



Health & Safety Policy

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1 Introduction

- 1.1 Oasis Community Learning is responsible for the overall Health and Safety Policy.
- 1.2 The Academy Council and Principal are responsible for the local implementation of the Oasis Community Learning policy and for the procedures which proceed from the policy.
- 1.3 The Academy will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal, and within the overall Oasis Community Learning policy.

Statements of Intent

2 The Oasis Community Learning Statement of Intent

- 2.1 Oasis Community Learning, the employer of the staff who work in its headquarters and Academies, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and Academies, for the students attending the Academies and for visitors and contractors, who come on to the premises.
- 2.2 Oasis Community Learning will take reasonable steps to fulfil these responsibilities within the framework of the Health and safety at Work etc. Act 1974 and the Management of Health and safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. Oasis Community Learning will ensure that appropriate policies are in place and kept up-to-date.
- 2.3 To this end, Oasis Community Learning will procure the services of appropriate Health and safety consultants to advise the staff of Oasis Community Learning and its Academies on all related matters and to provide Oasis Community Learning and the Academies with up-to-date information in relation to its Health and safety responsibilities.
- 2.4 Any revision of this policy will be after appropriate consultation and negotiation. The responsibility for the implementation of this policy at Academy level rests with the Academy Council and the Principal.
- 2.5 Each and every member of staff of Oasis Community Learning and its Academies must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under Oasis Community Learning's Health and Safety Policy.
- 2.6 The Organisation and arrangements through which Oasis Community Learning, the Academy Council, the Academy Principal and staff aim to fulfil the requirements are set out in the following policy and its appendices.
- 2.7 Oasis Community Learning will ensure that sufficient resources are allocated by itself and its Academies to ensure as far as is reasonably practicable that employees, students and visitors are kept healthy and safe.
- 2.8 It is a requirement that all members of staff read the Health and Safety Policy and its appendices, and sign that they have done so. **(The Academy should set up a**

system to enable this to happen. For example, a dedicated book/file could be kept by the HSC.)

Signed: _____

Date: _____

Chair

3 Academy Statement of Intent

The following statement will be adopted by the Academy Council. It sets out the health and safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

3.1 The Academy:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- take steps to ensure compliance with all relevant health and safety legislation;
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively;
- is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances;
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

Signed: _____

Signed: _____

Chair

Principal

Date: _____

Aims

4.1 Oasis Community Learning aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work
- All students and members of the public, including parents/carers, visitors and contractors' employees who enter Academy premises, are not exposed to any health and safety risks during the course of their business;

- All managers are suitably trained in health and safety matters;
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place, and for the training of relevant staff;
- No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and safety, including, where necessary, a written statement of policy.

4.2 The Academy's objectives are to:

- a) Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
- b) Maintain and keep under review a health and safety management system;
- c) Set up and maintain an Academy Health and Safety Committee representing staff and management;
- d) Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public;
- e) Provide means of access and egress which are safe and without risks to health;
- f) Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and safety at work of all employees and students;
- g) Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
- h) Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- i) Ensure that the Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them;
- j) Develop safety awareness among all employees and students and to promote individual responsibility for Health and safety at all levels;
- k) Ensure that procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work;
- l) Ensure that managers in the Academy are suitably trained;
- m) Ensure that sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- n) Ensure that sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

5 Responsibilities

5.1 This policy is largely dependent upon the total co-operation of every person who works in the Academy. Oasis Community Learning expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

5.2 Oasis Community Learning through the Academy Council

The Academy Council has the overall responsibility within the Academy for:

- ensuring the implementation of Oasis Community Learning policies
- implementing Oasis Community Learning policies;
- establishing, maintaining, monitoring and reviewing the Academy Health and Safety Policy in order to meet the health and safety requirements in the Oasis Community Learning policy;
- agreeing and maintaining any necessary health, safety and security contracts with contractors;
- appointing a member of the Council to be responsible for liaison on Health and safety issues with the Principal and Staff;
- ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- ensuring that standards of welfare are established and maintained for staff, students and visitors;
- ensuring that staff are trained in Health and safety as appropriate;
- ensuring adequate resources to enable the Health and Safety Policy to be carried out;
- ensuring that health and safety issues are put on the agenda of all appropriate Academy Council meetings (and sub committees / working groups of the Council) in the Academy – this includes having health and safety as an agenda item, as a minimum, at least every second (out of 6 per year) Academy Council meetings;
- ensuring that appropriate arrangements are in place for effective liaison with health, safety and security contractors; and
- ensuring that the HandSaM health and safety management system is used effectively in the Academy;

5.3 Designated Member of Academy Health & Safety Committee

This member of Council is responsible for:

- liaising with the Principal and the Health and Safety Champion (HSC) between meetings of the Council to ensure that the Oasis Community Learning policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- being available when possible to the Academy Health and Safety Committee;
- overseeing the HandSaM health and safety system;

- inspecting the accident/incidents books on a regular basis and at least once a term; and
- carrying site inspections with members of the Health and Safety Committee on behalf of the Council.

5.4 The Principal

The Principal (or, when absent, his/her Deputy or Vice Principal) will be responsible for the overall implementation of the Health and Safety Policy.

The Principal is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, students, visitors etc.);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that liaison with Kier and other contractors is maintained and that regular reports are obtained;
- ensuring that the welfare of staff and students is seen as a priority by all staff;
- consulting with members of staff and TU Safety Representatives on health and safety issues;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- identifying the training needs of all staff and students, and ensure, within the financial resources available, that adequate and appropriate training is provided;
- encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out in a timely manner.
- delegating to the Health and Safety Champion (HSC) appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the HandSaM system is used effectively by relevant users;
- ensuring that parents/carers are kept informed on any health and safety issues and enlisting their support as appropriate;
- ensuring that a Disability Accessibility Plan is in place and is appropriately reviewed triennially;
- taking responsibility for fire safety arrangements as set out in the Fire Safety Regulations;
- discharging the responsibilities set out in specific policies in the appendices to this policy;
- making an annual Status Review and presenting it to the Council; and otherwise
- keeping the Council informed of the progress of the implementation of the policy, and informed about changes to the law and guidance - this includes, working with

the Academy Council Chair to have health and safety as an agenda item, as a minimum, at least every second (out of 6 per year) Academy Council meetings.

5.5 The Health and Safety Champion (HSC)

The Health and Safety Champion will be responsible to the Principal for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy is implemented;
- reporting directly to the Principal on health and safety issues;
- participating in the work of the Health and Safety Committee;
- liaising as appropriate with the member of Council with health and safety responsibility and working together to ensure that either the HSC or the designated Academy Council member for health and safety, reports back on health and safety to the Academy Council at least every second Academy Council meeting (out of six meetings per year, depending how often they meet);
- ensuring that suitable and sufficient risk assessment are carried out, that appropriate controls are implemented and be the 'competent' person as required under the Management of Health and safety at Work regulations 1999;
- liaising with the Facility Managers and any other contractors and making reports to the Principal on the progress of the contractual requirements;
- agreeing and maintaining any necessary health, safety and security contracts with contractor;
- engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- consulting staff health and safety representatives and committees as appropriate;
- advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Oasis Community Learning policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers, understand and implement the Health and Safety Policy as appropriate; and
- overseeing the efficient use of the HandSaM system to underpin the policy and procedures.

5.6 Staff with Departmental responsibilities will:

- be responsible to the Health and Safety Champion (HSC) for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- use the HandSaM system to record completion of the relevant tasks;
- make and regularly review a departmental Health and Safety Policy (see the Oasis Community Learning template for a Departmental policy);
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons; and
- report any health and safety concerns to the Health and Safety Champion (HSC).

The Academy will assign similar responsibilities to other staff as relevant.

5.7 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, and students in their care;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental health and safety policies;
- observe all health and safety rules and procedures set out by Oasis Community Learning and the Academy and use all health and safety equipment provided;
- alert the Health and Safety Champion or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;

- report any concerns they may have about the health, safety and welfare of any student in line with the Academy's Safeguarding Students Policy;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine;
- ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the HandSaM system of health and safety management where relevant; and
- participate in any relevant training.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

Oasis Community Learning recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk assessment and control measures.

5.8 The Health and Safety Committee

- The Academy will appoint a Health and Safety Committee. The composition will be the responsibility of the Principal.
- Trade Unions (TU) have the right to appoint safety representatives to the committee.
- Staff who do not belong to a union have right to elect a member of staff to represent them on the committee if they so wish.
- The Health and Safety Committee has a duty to consider health and safety issues and to raise concerns and give advice as appropriate. (see 5.1)

5.9 Trade Union Representatives

Trade union members may appoint their own representatives.

Trade union representatives have the right to:

- a) investigate potential hazards and to examine the causes of the accidents in the workplace;
- b) investigate complaints by any employee they represent relating to the employee's health, safety and welfare at work;
- c) make representations to the Principal on general matters affecting the health, safety and welfare of employees in the workplace;
- d) carry out workplace health and safety and welfare inspections;

- e) participate in the work of the Health and Safety Committee;
- f) be consulted on health and safety issues that affect staff; and
- g) have paid time-off to carry out their functions and to receive health and safety training.

5.10 Head Cook/Catering Manager

In addition to the above the Head Cook/Catering Manager will also be responsible for:

- implementing the relevant Oasis Community Learning and Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the Health and Safety Champion (HSC) of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about health and safety issues.

6 Consultation

6.1 Staff

- Staff and union representatives have the right to be consulted on health and safety and welfare issues that affect staff.
- Health and safety will be a standing item on the agendas of all Departments and Pastoral group meetings. Any points raised will be duly minuted and reported promptly to the Health and Safety Champion.

6.2 Students

Students also play a part in overall health and safety and welfare of the Academy and will be encouraged to discuss health and safety issues at Year and Academy Council meetings, and raise concerns which will be reported to the Health and Safety Champion.

7 Organisation

7.1 Structure

- Oasis Community Learning Board of Trustees has overall responsibility for the policies and procedures in the Academy;
- The Academy Council with a designated member for health and safety who is a member of the Academy committee with health and safety responsibility;
- The Principal with overall responsibility for the implementation of the policy and reporting to the Council;
- Health and Safety Champion with responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with the Facility

Management contractors and any other contractors, and reporting to the Principal;

- Heads of Areas/Departments with responsibility for health and safety within their areas and for reporting to the HSC;
- Regular (at least termly) Department and Team meetings with reports going to the HSC;
- A Health and Safety Committee will be appointed reporting to the HSC.

8 Risk Assessment

- 8.1 All members of staff in charge of a departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Oasis will offer training on risk and risk assessments to enable relevant staff to be suitably qualified or experienced to carry out appropriate risk assessments.
- 8.2 The Academy's risk assessment pro forma must be used by all staff, and completed assessments must be sent to the HSC and retained on the HandSaM system, and made accessible to all relevant staff through the system management. Any one carrying out risk assessments will receive appropriate training to enable the risk assessments to be carried out.
- 8.3 Risk Assessments must be reviewed regularly and at least once a year, and after any serious incident, with a view to ensuring that the control measures have been effective.
- 8.4 The HSC will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at Academy level and which by any other outside contractors. The HSC has the discretion to seek advice from Oasis Community Learning on appropriate delegation, and will report reasons to the Principal and the Council in an annual report or as the Council determines.

