ensure venues have updated records for these inspections.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)
Concentrating on the following points:

- no evidence of obvious wear / damage



- area safe from health hazards e.g. needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded, and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

Personal Protective Equipment

The Provision provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the academy will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE



- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Staff provided with PPE for their own personal use at work will be required to sign to confirm its receipt and ensure its appropriate use.

Risk Assessment

Risk assessment is a systematic examination of what within our Provision can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Manager to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work;
- and adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:



Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

The Provision will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The Provision has appointed Safeguarding and Welfare Manager as the designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Provision Responsibilities

The provision will:

- contribute to inter-agency working for safeguarding and child protection in line with statutory requirements
- implement a suitable safe recruitment process
- implement and enforce a child protection policy and a staff behaviour policy or code of conduct
- provide appropriate training to all staff members
- provide the designated safeguarding lead with appropriate authority, time, funding, resources, training and support to allow them to effectively carry out their duties
- implement a suitable procedure for handling allegations against members of staff
- maintain trust in the teaching profession
- provide a safe environment in which children can learn
- provide training to students about safeguarding as part of a balanced curriculum.

Staff Responsibilities

The provision requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child.

If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.



Recruitment

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history
- Qualifications and professional registration
- proof of identity (birth certificate and passport)
- references.

We will also check current or prospective employees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

Disclosure and Barring Services (DBS) and other checks

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the Provision will carry them out in line with current legislation. Enhanced DBS checks and/or barred list checks will be made for staff members as necessary. Post-employment DBS checks will be carried out for staff members who did not previously take part in regulated activities but who now will be involved in such activities. The Provision will implement suitable procedures to ensure that staff promoted or moved to such positions will not be permitted to start their new roles until the proper DBS checks are complete.

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

Further Information

All staff should refer to our website for full details of the Provisions' policy and arrangements for safeguarding.

Smoking

Smoking is prohibited when with young people and inside any hired premises, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, students, and visitors in all areas of the academy, including Provision vehicles.

Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an



important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. The Provision will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through the Provisions' grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Supporting Students with Medical Needs

The Provisions' policy is to support students to attend the Provision who have a medical condition. The Provision will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at Provision. The Provision will also put in place procedures to deal with emergency medical needs.

The Provision will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff, and it will only be done where the procedures are followed.

Health Care Plans

Parents are responsible for providing the Provision with up to date information regarding their child's health care needs and providing appropriate medication.



Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the academy year / when child enrolls / on diagnosis being communicated to the Provision and will be reviewed/updated annually.

All staff are made aware of any relevant health care needs and copies of health care plans are available when required.

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date, and
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely. However, children could access them for self-medication if it is agreed that it is appropriate.



Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

Educational Visits

The Provision will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Academy Transport

Where students have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.

Non Prescription Medication

Non-prescription medication should not be administered by the Provision. This includes paracetamol and homeopathic medicines.



Staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given medicine containing aspirin, unless prescribed by a doctor.** Where it is necessary to administer non-prescription medicine to a child, specific written permission must be obtained from parents / carers and the administration documented.

If a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff should notify the parents that their child has requested medication and supervise the student taking the medication if the parents have agreed to it being taken.

Temporary Staff and Volunteers

The Provision will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

To achieve this, the Provision will provide temporary or voluntary staff with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the Provision to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the Provision.

Our training objectives will cover three areas, that of the organisation, the job and individuals. All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.



Managers and supervisors training needs will include:

- safety management techniques
 - leadership and communication skills
 - skills on training and instruction
 - risk assessment
 - health and safety legislation
 - knowledge of our planning, measuring, review and audit arrangements.
- All our staff training needs will include:
- relevant health and safety hazards and risk
 - the health and safety arrangements relevant to them
 - communication lines to enable problem solving.

All staff will also receive **induction training**. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures,
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e. no smoking),
- issue of protective clothing/equipment and its use,
- instruction under COSHH,
- mandatory protection areas,
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees. Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Violence to Staff

The Provision recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures



- threats against employees.

To achieve this objective, we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the Provision will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present. Staff are to make themselves aware of venue evacuation procedures before commencement of any activities.

Work at Height

The Provision will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.



The Provision will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on academy property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way, then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects.

Work Equipment

The Provision will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the Provision will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations



- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

8. Risk Assessment

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards, there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.



Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK



Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected.

The formula: Severity x Likelihood = Risk

Is used on the risk forms within this policy manual. Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable. Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

- Manual handling Hazardous substances
- Work equipment (machinery, tools, etc.)
- Ladders Electricity Stairs, etc
- Noise
- Work environment



- Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
- Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
- Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
- Avoid working at height. correct type of ladder/stepladders, maintained, training
- Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
- Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
- Reduction at source, isolation, ear protection, demarcation of danger zones
- Good lighting, ventilation, redesign layout of area, heaters/coolers

Hazard Example Control Measures

Hazard – Fire

Control Measure – Detection / warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings.

Hazard – Stress

Control Measure – Reduce / increase workload, more control over work, work suitable for individual, avoidance of monotonous repetitive work

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.



The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises are assessed as whole, larger premises are divided into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

One or more competent persons are appointed to carry out any of the preventive and protective measures needed to comply with the legislation. The competent persons are an appropriately trained, employee or, where appropriate, a third party consultant.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including disabled people, have been considered.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan



- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

9. Monitoring

Proactive monitoring

Monitoring is a line manager's responsibility, and, in this section, there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Provision feedback on its performance before an accident, incident or case of ill health. Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place. Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.