9 Security

- 9.1 The Academy's security arrangements are mainly the responsibility of Kier. The arrangements for the areas below are contained in the Staff Handbook and are also available from the HSC's Office:
- The site
 - The buildings
 - Notices
 - Control of visitors to the site
 - Locks and keys
 - Out-of-bounds areas
 - Dealing with trespassers

- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at College in the morning and leaving in the afternoon
- Responsibilities for security aspects

(EACH ACADEMY WILL HAVE TO ADAPT THE ABOVE TO SUIT ITS SITUATION)

10 Health and safety Management Arrangements

- 10.1 The Academy is using the HandSaM system of health and safety management. All relevant staff and designated members of Council will be trained in its use.
- 10.2 The HSC will be the 'Administrator' of HandSaM and will make regular reports to the Principal on the progress of the annual cycle of health and safety management.
- 10.3 Staff with health and safety responsibilities will be HandSaM 'Users', and will be responsible for completing tasks assigned to them and recording completion on the HandSaM record.
- 10.4 The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an on-going basis.
- 10.5 Oasis Community Learning will periodically review the implementation of HandSaM to ensure that the system is used to ensure that the Academy complies with law and regulations.
- 10.6 The management of the health and safety in designated areas is contracted out to Kier as Facility Managers, who report to the HSC in the Academy.
- 10.7 All Academies will submit an annual Status Review to Oasis Community Learning (refer to section 12).

11 Measuring Performance

- 11.1 The Academy will use the HandSaM system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.
- 11.2 The HSC will ensure that the following are carried out as appropriate, using the HandSaM system for logging purposes:
 - Regular documented audits
 - Appropriate site inspections
 - Review of risk assessments and the subsequent control measures
 - Surveys by the Health and Safety Committee, if formed
 - Attendance at Health and Safety Meetings
 - Information coming out of department meetings, and how it is dealt with
 - Results of any external reviews/investigations
 - Regular review of accidents/incidents/near misses and use of the information and experience gained from the review

- A system of reviewing and developing improvement plans as identified
- Sharing experiences, findings and good practice inside the Academy.

12 Status Review

12.1 The Academy will, at the end of each year or appropriate period, draw up a Status Report on each safety management area covered by the Academy's review.

The review will draw off the information on the HandSaM system and will comprise:

- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the HandSaM system
- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy or structure
- New processes and new technology
- External influences - legislation/guidance/British Standards/auditors reports
- Proposals for improvements

12.2 The Principal will ensure that copies of the Status Review will be sent to Oasis Community Learning, all members of Council, all staff, and to parents/carers where this is seen to be advantageous.

13 Staff Training and Involvement

13.1 All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

13.2 All relevant staff will be trained to use the HandSaM system.

13.3 The Academy Leadership Team undertakes to keep staff informed of any changes through Health and Safety Committee, if formed, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

13.4 The Academy undertakes to provide extra training for staff where a need is identified.

13.5 The Academy Health and Safety Champion is responsible for involving external trainers where necessary.

14 Equal Opportunities

14.1 This policy has been amended in the light of the Equality Act 2010.

14.2 In particular, the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to make use of the Academy's facilities and curriculum as far as is reasonably practicable.

The Disability Accessibility Plan must be kept under review and implemented as appropriate.

15 Monitoring and Review

- 15.1 The Academy Council's delegated member will oversee the implementation of the Oasis Community Learning and Council's policies.
- 15.2 The Academy Council will receive termly reports on health and safety and security in the Academy from the Principal.
- 15.3 The Council will report termly to Oasis Community Learning on the working of the policy and procedures. The Council has the right to recommend amendments to the policy to Oasis Community Learning.
- 15.4 The Academy will prepare a Status Review at the end of the academic year in accordance with section 12.1 above, and send it to the recipients in section. 12.2.
- 15.5 Oasis Community Learning will review this policy annually or as necessary if circumstances change. Oasis Community Learning will ensure that the Academy maintains monitors and reviews its Health and Safety Policy, procedures and organisational arrangements.
- 15.6 The Principal has the responsibility for monitoring the implementation of the policy and for ensuring that the Academy's procedures are fit for purpose.
- 15.7 The Principal will keep the Academy Council up to date with changes in health and safety law, regulations and guidance and any changes in the Academy organisation that require a fresh look at health and safety.
- 15.8 The HSC is responsible for monitoring the implementation of the policy and reporting to the Principal.

16 Date of the next review:

01 May 2013

Signed: _____

Date: _____

Chair of the Academy Council

Appendix 1

TEMPLATE FOR A DEPARTMENT HEALTH AND SAFETY POLICY

(This model is intended to sit alongside the health and safety management system on the HandSaM website (www.HandSaM.co.uk). It can be amended to suit local circumstances)

Name of Academy: _____

Name of Department: _____

Name of Head of Department/Person with Health and safety responsibilities:

A Introduction

The Academy Policy

A.1 The Academy's Health and Safety Policy aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- All students and members of the public, including parents/carers, visitors and contractors' employees who enter Academy premises, are not exposed to any health and safety risks during the course of their business;
- No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

A.2 The Academy's objectives are to:

- Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
- Maintain and keep under review a health and safety management system;
- Set up and maintain an Academy Health and Safety Committee representing staff and management;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public;
- Provide means of access and egress which are safe and without risks to health;

- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels.
- Ensure that procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work;
- Ensure that managers in the Academy are suitably trained;
- Ensure that sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- Ensure that sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

A.3 Copies of the Health and Safety Policies are kept on the HandSaM management system, or can be read in the Staff Handbook.

A.4 All members of staff are required to read the policy and to sign to say that they have done so.

B Purpose and Aims:

B.1 This departmental policy sets out the means by which this department will fulfil the Academy's requirements for a healthy and safe environment for students, staff and visitors.

B.2 The Department aims to:

- ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- make and keep under review relevant policies and procedures;
- will maintain a list of hazards within the department area and keep this under review;
- take immediate action where hazards are likely to turn into risks;
- ensure that the Academy's health, safety and security arrangements are known and implemented within the department;

B.3 Each member of the department is expected to:

- take reasonable precautions to safeguard the health and safety of themselves and others;
- observe all health and safety rules and procedures as laid down by the Academy and use all health and safety equipment provided.
- alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 will be allowed to dismantle or clean a prescribed dangerous machine.

C Health and safety Management Arrangements:

C.1 The Management System

- The Academy is using the HandSaM system of health and safety management. All relevant staff and Academy Councillors will be trained in its use.
- The Health and Safety Champion (HSC) will be the Administrator of HandSaM, and will make regular reports to the Principal on the progress of the annual cycle of health and safety management.
- In the department the Head of Department will be responsible for ensuring that
- the HandSaM tasks are completed and recorded.

C.2 Risk Management

- Health and safety will be on the agenda of all departmental meetings, and minutes of any discussion and action will be taken, kept and passed to the Academy's Health and Safety Champion (HSC) where appropriate via the HandSaM system.
- The Head of Department will ensure that generic risk assessments are made and kept under review. Members of the department will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.
- All members of staff undertake to inform the Head of Department of any potential risk as soon as they perceive it. The Head of Department will decide whether the risk can be managed within the department, or needs the Academy's help.
- All risks and the action taken will be recorded in the Department's HandSaM log and passed to the HandSaM system administrator.
- All relevant staff will use the Academy's risk assessment template, and means of assessing risks. (See Appendix 2). Training in risk assessment and control will be provided by the Academy or Department as appropriate.

C.3 Managing Risks specific to the department:

PUT IN HERE ANY RISK MANAGEMENT TASKS THAT ARE PARTICULARLY RELEVANT TO THE DEPARTMENT. (E.G. specific machinery; or layout of the Department; or use of sharp implements; or activities that have an element of risk.

Departments that have a greater risk management responsibility like PE, Games, Science, Design and Technology, Drama, should set out their particular approaches to risk assessment and risk management here or in the Appendices.)

All members of staff must wear appropriate protective clothing where relevant.

C.4 Training:

The Head of Department will submit an appropriate training plan to the HSC annually as per the Academy's requirements.

C.5 Fire Safety:

All members of the department will:

- a) familiarise themselves with the fire safety procedures;
- b) ensure that fire doors open as intended and that nothing impedes their opening;
- c) ensure that any fire equipment for which they are responsible is properly
 - a. maintained and checked periodically;
 - d) know any special fire precautions for equipment and materials that they use;
 - e) check periodically that the fire notices are on display in their teaching areas;
 - f) ensure that students know the alarm and evacuation procedure and route from the area to the assembly area;
 - g) keep a register of students present in each teaching period;
 - h) report to the Head of Department any hazards likely to cause a fire.
 - i) The Head of Department (or senior member of the department present) has the responsibility for directing any visitors to the Academy to the assembly area in case of fire. But all staff must be aware that visitors will need to be properly directed.
 - j) Training in action to be taken on hearing the fire alarm will be provided by the Academy.

C.6 Display Screens

Because there is so much use of display screens (VDUs) in the Academy all members of staff must pay attention to the Display Screen Policy both as it affects staff health and safety and students.

C.7 Safeguarding Students:

- All staff are must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse.

- The Academy will provide periodic training in the requirements for safeguarding students and in recognising potential problems.
- Any suspicions will be reported immediately to the Academy's designated teacher for safeguarding children whose name will be posted in the staff room.
- Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the Academy may have.

C.8 Staff Welfare/Stress;

- Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.
- Staff who feel under stress that is more than the normal expected stress of working in the Academy should report this initially in confidence to the Head of Department (or the member of the Academy Leadership Team with responsibility for staff welfare.)
- Staff are also expected to report in confidence any concerns they may have about other members of the Department's state of health.

C.9 Lone workers:

When a member of the department is working alone in the department he/she should ensure that the Academy's procedure for signing in and communication are observed; (See 10.15)

C.10 Records:

Appropriate records of risk management events and issues will be kept by the Head of Department. These will be kept on the HandSaM system and will be periodically inspected by the HSC.

C.11 Accidents:

All accidents to staff and students MUST be recorded as per the Academy's system. Staff who are unsure about the system must seek advice from the Head of Department.

C.12 Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety.

All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the Academy's rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

C.13 Status Review:

The department will contribute to the Academy's annual health and safety status review. The department's report will make a review of:

- the overall fulfilment of risk assessments and other health and safety tasks as recorded on the HandSaM system;
- the overall decrease/increase in risks;
- the overall decrease/increase in accidents/incidents;
- any other findings in the annual audit;
- changes in the organisation, policy or structure;
- any risks associated with new processes and new technology;
- external influences - legislation/guidance/British standards/auditors reports; and will make
- proposals for improvements.

D Development Plan

The development of health, safety and security within the department will be part of the Department's Development Plan as appropriate.

Responsibilities:

D.1 The Head of Department

- is responsible to the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise him/herself with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, students and others under his/her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons;
- will report any health and safety concerns to the HSC.

D2 All Members of the Department will:

- be responsible to the Head of Department for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the Academy's and Department's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- assist the Head of Department in ensuring that the departmental environment and practices are as safe as is reasonably practicable;
- take all reasonable steps to safeguard the health and safety of themselves, all other staff, and students in their care;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety Policies;
- observe all Health and safety rules and procedures set out by Oasis Community Learning and the Academy and use all health and safety equipment provided;
- alert the Health and Safety Champion or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- report any concerns they may have about the health, safety and welfare of any student in line with the Academy's Safeguarding Students Policy;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine;
- ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the HandSaM system of health and safety management where relevant; and
- participate in any relevant training.
- All staff have a right to raise Health and safety issues of concern at any time but in particular at formal meetings in their departments.
- Oasis Community Learning recognises that members of staff are not chartered or certificated risk assessors but expects all relevant staff, in fulfilling their legal responsibilities for Health and safety, to use their experience and knowledge as adults, and their training to make common-sense decisions about risk assessment and control measures.

E **Equal Opportunities:**

In implementing this policy all staff must ensure that the Academy's policy on non-discrimination and equal opportunities is taken into account.

F Monitoring and Review:

F.1 The Head of Department will monitor the progress of the policy. The HSC will liaise with the Head of Department to ensure that it remains in line with Academy policies.

F.2 It will be reviewed annually at a department meeting. The review will be recorded on the HandSaM system and will be available for the HSC to note.

Signed: _____ Date: _____

Head of Department

Signed: _____ Date: _____

Health and Safety Champion (HSC)

RISK ASSESSMENT TEMPLATE TO BE USED THROUGHOUT THE ACADEMY

NO RISK IS AVERTED BY THE AMOUNT OF WRITING IN A RISK ASSESSMENT. BE BRIEF AND TO THE POINT. THE AIM IS TO REMIND YOURSELF AND ANY OTHER APPROPRIATE PERSONS WHAT NEEDS TO BE DONE TO PROTECT ANYONE LIKELY TO COME INTO CONTACT WITH THE RISK.

Department: _____

Name of Member of Staff: _____

Risk: _____

Who is likely to be affected by the risk? _____

What level of risk is it? High/Medium/Low: _____

What needs to be done to minimise the risk?: _____

Who is going to see it is done?: _____

What is the date by which it must be done?: _____

APPENDICES

(IN ALPHABETICAL ORDER)

Accident / Incident Management

- 1.1 All accidents/incidents must be reported immediately to the Health and safety Champion.
- 1.2 This includes:
 - a) **Accidents** – where an accident has occurred and harm / injury is sustained
 - b) **Incidents** – where an accident has occurred and harm / injury is not sustained
 - c) **Near miss** – where an incident occurred which could have (under similar circumstances) become an accident
- 1.3 The HSC will carry out investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the relevant Head of Department.
- 1.4 The HSC has the responsibility for reporting under RIDDOR Regulations (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*).
- 1.5 The HSC will inform the Principal of any such events.
- 1.6 The HSC is also responsible for reporting relevant incidents and accidents to the Health & Safety Executive (HSE) and Young Peoples Learning Agency (YPLA) in accordance with the RIDDOR procedures. This will be done through the HandSaM health and safety system, which also contains the detailed information about reporting procedures to the HSE and YPLA.
- 1.7 The HSC will review the incidents recorded in the Accident Book at regular intervals to identify any trends. The HSC will sign the Accident Book and record it in the HandSaM record.
- 1.8 Accident trends will be investigated by a committee consisting of the Principal, HSC, Nominated Council Member and Chair of the Health and Safety Committee and TU Safety Representatives. The results will be reported to the Council and the Council will include their conclusions in reports to Oasis Community Learning.

Administration of Medication

For Procedures on Student Illness in the Academy and Policy on Specific Medical Issues, please refer to the Medical Treatment of Students Policy.

1.1 Aim:

This policy aims to:

- provide a clear policy and set of procedures which will be understood and accepted by staff, parents/carers and students, and which provide a sound basis for ensuring that students with medical needs receive proper care and support at the Academy.
- Set out the necessary safety measures to support students with medical needs (including long term or complex needs.);
- define individual responsibilities for students' safety;
- explain the procedures to ensure the safe management of any medications.

Responsibilities:

1.2 Parents/carers

- Parents/carers are responsible for making sure that their child is well enough to attend the Academy.
- Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours.
- Under arrangement made by the Academy, parents/carers should provide the Principal with sufficient information about their child's medical condition and treatment or special care needed at the Academy;
- Parents/carers are responsible for ensuring that these details are up to date.
- Parents/carers are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.
- Where appropriate, parents/carers should be involved in drawing up a Healthcare Plan for their child.

1.3 The Academy

- No members of staff are obliged to give, or oversee the giving of, medication to students. Only the Academy Nurse (if appointed) or other Academy staff members who are authorised and trained in the giving of medication, or trained volunteers working under the Academy HSC, are authorised to give or oversee the taking of, medication.
- The Academy will only oversee the administration of medicines prescribed by a qualified medical practitioner.
- The Academy is responsible for requesting information concerning details of all students' medical conditions and treatment/care.

The Academy will make its own arrangements for administering medication in line with the government guidance in 'Managing Medicines in Schools and Early

Years Settings', which is linked to the HandSaM system. Please see Appendix 3 for specific advice about Asthma.

1.4 The Principal is responsible for:

- ensuring that appropriate procedures and insurance are in place;
- ensuring the formulation of individual Healthcare Plans where necessary;
- appointing an Academy Nurse or other appropriately trained staff;
- in consultation with the Nurse (or trained staff), for drawing up and implementing emergency medical procedures and First Aid arrangements;
- ensuring that staff who agree to accept responsibility for administering prescribed medication to a student, have proper training and guidance organised by the Nurse or other appropriate medical practitioner;
- ensuring that all parents/carers are aware of the Academy's Policy and Procedures for dealing with medical need; and
- ensuring that arrangements are in place for requesting and receiving information from parents/carers.

In the absence of the Nurse, the Principal is responsible for trained staff giving prescribed medication during the school day.

1.5 The HSC is responsible for:

- Putting appropriate arrangements in place in consultation with the Nurse;
- Arranging regular reports from the Nurse or person appointed to oversee the taking of medication by students;
- Ensuring the suitability of the procedures; and
- Reporting on progress to the Principal.

1.6 The Academy Nurse (if appointed) is responsible for:

- collating information provided by parents/carers;
- administering all prescribed medication;
- administering any non-prescription medication;
- ensuring the safe storage;
- providing Academy staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual pupils;
- will report regularly to the HSC.
- The Academy Nurse may be involved, in conjunction with parents/carers and medical advisers in the formulation of Individual Health Care plans.
- In conjunction with the local NHS Trust and the Principal, the Academy Nurse, if appointed) will be involved in advising/providing support for staff training on medical issues.

1.7 The members of staff in charge of particular activities are responsible for ensuring that appropriate arrangements are made for students with medical needs during:

- Educational Visits/Learning Outside the Classroom
- Sporting activities

1.8 All staff are responsible for:

- knowing the arrangements and following the procedures; and
- reporting any problems to the Nurse or the person appointed to oversee the administration of medication.

1.9 Equal Opportunities

In making, reviewing and implementing of this policy Oasis Community Learning and the Academy will have regard to its equal opportunities policies, and in particular will have regard to the needs of any student with disabilities.

1.10 Monitoring and Review

- The Principal in conjunction with the HSC will determine the monitoring and review arrangements in the Academy.
- The Academy Health and Safety Committee will consider the working of the policy and make any relevant recommendations to the Principal via the HSC.
- The Principal, will report on the management and progress of the policy to the Academy Council annually.
- The Academy Council will report as appropriate to Oasis Community Learning in its annual report.
- Oasis Community Learning and the Academy will review the policy at least every three years, or when it considers it appropriate.

1.11 Date of the next Review: _____

Signed: _____

Date: _____

Chair

Signed: _____

Date: _____

Principal

Appendix 3 (Part of the Administration of Medicines Policy)

Asthma

Introduction

- 1 The charity, Asthma UK, estimates that on average there are three children with asthma in every classroom in the UK.

Academy staff are not required to administer asthma medicines to students (except in an emergency), but where staff are happy to administer asthma medicines the Academy will ensure that they are covered by insurance and will receive any necessary training.

All staff should understand that immediate access to reliever medicines (usually inhalers) is essential. Students with asthma should be encouraged to carry their own inhalers as soon as the parent/carer, doctor or asthma nurse agrees that they are mature enough.

This policy sets out the Academy's response to the problems posed by asthma, taking into account its responsibility for ensuring as far as is reasonably practicable the health and safety of employees and students.

2. Aim

The policy sets out the system for ensuring that:

- staff and students with asthma are known;
- appropriate training is given to staff and students;
- all staff know their roles in ensuring that asthma attacks are dealt with quickly and effectively; and
- staff, students and parents know what the system is and the part they have to play.

3. Responsibilities

- 3.1 The Principal is responsible for:

- ensuring that a system is in place and is properly managed and reviewed;
- ensuring that a system is in place for recording asthma sufferers;
- ensuring that a system is in place for training staff; and
- reporting annually to the Academy Council on any incidents and the general working of the system.

- 3.2 The Health and Safety Champion (or Academy Nurse) is responsible for:

- the management of the system;
- ensuring that asthma sufferers are known and records and register kept appropriately;
- ensuring that appropriate training is given;

- obtaining and circulating appropriate guidance;
- ordering supplies of the Asthma UK Academy Asthma Cards;
- ensure that the Asthma UK procedure in the event of an asthma attack is visibly displayed in the staffroom;
- reviewing the system periodically;
- ensuring that appropriate storage for medicines is provided, where necessary;
- liaising with medical staff as necessary;
- communicating with teaching and support staff, and parents; and
- reporting to the Principal.

3.3 All Staff will:

- know which of their students is on the asthma register;
- allow students to take their own medicines when they need to;
- know what to do in the event of an asthma attack in Academy;
- where appropriate, store in their classroom a spare inhaler in case the student's own inhaler runs out or is lost;
- make a note (and inform **XXXX**) when a student has had to use the inhaler.

3.4 Parents/Carers of asthma sufferers are responsible for

- returning the cards to the Academy.
- providing the Academy with a spare reliever labelled with the student's name by the parent/carer;
- completing and returning to the Academy the Academy Asthma Card (see below)

3.5 All Students will:

- be told about asthma at times designated by the HSC (Academy Nurse).

4. Record Keeping

- Parents will be asked to complete a medical questionnaire at the beginning of the academic year. This will include asthma.
- All students with asthma will then be sent an Asthma UK Academy Asthma Card to give to the doctor or asthma nurse to complete. The card must then be returned to the Academy.
- The names of sufferers will be kept on the Academy register maintained by the HSC (Academy Nurse).
- The HSC (Academy Nurse) will ensure that parents/carers are requested annually to update the Asthma Card, or supply a new one if the child's medicines, or how much they take, change.

5. PE and Games

- Taking part in PE activities is an essential part of Academy life for all students, including those with asthma. They will be encouraged to take a full part in PE activities.
- All PE staff will know who has asthma from the Academy's asthma register.
- Before each lesson, PE staff will remind students whose asthma is triggered by exercise to take their reliever inhalers, and to warm up and down before and after the lesson.
- The same applies to class teachers (and where relevant support staff) where other lessons (e.g. drama) might involve physical activity.

6. Academy Environment

- The Academy will do all it can to make the environment favourable to students with asthma.
- The Academy will not keep furry or feathery animals.
- There is also a rigorous no smoking policy.
- The Academy will, as far as possible, not use chemicals in the Academy that are potential triggers for asthma.
- Students with asthma will be told to leave the teaching area and to go to a designated area if particular fumes trigger asthma.

7. Dealing with the Effects of Asthma

(Each Academy will need to determine how they manage the following, which is just an example)

- When it is known that a student has to miss a lot of Academy time or is always tired through the effects of asthma, or the asthma disturbs their sleep at night, the student's tutor will talk to parents/carers to determine how best to ensure that the student does not fall behind.
- If appropriate the tutor will also talk to the Academy Nurse or SEN co-ordinator about the student's needs.
- In the event of an asthma attack the Academy will follow the procedure outlined by Asthma UK in its Academy Asthma Pack.

8. Guidance

- The Academy Asthma Pack – Asthma UK
- Asthma Awareness for Academy Staff
- Asthma Resources for Pupils

9. Monitoring and Review

- Staff will report incidents of asthma to the HSM (Academy Nurse).
- The HSM (Academy Nurse) will keep a record of incidents.
- The HSM (Academy Nurse) will report to the Principal as agreed;

- The Principal will report annually to the Academy council.
- The policy will be reviewed every two years.

10. Date of next review: _____

Signed: _____ Date: _____

Anti-Bullying Policy

- 1.1 Bullying of students is covered in detail in the Oasis Community Learning Anti-Bullying Policy. Please refer to that document.
- 1.2 Bullying of staff is covered in detail in the Oasis Community Learning Harassment of Staff at Work Policy. Please refer to that document.

Asbestos Policy

The Academy HSC is responsible for making appropriate arrangements for:

- ensuring that an Asbestos Survey has been carried out by a specialist company, and that annual reviews are made in line with the company's recommendations;
- taking appropriate control measures to prevent asbestos fibres from being released. These measures may include:
 - removal of asbestos containing materials;
 - encapsulating asbestos containing materials;
 - asbestos containing materials being sealed to prevent contact;
 - denying access to asbestos containing materials;
 - properly identifying asbestos containing materials;
- ensuring that no building maintenance work is carried out without reference to the Asbestos Register and survey report;
- contractors to be given the Asbestos Register before any work commences to manage any potential exposure.
- ensuring that all staff are aware of the location of asbestos containing materials and awareness training is given to all staff who are likely to come into contact with asbestos containing materials, including:
 - identifying asbestos;
 - different types of asbestos;
 - the health hazards posed by asbestos;
 - safe methods of work and safe disposal;
 - legal requirements.
- carrying out annual surveys and recording these in the management system;
- taking appropriate action when asbestos is found to be present on the premises;
- ensuring that the log of the monitoring is kept up-to-date on the HandSaM system;
- reporting on the situation in the annual Status Review.

All staff are covered by the OCL Employers Liability Insurance in relation to asbestos related claims.

Caretaking and Cleaning

- 1.1 Caretaking and cleaning is contracted out to Kier, as the Facility Managers, and will be subject to specific contractual requirements.
- 1.2 They will be responsible to the HSC for the discharge of their responsibilities.
- 1.3 It is the responsibility of the Facility Managers to ensure that:
 - the contract is carried out;
 - equipment and materials are of a suitable standard and sufficient quantity;
 - suitable risk assessments of areas, equipment, materials and personnel are carried out and appropriate controls put in place;
 - caretakers and cleaners are competent;
 - records are kept as directed by the HSC;
 - reports are made as required and sent to the HSC.
- 1.4 The Academy will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.
- 1.5 Additional cleaning will be provided when necessary to clear up spillages or other soiling.
- 1.6 All workplaces must be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, in order to avoid accidents, or where appropriate to inform the Duty Manager.
- 1.7 Care must be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.
- 1.8 Use of Chemical Cleaning Agents: The control of chemicals or other hazardous substances will be assessed to comply with *The Control of Substances Hazardous to Health Regulations 2002 (COSHH)* where appropriate.

Contractors

(Oasis Community Learning has appointed Kier Ltd for facilities management of the Academies.)

- 1.1 Where the Academy needs to appoint a contractor, the Academy must take into account the following Oasis Community Learning requirements:
 - Contractors will be selected on the basis of competence and suitability to undertake the required work.
 - The HSC will be informed of any proposals to engage a contractor.
 - All contractors will be required to submit a copy of their Health & Safety Policy and Risk Assessments to the person undertaking the contract before the contract commences. The HSC will also arrange relevant risk assessments by appropriately trained assessors on behalf of the Academy.
 - Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.
 - All contractors carrying out work at the Academy will be required to report to the HSC on arrival (before work starts) and departure.
 - If appropriate the HSC will provide contractors with the Asbestos Register before work begins.
 - All contractors will be CRB checked in line with the government guidance (currently set out in '*Safeguarding Children and Safer Recruitment in Education Responsibilities*').
- 1.2 The HSC has the responsibility for signing off the health and safety arrangements as suitable and satisfactory. The HSC may obtain appropriate professional/expert advice if he/she deems it necessary.
- 1.3 The HSC, assisted by any relevant trained person (e.g. architect) will agree a system of work with the contractor to meet health and safety standards. This will be recorded on the HandSaM system. The HSC will then be responsible for monitoring the progress of the work and ensure that the agreed protective measures are in place.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- 1.1 The Academy will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.
- 1.2 Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where Risk Assessments identify a need). Appropriate supervision must be provided as necessary.
- 1.3 All employees and contractors must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the HSC.
- 1.4 An inventory of any chemicals in use (including those used by contractors will be maintained by relevant Heads of Department, and the use for each chemical identified. These will be checked by the HCM using the HandSaM system.
- 1.5 Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance and will be kept for use by the relevant Head of Department and recorded on the HandSaM system. They will be provided to staff and union representatives on request.
- 1.6 Where substances need to be disposed of this will be through an approved licensed company, and records retained.
- 1.7 Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitable, and correctly labelled.
- 1.8 The Academy will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

Responsibilities:

- 1.9 The relevant Head of Department is responsible for ensuring that:
 - the COSHH assessments of all substances currently in use in the department are carried out;
 - all COSHH records are maintained; and
 - records are updated when the inventory changes.

The HSC will periodically check via the HandSaM system that these tasks have been carried out.

Crises and Emergencies

For crises and emergencies the Academy will follow the guidance and procedures laid out in Oasis Community Learning's Critical Incident Policy.

Design Technology

The Academy will ensure that an appropriate policy is agreed and implemented, based on the risk assessment template (Appendix 2) in the Template for a Departmental Health & Safety Policy (Appendix 1).

Disability Access

- 1.1 Oasis Community Learning maintains a separate Disability Accessibility Scheme (part of the Disability Equality (Students) Policy).
- 1.2 The main points are:
 - All policies and plans for Disability Accessibility must be in line with current law (and especially the *Equality Act 2010*) and government guidance and any guidance issued by Oasis Community Learning.
 - The Academy will make reasonable adjustments to its premises and working practices to meet the needs of any staff, students or visitors within the definition of the *Equality Act 2010*.
 - Staff who are, or become, disabled are responsible for notifying the Principal who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.
 - The Academy will put in place three-year Disability Accessibility Plan which will be reviewed triennially under arrangements made by the Principal.
 - All members of staff must familiarise themselves with the policy and requirements for teaching students with disabilities.

Display Screen Equipment

- 1.1 The Health & Safety (Display Screen Equipment) Regulations are for the protection of staff and students and anyone using the equipment under extended Academy arrangements, who regularly use display screen equipment.
- 1.2 In accordance with *Regulation 6, Provision of Training*, employers should ensure that all users who make use of their workstations have been provided with adequate health and safety training.
- 1.3 The Academy has a policy for the use of display screens. All staff who use display screens must familiarise themselves with the requirements of the policy. Below is a summary of the salient points:

2 *Eyesight Testing*

The section refers to all Oasis Community Learning staff who regularly use display screen equipment (DSE) and is aimed at minimising any risk to their health arising from exposure to DSE or layout of their workstation.

2.1 *Related Key legislation.*

The Health and safety (Display Screen Equipment) regulations 1992 and The Provision and Use of Work Equipment Regulations 1998.

Under the regulations not everyone who uses DSE is classed as a 'user'. To determine whether an employee is a 'user' (and entitled, therefore, to an eyesight test and corrective appliances) an employee must satisfy several criteria:

- a) Does the employee use the DSE almost continuously for periods of an hour or more?
- b) Does the employee use the DSE more or less every working day?
- c) Does the work require high levels of concentration and involve rapid transfer of information?
- d) Is the employee's job more or less dependent on using DSE with little choice?
- e) Does the employee require any particular skills or training to do the work on DSE?

2.2 *Process for Employees identified as 'Users'*

The Health and Safety Champion for the employees work location will provide work place assessment training and documentation. Issues arising from the assessment will be jointly handled with the H&S Champion and the staff member's line manager.

Eye test vouchers will be available from the Health and Safety Champion, who will keep records of employees applying. The eye test vouchers and subsequent spectacle voucher where applicable, are to be presented to the participating optician prior to any test being carried out. The optician will redeem the vouchers for cash from the voucher provider.

2.2 *Entitlement of Employees identified as 'Users'*

The regulations relating to DSE requires employers to minimise the risks in VDU work by ensuring workplaces and jobs are well designed and have to analyse work stations and reduce the risks, looking at:

- The whole workstation, including equipment, furniture and the work environment;

- The job being done, including provision of breaks from VDU activity;
 - Any special needs of individual staff.
- 2.3 On request, staff can arrange eye tests and the eyecare provider can provide spectacles if special ones are needed. 'Users' are entitled to an eye test provided and paid for by Oasis Community Learning. Where the test shows that special spectacles are required for VDU work, Oasis Community Learning will pay for the basic appliance through the voucher scheme. Staff may upgrade the value to take advantage of a wider range of frames at their own expense.
- 2.4 Provide related health and safety training on the use of VDU workstations and provide information on the risks and the measures an employee is able to take to control and minimise those risks.

3 *Risk Assessments for DSE*

A suitable and sufficient risk assessment must be made to identify any hazards and evaluate the risks. Risk assessment should be made of the following:

- display screen;
- keyboard and mousepad;
- work desk/surface;
- work chair;
- space requirements;
- lighting and power;
- noise and heat emissions;
- environment;
- software; and
- persons using the equipment.

Appropriate risk controls must be in place under arrangements agreed with the HSC.

The member of staff in charge of the area must:

- ensure that appropriate seating is provided and the sitting position is comfortable;
- scrutinise daily work routines of display screen users (students and adults) to ensure that their work is periodically interrupted by breaks or changes of activity in order to reduce the possibility of any harm.

For employees classed as 'users' the Academy will cover the cost of any eyesight testing as well as making a contribution towards the cost of glasses or lenses for DSE use which qualify as 'special corrective appliances' under the regulations.

4 *Responsibilities*

Staff who are in charge of display equipment will ensure that this policy is followed.

The HSC will monitor the use of DSE and will report to the Principal any concerns.

Drugs, Smoking and Alcohol

- 1 The Academy will determine a detailed policy on illegal drugs, smoking and alcohol, in line with the government guidance 'Substance Misuse: Practitioner Guidance and Resources'. In line with this guidance, drug or alcohol misuse should be treated in the first instance as a health issue rather than a disciplinary issue. The guidance will have regard to the following:

Staff

- 1.2 This statement sets out the Academy policy in respect of any member of staff or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.
- 1.3 The Academy does not allow smoking or taking of drugs on the premises. The use of alcoholic beverages on the Academy site for social events is at the discretion of the Principal.
- 1.4 The Academy does not allow any member of staff who is under the influence of alcohol or drugs to enter the Academy premises or undertake work on its behalf. If a staff member is not in a condition to discharge his/her duties, disciplinary action may be taken. This may constitute gross misconduct and may lead to dismissal.

1.6 *Students*

There is a separate Drugs Policy which applies to students.

Educational Visits and Learning Outside the Classroom Policy

For education visits outside the classroom, the Academy will follow the guidance and procedures laid out in Oasis Community Learning's Education Visits and Learning Outside the Classroom Policy.

Electrical Equipment

- 1.1 The Academy will comply with the *Electricity at Work Regulations 1989*. The day-to-day maintenance of electrical equipment and installations is the responsibility of Kier as the Facility Managers.
- 1.2 Staff must not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported under the Academy's arrangements.
- 1.3 It is Oasis Community Learning policy that:
 - Only electrical equipment provided by the Academy will be used.
 - Staff must be alerted by the HSC to the dangers of defective wiring and equipment and be encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- 1.4 *Portable Electrical Appliances*

It is Oasis Community Learning policy that, where portable electrical equipment is used outdoors, a residual current device (RCD) be used to reduce the risk of serious electrical shock. Staff must use RCD adaptors if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.
- 1.5 Only trained and qualified persons may be allowed to work on electrical equipment.
- 1.6 Any contractor must be able to demonstrate to the HSC that he/she is appropriately qualified.
- 1.7 The HSC has the responsibility for ensuring that persons working on electric equipment are appropriately qualified.
- 1.8 All portable appliances must be tested in accordance with the IEE Regulations.
- 1.9 Formal inspections/tests of portable electrical equipment will be carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and may not be included at the HSC's discretion.)
- 1.10 The HSC will appoint suitably qualified staff to make checks of equipment in the school. However, all staff who use any electrical equipment are expected to check the equipment for visible defects each time the equipment is used.
- 1.11 Each piece of equipment will also carry a tag recording the date of the last check and initials of the person who carried out the check.
- 1.12 Each time an appliance is tested, an inspection certificate should be completed by the person carrying out the test. The certificate will be kept on the HandSaM system.
- 1.13 All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.
- 1.14 Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.
- 1.15 A suitable asset register will be prepared to record each portable appliance, and will be kept on the management system.

Responsibilities

- 2.1 The HSC will be responsible for maintaining the Portable Electrical Appliance Register, and appointing competent persons to carry out the tests.
- 2.2 Staff and students who bring any electrical items from home for use in the Academy must obtain the permission of the relevant member of staff. The member of staff must ensure that a 'PAT check' has been carried out before the equipment is used. Any equipment provided for staff or students working from home will be maintained, checked and recorded as above.
- 2.3 The person responsible for carrying out the PAT must ensure that certificate tags are attached to each appliance tested and logged in the management log (or method chosen by the HSC).

Fire Safety Policy

1.1 The Legal Position

- While certain responsibilities are part of the contract with Kier, Oasis Community Learning has ultimate responsibility for health and safety in community Academies.
- However, under the *Regulatory Reform (Fire Safety) Order 2005 (FSO)* the Principal, as the person responsible for the site must ensure that its fire safety arrangements, and in particular, fire equipment, fire notices and fire drills, are in place and up-to-date.
- The 'person responsible' for the premises is responsible for ensuring the safety of the premises and the occupants.
- The Academy must have a comprehensive fire safety system based on relevant risk assessments.

The Academy must have in place a comprehensive fire safety system based on relevant risk assessments, having regard to any guidance provided by Oasis Community Learning.

Responsibilities

- 1.2 Under the terms of the contract with Kier, fire evacuation plans will be undertaken jointly between Kier and the Academy. Kier should be part of the decision making process in relation to risk assessments and evacuation plans.
- 1.3 The Academy is responsible for ensuring that the terms of the contract are carried out.
- 1.4 The Academy is responsible specifically for the safe evacuation of staff, students and visitors under arrangements made in local policies and procedures.

Compliance

- 2 In order to comply with the requirements of the Order, the Academy will take account of government guidance and any Oasis Community Learning guidance.

Fire Safety Law

- 3.1 Fire safety law puts fire safety measures into seven headings:
 - measures to reduce the risk of fire and the spread of fire;
 - means of escape;
 - ensuring the means of escape can be used effectively;
 - means of fire-fighting;
 - means of detecting fire and giving warning;
 - arrangements for action to be taken in the event of fire, including instruction and training, and mitigation of the effects of fire;
 - other measures prescribed in fire safety regulations.
- 3.2 The Principal must ensure that these are covered by the arrangements made by Kier, and appropriate risk assessments and appropriate policies and procedures.

Policies

- 4 The Academy is required to have in place policies that aim to:
- keep the risk of fire to a minimum;
 - safeguard all means of escape;
 - limit the spread of fire;
 - specify who is responsible for what;
 - ensure that there is at least one fire drill per term at different times of the day;
 - ensure that the lessons from fire drills are assessed and reviewed.

Risk Assessments

- 5 Under the Order, the Principal must ensure that: 'suitable and sufficient assessment of the risks which relevant persons are exposed to for the purposes of identifying the general fire precautions the Academy needs to take to comply with the requirements and prohibitions imposed on the Academy under this Order'.
- 6 Oasis Community Learning expects the Principal to agree an appropriate system with the Fire Safety Manager (FSM) and to ensure:
- that it is regularly reviewed;
 - and always reviewed after an incident that requires a consideration of the evaluation of the risk, or
 - where there is a 'significant' (undefined in the Order) change in the conditions in the workplace. The Academy Council has delegated to the Principal the responsibility to determine whether there is a 'significant change in the conditions in the workplace'.

Information for Employees

- 7 The Principal (through the FSM) must provide employees with relevant information on:
- the risks to them identified in the risk assessment;
 - the preventive and protective measures;
 - fire escape procedures
 - the name of the person(s) responsible for fire fighting and fire detection equipment and for evacuation procedures.

Dangerous Substances

- 8.1 No activity involving a dangerous substance may commence unless the risks have been assessed, and control measures applied.
- 8.2 The Principal will ensure that the relevant staff (e.g. Fire Safety Manager, caretaking staff, science staff, ICT staff, maintenance staff) consider the following:
- the hazardous properties of any substance(s) they are about to use;
 - information on safety provided by the supplier;

- the circumstances of the work, including the type and amount of the substance(s) and the arrangements for handling and storage (e.g. cleaning agents kept in caretakers' stores, or chemicals used in teaching.)
- maintenance activities where dangerous substances are often used, and a potential for high level risk;
- the effect of the measures that have been or will be taken in view of the Order;
- whether there is any likelihood of any explosive atmosphere occurring, and in what places;
- whether there are any likely ignition sources, including electrostatic discharges, that may become active (e.g. it would be relevant to consider where students might smoke illegally, and where and how scenery for Academy drama is stored, or whether staff or students bring to the Academy untested electrical equipment, all of which have caused fires in Academies);
- the scale of the anticipated effects;
- such additional safety information as the responsible person may need in order to make the assessment.

Hazards and Risks

9 The Fire Safety Manager (FSM) will compile and review periodically a list of potential fire hazards on the premises, and to use this as a checklist, amending it as necessary. It will include:

- sources of ignition; (e.g. heating and cooking appliances, electrical and electronic equipment).
- sources of fuel (e.g. combustible or flammable materials, solvents, paper used in lessons or in exhibitions of work, furniture);
- work processes – in lessons, during preparation, in maintenance and service areas, in non-teaching areas, in circulation areas;
- ensuring that exits are kept clear and unlocked and corridors are free from obstacles;
- unofficial practices (such as students smoking).

The record will be kept on the HandSaM system.

Fire Safety Culture

10.1 The Principal, through the FSM, will ensure that fire safety is included in the development of a culture of health and safety amongst staff and students. Training for staff and students will include ensuring that relevant staff (and students where appropriate):

- follow safe practices for handling and storing flammable materials;
- follow the correct procedures when using machinery and equipment;
- only use machinery and equipment for which they have received appropriate instruction;
- are aware of the need for warning notices to indicate any likely fire hazards;

- are aware of the Academy plan showing safety routes, fire-fighting equipment, hydrants, safety doors, automatic detectors, main electrical and gas switches, and any other particulars that will help fire-fighters;
- plan maintenance and service work;
- identify any parts of the Academy that might pose particular risks because of the structure or fittings or use. (e.g. ducting, voids, boiler rooms, under-stage and back-stage areas, storage areas, stock cupboards, preparation rooms);
- identify specific persons/students at risk (e.g. disabled students or anyone who needs assistance to get off the premises, staff/students working in remote areas, technicians, cleaning staff).

10.2 The FSM will contribute to the fire safety culture by ensuring that:

- warning notices are posted in every room/area of the Academy;
- detectors and all appropriate fire fighting equipment are in place and working;
- warning alarms are in place and work;
- appropriate emergency lighting is in place, and works;
- all appropriate fire exit signs are in place and that routes are clear and without impediments;
- appropriate fire doors are in place, and are properly maintained and used;
- all staff and students know the fire safety arrangements;
- all staff/students know and practice the fire drill;
- fire drills are carried out regularly (at least once per term, with one drill taking place at an 'inconvenient time such as a lunch break); and
- lessons learned from the drills are noted and appropriate action taken.

10.3 The risk reduction will either take the form of removing or reducing the sources of ignition, fuel or oxygen, or removing the persons on site from the fire.

Out of Hours Meetings and Events

11 In the event of meetings/events taking place out of Academy hours, the person in charge of the meeting is responsible for:

- informing persons at the event of the evacuation procedures;
- raising the alarm;
- ensuring the safe evacuation of all those attending;
- liaising with the fire service if present;
- ensuring a full head count at the fire assembly point; and
- dismissing the gathering when it is safe to do so.

Lone Workers

12.1 It is Oasis Community Learning policy that as far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSC (or person delegated by the HSC) or the key holder for that day, and arrange for another

member of staff to be present with them. Both parties should leave the premises at the same time.

- 12.2 Lone workers should know the Academy's fire alarm system and means of evacuation.
- 12.3 Occasionally a member of staff may be alone in a building (e.g. the Caretaker making a night security check). They should always ensure that they can summon assistance.

Responsibilities

- 13.1 The Academy Council will:
- ensure that the Principal takes into account the implications of the law;
 - support the Principal and FSM in ensuring compliance with the law;
 - ensure that appropriate liaison takes place with Kier;
 - ensure and monitor the fire safety systems;
 - following consultation with the local authority and the Principal, will appoint a senior member of staff as Fire Safety Manager (FSM);
 - ensure that he/she is appropriately trained;
 - consider regular reports on fire safety from the Principal.
- 13.2 The Principal will:
- ensure that fire safety risk assessments, policies and fire safety systems are in place, are known and implemented;
 - ensure that specific arrangements are in place to meet the requirements of the Order within the Academy in line with government and Oasis Community Learning guidance;
 - ensure that staff are kept informed of the safety management systems.
 - ensure that there is regular liaison with the local fire service to ensure compliance;
 - make arrangements for liaison with Kier and ensure that the liaison is effective;
 - liaise regularly with the FSM; and
 - report to the Council and local authority as required.
- 13.3 The Fire Safety Manager (FSM) duties are to:
- minimise the incidence of fire (fire prevention). (This will involve good housekeeping and security);
 - make risk assessments;
 - determine safety management systems based on the risk assessments;
 - be responsible for fire safety training;
 - produce an emergency plan;
 - conduct fire drills; (See Fire Drill Flow Chart in Appendix 4)
 - ensure that fire drills are monitored and any lessons learned are put into practice;
 - ensure that staff receive appropriate information and support;

- check the adequacy of fire-fighting apparatus and its maintenance;
- conduct fire safety inspections at least once per term; (see Checklist in Appendix 3)
- make more frequent informal checks to confirm that the fire safety rules are being followed;
- ensure that fire notices are displayed;
- seek appropriate professional advice from the LA, the fire service and others;
- put systems in place to ensure that fire escape routes and fire exit doors /passageways are unobstructed and doors open correctly;
- check fire detection and protection systems are maintained and tested and records kept;
- ensure close-down procedures are followed; and
- include fire safety in the regular health and safety reports to the Principal and Academy Council.

13.4 Responsibilities of Fire Marshals

- Fire Marshals will be appropriately trained and the Academy will undertake to provide marshals with regular retraining as required.
- This will include the use and application of fire fighting equipment.
- They will be trained to determine in which circumstances the use of fire fighting equipment may be appropriate, but only where there is no personal risk.
- Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.
- Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.
- They will report to the member of staff appointed to be in charge of the assembly area.

13.5 Staff must know:

- action to be taken on discovering a fire;
- evacuation procedure;
- assembly area and checking of students;
- location and use of fire-fighting equipment; and
- location of escape routes.

13.4 Students must know

- the action to take when the fire alarm goes off;
- how to handle safely any material or equipment that might be inflammable.

14 All staff must ensure that fire safety notices are kept visible and report any instances where fire doors do not work or are in any way blocked.

Training and Support Requirement for the FSM

- 15.1 The FSM will need to:
- understand the fire safety legislation as it applies to the Academy;
 - have appropriate education, training, knowledge and experience in the principles of fire safety;
 - have an understanding of fire development and the behaviour of people in fire;
 - understand the fire hazards, fire risks and relevant factors associated with occupants at special risk (e.g. young children, disabled students, or students and adults who are not familiar with the Academy layout) within the Academy;
 - have a basic knowledge of appropriate fire-fighting equipment and how it should be used; and
 - have appropriate training and/or experience in carrying out fire risk assessments and determining safety management systems.
- 15.2 Oasis Community Learning has agreed that the FSM shall undertake appropriate risk assessments once he/she has undertaken appropriate training, since an Academy employee is likely to know the propensities of the students and staff in the Academy, and the layout and potential problems of the premises, which even the most experienced external fire safety consultant cannot have.
- 15.3 Where the FSM is uncertain Oasis Community Learning has authorised the Council through the Principal to obtain appropriate professional help and support.

Recording and Monitoring

- 16.1 The FSM will record risk assessments and what fire safety measures have been taken to control risks.
- 16.2 The FSM will record on the HandSaM system:
- significant findings from the risk assessment;
 - the safety measures and actions to be taken;
 - the persons at risk; and
 - arrangements for the control, monitoring and review of the measures.

Equal Opportunities

- 17 The Principal, through the FSM, will ensure that the needs of disabled students, staff and visitors in case of fire have been considered, and appropriate risk assessments carried out, and appropriate systems put in place.

Monitoring and Review

- 18.1 The Principal will
- monitor the system in liaison with the FSM.
 - review the working of the policy annually and after there has been a change of use of premises, additions or alterations to the premises, changes in working practices, increase in equipment, or when there has been an incident.
 - report on fire safety annually to the Council.

18.2 The Council will

- review the working of the policy following the Principal's report, and will review the policy itself every two years.
- report annually to Oasis Community Learning on the working of the policy, and will review the policy at least every two years.

19 Date of next Academy Council review: _____

Signed: _____

Date: _____

Chair

Appendix 4 (Part of the Fire Safety policy - Termly Fire Safety Checklist)

- | | |
|--|----------------|
| 1. Is the Academy fire safety policy up-to-date? | Yes/No |
| 2. Does the policy include the latest fire precautions, fire appliances, guidance on fire practice, training of staff, and instructions of students? | Yes/No |
| 3. Is the FSM's training up-to-date? | Yes/No |
| 4. Does the FSM report regularly to the Principal? | Yes/No |
| 5. Are fire-fighting appliances in the correct places? | Yes/No |
| 6. Is the equipment regularly checked? | Yes/No |
| 7. Are relevant staff trained in its use? | Yes/No |
| 8. Are students instructed in what to do in case of fire? | Yes/No |
| 9. Are fire safety notices posted in each area, and visible? | Yes/No |
| 10. Is the alarm system regularly checked? | Yes/No |
| 11. Are all fire doors signed and kept closed? | Yes/No |
| 12. Are all exit routes free from obstruction? | Yes/No |
| 13. Are fire drills held at least once per term? | Yes/No |
| 14. Is a log kept of all fire drill practices? | Yes/No |
| 15. Are lessons from fire drills analysed and acted upon? | Yes/No |
| 16. Are the HandSaM tasks completed and recorded? | Yeas/No |
| 17. Are periodic reports made to the Academy Council? | Yes/No |
| 18. Has the Academy Council reviewed the policy within the last two years? | Yes/No |

Appendix 5 (Part of the Fire Safety policy)

Fire Drill Flow Chart

GIVING THE ALARM SIGNAL

1. Person discovering a fire rings the alarm (or shouts 'FIRE' as per instructions)

ACTION ON THE ALARM

- 2a. The Principal (or person with delegated responsibility) calls the fire service and gives known details to the operator. The Principal or FSM informs Oasis Community Learning and Chair of the Council;
- 2b. Simultaneously, staff and students vacate the building (as per the instructions on the Fire Drill Instruction sheet posted in all classrooms/labs/workshops and other working areas of the Academy) and go to the designated Assembly Area;
- 2c. Simultaneously the designated Fire Marshal takes charge of the Assembly Area;
- 2d. Simultaneously, if the fire is a small, local fire, a trained member of staff is authorised to use the appropriate fire-fighting equipment to extinguish the fire;
3. The designated person gathers the class registers/staff list/visitor list/signing out book and takes them to the Assembly Area and operates there under the instructions of the Fire Marshal.
4. The designated Fire Marshal is responsible for actions in the Assembly Area, ensuring an orderly check.
5. The Fire Marshal will order the evacuation of the Assembly Area on the instructions of the Principal.

AT THE ASSEMBLY AREA

6. Staff check student registers, and the persons responsible for the staff list/visitor list and signing out book check the lists for persons present;
7. Each member of staff reports to the Fire Marshal on completion of the check;
8. If anyone is missing the Principal (or FSM if the Principal is not present) must determine what action to take;
9. The FSM liaises with fire service on arrival and takes instructions from the fire chief;
10. The Principal or FSM (in liaison with the fire chief) determines whether it is safe for staff and students to return to work, or whether to move the staff and students further away.

11. The Fire Marshal will control the Assembly Area and will act on the Principal's instructions (or FSM if so designated).

AFTER THE EVENT

12. The Fire Marshal(s) make a verbal followed by written report to the FSM;

13. The FSM makes a report to the Principal on the event and the Academy's response;

14. The Principal, FSM and Academy Leadership Team will discuss lessons learned, and determine any action to be taken;

15. The Principal will inform the Chair of Council and Oasis Community Learning of the event, and the Academy's response.

First Aid Policy

1 Introduction and Aims

The Academy will follow the policies and guidance of Oasis Community Learning, who are required by the Health and safety legislation to have a first aid policy.

2 The aims of the policy are to:

- ensure that there is suitable and sufficient accommodation for first aid needs;
- ensure that the Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid;
- ensure that the Academy's first aid arrangements are in line with Oasis Community Learning's policy;
- ensure that the first aid arrangements are based on a risk assessment of the Academy's likely requirements.

Responsibilities

3.1 Oasis Community Learning is responsible for the overall provision in the Academy. Oasis Community Learning will review the policy every three years.

3.2 The Academy Council has the general responsibility for all Academy policies. The Council must have regard to the Oasis Community Learning policy.

3.3 The internal management responsibility for first aid is delegated to the Principal.

3.4 The Principal is responsible for:

- developing detailed procedures;
- ensuring that parents/carers are aware of the Academy health and safety and first aid policies.

3.5 The Academy Council will appoint a person to be in charge of first aid provision, who will:

- ensure that the first aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the Principal;
- ensures that the number of first aiders/appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose;
- regularly keeps the Principal informed of the implementation of the policy;

3.6 Teachers conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained.

3.7 However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents/carers would be expected to act towards children.

3.8 Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

3.9 If First Aid is required staff must not move the patient. A First Aider must be summoned.

4 Duties of a First Aider

A First Aider must:

- complete an approved HSE training course;
- give immediate help to casualties;
- ensure that when necessary an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any LA or government guidance.

5 Number of First Aiders/appointed persons:

Guidance on the numbers is given in Appendix 6. **(each Academy should check Appendix 6 and put in their own numbers – and names, too, if they want to)**

6 Appointed Persons

6.1 Appointed Persons are not first aiders. They:

- take charge when someone is ill or injured;
- look after the first aid equipment;
- ensure that medical help is called when necessary.

6.2 They should NOT give first aid treatment.

6.3 The Academy will, however, ensure that they are trained in coping with emergencies. The training will include:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

7 Number and Location of First Aid Containers

The minimum first aid provision is:

- a suitably stocked first aid container; (see Appendix 7)
- an appointed person in charge of first aid;
- information for employees on first aid arrangements;
- arrangements for off-site activities; out-of-Academy hours provision e.g. lettings.

The HSC will ensure that first aid containers are suitably located, particularly in relation to laboratories, gymnasia, and workshops.

8 Risk Assessments

8.1 The person responsible for First Aid must make suitable and sufficient risk assessments in the Academy to determine any extra provision required over and above the minimum provision.

8.2 The risk assessments must also cover the risks to employees and also any non-employees who may come into the Academy.

9 Insurance

9.1 It is Oasis Community Learning's responsibility to ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

9.2 The Principal and the Academy Council must be satisfied that adequate insurance is in place.

10 Training

10.1 The Academy will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

10.2 The Council will ensure that there are sufficient trained member of staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

10.3 First Aid certificates are only valid for three years. The Academy will ensure that First Aid staff attend refresher courses before the certificate expires (which can be obtained up to three months prior to the expiry date.)

11 Guidance

National guidance is provided in the government's document 'First Aid in Schools'.

12 Equal Opportunities

12.1 The Academy will take particular care with the first aid provision for its disabled staff and students.

12.2 Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Principal.

13 Monitoring and Review

13.1 Monitoring of the first aid arrangements will be done via the HandSaM system.

13.2 The Principal will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders/appointed persons are in post, and that the appropriate standard are met.

13.3 The Council will receive an annual report from the Principal and will review the policy every three years.

13.4 The Council will report to Oasis Community Learning on the working of the First Aid arrangements as required by Oasis Community Learning.

13.5 Oasis Community Learning will review the policy every three years.

13.6 The Date of the next review is: _____

Signed: _____

Date: _____

Chair

Appendix 6 (Part of the First Aid policy)

Number of First Aid Personnel

There are no national rules on exact numbers. The Academy will make a judgement based on local circumstances, having considered likely risks to staff, students and visitors.

The Academy will have regard to any advice from Oasis Community Learning.

The Health and safety Executive (HSE) recommends:

- in low risk places including normally schools – 1 first aider to every 50 to 100 employees. In this Academy the ratio is 1 to every 50/100 students. **(Each Academy should change this to the actual number it requires.)**
- In a medium risk place, which might include some special needs and specialist engineering Academies - 1 first aider for every 50 employees.

The Academy will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Wherever practicable the Academy will train lunchtime supervisors in first aid.

Appendix 7 (Part of the First Aid Policy)

First Aid Boxes

The first aid boxes will be located as agreed by the Health and Safety Champion (HSC) in liaison with the principal.

All staff should know where the first aid boxes are kept.

The boxes must contain a 'sufficient quantity' of first aid material and nothing else.

All first aid boxes must be marked with a white cross on a green background

The Academy requires the following items to be in the box as a minimum.

	Minimum for 51-100 employees
Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra-large, sterile unmedicated dressings.	6

The person in charge of first aid in liaison with the HSC will determine whether there should be more than the minimum items.

Induction Procedures

- 1.1 The capabilities of all new staff as regards health and safety will be taken into account before employment starts. Suitable and sufficient training and information must be given to new employees to ensure that they are aware of the Academy's Health and Safety Policies and arrangements, particularly:
- evacuation procedures;
 - first aid and injury reporting procedures;
 - location of electricity and gas isolation points'
 - any other relevant emergency procedure.

Legionella Bacteria

The control of Legionella Bacteria is the responsibility of Kier and will be monitored in line as set out in the Oasis/Kier contract.

Lettings and Extended School Activities

- 1.1 The Academy will have in place a contract for hirers that will cover health and safety aspects during the letting.
- 1.2 The HSC is responsible for co-ordinating lettings of the premises in accordance with the contract and any guidelines from Oasis Community Learning, and the Academy's own policies.
- 1.3 Where use is sought of specialist equipment or fittings a suitable qualified person must be available to supervise such use and no equipment or fittings will be removed or adjusted without previous approval from the governors.
- 1.4 The Site Manager (or other nominated person) is responsible for checking that the premises are left in a safe and reasonable order by others before locking up.
- 1.5 When the premises are used for purposes not under the direction of the Principal, then the HSC will ensure that the principal person in charge of the activities will be responsible for implementing all safe practices as required by the contract.
- 1.6 The HSC must seek to ensure that hirers, contractors and others who are working on or hiring the Academy premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.
- 1.7 When the Academy premises or facilities are being used out of Academy hours for an Academy sponsored activity, the organiser of the activity, even if an employee, will be treated as a hirer and will comply with the requirements of the contract.
- 1.8 All hirers, contractors and others using the Academy premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the Academy Council and ensure that they will not without the prior knowledge of the Principal:
 - introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

Public Entertainment and Other Licences

- 2.1 When the Academy invites members of the public to dancing, music, stage or film shows then a public entertainment, theatre or cinema license may be required.
- 2.2 Shows put on by amateur dramatic societies using the Academy facilities will almost certainly require a public entertainment license. Any function at which alcohol is offered for sale will need a licence, application for which should be made to the Clerk to the local Licensing Justices.
- 2.3 Other licenses are issued by the Local Authority and will usually impose conditions, on amongst other things:
 - the number of people to be present;
 - the type of seating;
 - the layout of the seating;
 - the marking of emergency exits; and
 - the provision of emergency lighting.

Lone Workers Policy

- 1.1 Oasis Community Learning's policy is that each Academy should make its own risk assessment and risk management for staff and students who come into the Academy, or stay in the Academy, in areas where there are no other members of staff in the vicinity. The assessments and management should take into account the particular circumstances of the Academy.
- 1.2 As far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSC (or person delegated by the HSC) or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.
- 1.3 The Principal will determine procedures for ensuring that no student or member of staff or contractor or any other person will work alone on the Academy premises without the HSC or Site Manager knowing that they are there, and have appropriate methods of communicating to site staff in an emergency.
- 1.4 Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.
- 1.5 The policy will be set out in staff handbooks and brochures for students, and should also be prominently displayed in staff and student areas.
- 1.6 Part-time staff (especially cleaners and volunteers running activities) should receive clear guidelines on working alone.
- 1.7 The Principal will require reports on how well the arrangements are succeeding.

Manual Handling

- 1.1 Most manual handling will be done Kier as the Facilities Managers. Where it is necessary for Academy staff to manually handle goods and equipment they must ensure that they use safe working procedures, which comply with the Manual Handling Operations Regulations 1992.

Responsibilities

- 1.2 The HSC will ensure that:
- a suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks is carried out whenever necessary;
 - all staff in charge of manual handling operations know their responsibilities;
 - suitable and sufficient training is provided as necessary; and
 - all staff are informed not to lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

Mini Bus and Use of Private Transport Policy

Please refer to the policy in the Student and Education section.

Mobile Phones

- 1.1 Oasis Community Learning takes the view that the use of mobile telephones when driving, even when using a 'hands-free' kit, is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.
- 1.2 The Academy's policy is that no member of staff should use a mobile telephone whilst driving on Academy business. Any person prosecuted for such an act may be subject to disciplinary action.
- 1.3 Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.
- 1.4 Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.
- 1.5 On the Academy site staff may use mobile phones, but are expected to respect the quiet and privacy of areas such as - common room areas, library, teaching areas.
- 1.6 Staff who bring their own personal mobile phones into the Academy do so at their own risk.
- 1.7 The Academy will determine its own policy on students using mobile phones.

Noise

- 1.1 The Academy has a legal duty to monitor noise levels and to keep noise within the legal limits.
- 1.2 The Academy will from time to time assess noise levels, and particularly when an issue has arisen.
- 1.3 The first aim will be to reduce noise at source.
- 1.4 The Academy will also ensure that ear protection is freely available where required.
- 1.5 Oasis Community Learning's policy is that new tools and equipment purchased and used by staff must have noise reduction features built into the design.

Responsibilities:

- 2.1 The HSC
 - will train as the 'Competent Person' under the Noise regulations.
 - in consultation with the relevant Head of Department will decide if a noise assessment is required, and will carry out the assessment jointly.
 - is responsible for ensuring that where the noise is above the accepted level, measures are taken to reduce the level.
 - will establish as accurately as possible noise levels around the Academy, and the length of exposure
 - will report on actions taken to the Principal.
 - will record on the management system all actions taken and will note future actions
 - is also responsible for training Principals of Department and other relevant staff in the unacceptable levels of noise and how to deal with them.
- 2.2 In particular, the HSC will assess any risks arising from:
 - construction activities on the site;
 - grounds maintenance equipment;
 - staff working with reprographic and printing equipment;
 - kitchen equipment;
 - use of music and other electronic equipment;
 - any other identified sources of noise;and will make arrangements for the control of the risks identified.
- 2.3 The Principal will report in the annual report to the Academy Council.

PE and Games Policy

The Academy will ensure that an appropriate policy is agreed and implemented, based on the risk assessment template (Appendix 2) in the Template for a Departmental Health & Safety Policy (Appendix 1).

Personal Protective Equipment

- 1.1 Oasis Community Learning and the Academy recognise that the Personal Protective Equipment at Work Regulations 1992 clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.
- 1.2 All PPE issued must be stored as per the manufacturer's specification.

Responsibilities:

2.1 Health and Safety Champion (HSC)

The HSC will ensure that:

- relevant Heads of Department provide a sufficient supply of PPE where required;
- all staff are suitably trained in the correct use and maintenance of their PPE;
- suitable records are kept on the HandSaM system.

2.2 Heads of Department

Heads of Department will ensure that all staff in their charge comply with the policy and directions.

2.3 Staff

It is the legal duty of employees and subcontractors:

- to comply with the policy and directions; and
- not to alter or misuse any Health and safety equipment, including PPE, supplied for their safety.

Pregnant Staff and New Mothers

- 1.1 Under the Management of Health & Safety at Work Regulations 1999 Oasis Community Learning has a responsibility to ensure that risk assessments are carried out and suitable controls are put in place.
- 1.2 Risk Assessments will identify any hazards being detrimental to new or expectant mothers. Examples are given on the HandSaM system.
- 1.3 As soon as a pregnant or a new or nursing mother notifies the Principal, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employee must consult with their own doctor, and let the Principal know what the medical opinion suggests.

The Academy may consider it appropriate to consult occupational health for additional advice.
- 1.4 The Academy will take into account the provision of the Equality Act 2010 which obliges an employer, where an employee has given notice in writing that she is pregnant, has given birth within the last six months, or is breastfeeding, to consider the risks in relation to that individual and take action to avoid them. If it is not reasonable to do this, or it would not avoid the risk, the employer must suspend the woman from work on full pay for as long as it is necessary to avoid the risk. Before being suspended on maternity grounds, a woman is entitled to be offered suitable alternative work if it is available. If she unreasonably refuses an offer of alternative work, she will lose the statutory right to be paid during any period of maternity suspension.
- 1.5 The Academy must not take disciplinary action against a woman for pregnancy-related issues.
- 1.6 The dangers/risks that the Academy should consider are:
 1. Working with hazardous substances
 2. Stressful environments
 3. Movement around the site (including stairs and distances between classrooms etc.)
 4. Doing duties that involve physical effort which might be too arduous;
 5. Standing for long periods
 6. Inherent risks in certain departments e.g. PE, Science
 5. Manual Handling
 7. Confined working space
 8. Using an unsuitable workstation
 9. Infectious diseases
- 1.7 The Academy will provide appropriate sanitary, breast-feeding, and rest facilities.

Responsibilities:

- 2 The HSC is responsible to the Principal for the risk management and monitoring of the arrangements.

Safeguarding Students and Missing Student Policy

Please refer to the Promoting Student Welfare and Child Protection Policy.

Science

The Academy will ensure that an appropriate policy is agreed and implemented, based on the risk assessment template (Appendix 2) in the Template for a Departmental Health & Safety Policy (Appendix 1).

Screening and Searching Students

Please refer to Screening, Searching and Confiscating Policy.

Security of the Premises

(This is an overall Oasis Community Learning policy. Because of the varying nature of the sites and their different problems each Academy will need its own specific policy.)

1 Introduction

During the Academy day the security of the premises comes under the responsibility of the Principal. The management of the security is the responsibility of Kier as the Facilities Managers.

This policy needs to be read alongside the following policies:

- Lone Workers;
- Security: Trespassers;
- Visitors; and
- CCTV policy, if installed.

2 Aim

The aim of this policy is to set out Oasis Community Learning's policy which each Academy must take account of in making and reviewing its own policy.

3 Risk Management

Assessment of risks

The Academy will make a formal written assessment of the risks posed by:

- the layout of the site;
- proximity to roads and houses;
- entrances and exits to the site and to buildings and facilities on the site;
- use of the site during and out of Academy timings;
- vulnerable persons on site;
- vulnerable equipment and materials; and
- any other consideration that may pertain to the particular site.

4 Management Plan

The Academy will make a plan or plans to avoid or minimise the risks, taking into account how control of the risks can be managed by:

- supervision; and/or
- protection; and/or
- training of key staff; and/or
- training of all staff; and/or
- training of students; and/or
- training of contactors and delivery persons; and/or

- information to visitors.

5 Communication

The plan(s) must be communicated appropriately to all relevant persons, including parents/carers, contractors and visitors.

Responsibilities

- 6.1 Oasis Community Learning is responsible for the general policy. The Academy is responsible for the local policy and arrangements put in place by Kier, and for reviewing arrangements from time to time.
- 6.2 The Academy Council is responsible for:
- adopting a site-specific policy following any directions from Oasis Community Learning;
 - considering the efficacy of the arrangements put in place by Kier; and
 - reviewing the policy from time to time.
- 6.3 The Principal is responsible for:
- considering the risk assessments and controls and making any necessary changes;
 - reviewing with the HSC the arrangements put in place by Kier;
 - consulting staff and union safety representatives as appropriate;
 - ensuring that adequate liaison with Kier has taken place; and
 - reporting to the Academy Council from time to time.
- 6.4 The Health and Safety Champion (HSC) is responsible for:
- liaising with Kier to ensure satisfactory security arrangements are in place and are implemented;
 - reviewing with Kier any security breaches and the implications;
 - reviewing with Kier from time to time all the security arrangements;
 - advising the Principal and staff on security issues; and
 - advising the Principal on any amendments to the security arrangements.

7 Equal Opportunities

In making the risk assessments and security plans the HSC, Principal and Academy Council must have regard to the requirement to provide reasonable access for person with any disabilities to the Academy facilities, and must ensure that Kier take these into account with their arrangements

Monitoring and Review

- 8.1 The HSC will:
- monitor the implementation of the arrangements put in place by Kier;
 - record the monitoring on the HandSaM system; and

- report to the Principal from time to time.
- 8.2 The Principal will receive and consider reports from the HSC and determine with the HSC appropriate action. The Principal will make reports to the Academy Council as part of his/her regular report.
- 8.3 The Academy Council will:
- receive reports from the Principal and will pass any concerns to Oasis Community Learning as directed;
 - review the policy at least once every three years.
- 8.4 Date of the next Review: _____

Signed: _____

Date: _____

Chair

Signed: _____

Date: _____

Principal

Staff Information and Consultation

- 1.1 The Academy will keep all staff, including union safety representatives, informed appropriately about health and safety issues.
- 1.2 The Academy will maintain a Health and Safety Committee which will include union representatives and representatives of staff who are not members of a union.
- 1.3 Oasis Community Learning's policy is that health and safety information should be contained in the Staff Handbook and on the HandSaM system. The Health and Safety Law poster should be displayed appropriately in a public area of the Academy.
- 1.4 Health and safety will be an agenda item at all designated Academy meetings designated by the Principal, and all staff will have the opportunity to put items onto the agenda.
- 1.5 Staff may also bring issues directly to the attention of the Head of Department or HSC, and have the right to consult their trade union Safety Representatives, who can take up issues with the HSC or Principal or the Health and Safety Committee.
- 1.7 Accredited Union Safety Representatives have the right to discuss health and safety issues with the HSC and Principal as appropriate. However, Oasis Community Learning and the Academy Council encourage all members of staff to take part in the spirit of the policy and regulations by actively taking part in discussions with the Academy management.

Staff Welfare

- 1.1 The Academy recognises its obligations and responsibilities under the Workplace (Health, Safety and Welfare) Regulations, which cover a wide range of basic Health and Safety issues, and the aspects of the Education and School Premises Regulations that Academies have to take account of under the Education (Independent School Standards) Regulations 2003.
- 1.2 The Academy will ensure that the premises meets the health, safety and welfare needs of all its staff, students, contractors and visitors.
- 1.3 The Principal through the HSC will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, traffic routes, housekeeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities. The Academy will provide an appropriate staff room.
- 1.4 The HSC will ensure that workplace facilities are maintained to an acceptable level, taking into account the requirements of the Health and Safety (Workplace) Regulations 1992 and the School Premises Regulations 1999
- 1.5 The Principal will from time to time consult the staff and trade union representatives on other welfare features that staff might like to see in place.

Stairs and Landings

- 1.1 Falls down stairwells are a major risk to students and staff where there are multiple floors.
- 1.2 To minimise the risk, staff must ensure good discipline in these areas, making sure that students do not run or play about on stairs and landings. Staff should also ensure that stairs and landings are free from obstructions and report any that they cannot deal with to the HSC.
- 1.3 The guardrails on the stairs and landings must meet the safety requirements of the Health and Safety (Workplace) Regulations 1992 (at 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps prevent easy climbing). There must be a guardrail on the open side of the stairs (and another on the other side if there is a particular need). The lighting of stairs and landings must be suitable and sufficient. The floor covering must be in a state that does not run the risk of slips and/or trips.
- 1.4 For the safety of sight-impaired students the forward edge of treads should be marked appropriately to enable sight-impaired persons to avoid slips. In addition stairwells should carry arrow signs denoting which is 'up' and which is 'down'.
- 1.5 Staff should report spills or wet surfaces to the HSC (or the HSC's representative).

Stress Management

- 1.1 Oasis Community Learning is required as an employer to take reasonable care to protect the psychological health and safety of its employees.
- 1.2 Oasis Community Learning aims to ensure that members of staff do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.
- 1.3 Oasis Community Learning recognises that:
 - people react differently to the situations they have to face;
 - showing signs of stress does not necessarily mean that members of staff are unable cope;
 - signs of stress mean they are human like everyone else;
 - life experiences will vary enormously as will people's overall conditioning;
 - the state of health of all staff will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell.
- 1.4 Oasis Community Learning and the Academy Council support appropriate systems which prevent, lessen and alleviate stress:

The Academy will use:

 - Job Descriptions to bring certainty to the individual's tasks and responsibilities.
 - Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.
 - One to one interviews to assist in promoting good communications and a positive health and safety culture.
 - Surveys to ascertain where staff feel improvements to stressful work can be made.
 - Assessments of staff workloads and work/life balance.
 - Collective discussion in the Health and Safety Committee (and when necessary full Staff Meetings) to consider developments and improvements.

Responsibilities

- 2.1 The Principal will ensure that:
 - sufficient attention is given to considering the management of stress;
 - positive programmes for improving staff welfare in general and stress management in particular are initiated;
 - procedures are in place to respond appropriately to staff or trade union calls for any action;
 - procedures are in place for ensuring that individual staff who are under unacceptable stress are dealt with sensitively; and
 - procedures are in place for determining what appropriate training should be arranged;
 - access to free counselling is made available.

2.2 The Principal may determine that a particular case should be referred to occupational guidance.

2.3 Members of staff are responsible for:

- their own health and safety;
- the health and safety of colleagues as far as is reasonably practicable;
- informing the Principal if they feel under stress;
- reporting to the Principal any concerns about colleagues who show signs of stress; and
- participating in any programmes of action designed to improve staff welfare.

Student Welfare

Please refer to the Student Welfare Policy in the Education section.

Sun Protection Policy

- 1.1 It is now well proven that staff and students can suffer from injury due to overexposure to sun rays.
- 1.2 The Academy will determine whether to have procedures in place to avoid or minimise risks from the effects of the sun.
- 1.3 Please refer to Appendix 8 for suggested Sun Protection Policy.

Appendix 8 (Part of the Sun Protection Policy)

1. Protection

This Academy aims to protect students, as far as reasonably practicable, from the dangers of exposure to the sun.

Exposure to ultraviolet radiation is a major contributory factor in the development of skin cancer and ultraviolet radiation comes from both direct sunlight and 'skylight' as it is scattered in the atmosphere. High levels of radiation are received in wide open areas, such as playing fields, even on a cloudy day.

During the summer term students are at a higher risk of sun burn as the sun is at its most fierce from 10 am until 2 pm which is within the time the pupils are in the care of staff at the Academy. **(ALTER TO SUIT)**

(SUGGESTION: The Academy will use the BBC Weather website to gain daily guidance on the need for sun protection and this will be displayed in the Main Hall for all to see and to mention in assembly.)

2. Protective clothing

- When students are outside they will be required to wear sunhats (provided by parents/carers).
- Sun hats should preferably be wide-brimmed/legionnaire type to cover face ears and neck.
- Sunhat cords can become caught and become a strangulation risk to students playing on fixed playground equipment so where necessary the cords should be removed.
- The Academy supports the wearing of sun protective clothing. Loose fitting, closely woven cotton fabrics and shirts with a collar and longer sleeves and longer skirts and shorts are recommended.

3. Wearing of sunscreen

- Parents/carers will be encouraged via letter to send in a high factor protection (minimum SPF15) sun cream for their children to wear in the Academy. (The Academy will not provide spare sunscreen due to different skin types and potential allergy issues).
- Authorised staff will supervise the application of personal sun cream to the students' exposed skin that cannot be protected by clothing, 20mins before lunchtime break or before participating in any outdoor activities.
- Parents/carers must notify the Academy in writing if they do not wish staff to apply sunscreen.
- Any student who does not have a sunscreen provided by parents/carers, will be required to stay in the shade or may not be allowed to go on outdoor visits.
- If a student is allergic to sunscreen, parents/carers must notify the Academy about this in writing immediately. Parents/carers have the option of providing a hypoallergenic sunscreen for their children.

4. Shade

- The Academy will hold outdoor activities in areas of shade whenever possible, and encourage students to use shady areas during breaks, lunchtimes, sports and trips.
- Sunbathing will be discouraged.
- The Academy will work towards increasing the provision of adequate shade for everyone.
- Wherever possible, outside activities will be timetabled outside the peak hours of 12.00 and 14.00

5. Education

The Academy aims to:

- educate students appropriately through the curriculum about the cause of skin cancer and how to protect their skin;
- educate students appropriately to wear clothes that provide good sun protection, and use sunscreens where appropriate;
- talk about sun protection in assemblies within the summer term;
- ensure that parents are aware of this policy and are involved in providing sun protection (especially on visits) for their children; and
- ensure that all lunchtime staff are aware of, and follow the Academy's policy and guidelines with regard to sun protection.

Trespassers Policy

1 General

- Visitors are welcome in the Academy, and many, such as parents/carers, contractors and suppliers, have a legal right to be there for legitimate purposes.
- The Academy Council has a duty to ensure the safety of everyone on the school site.
- This policy sets out the guidance to staff on the procedures for dealing with trespassers and troublemakers.

2 Aims

The Academy aims to:

- maintain the security of the site;
- have strategies in place to respond quickly and positively to any threat to the safety of staff and students;
- ensure that the staff have appropriate training and support;

3 Security

3.1 The Academy will:

- ensure that the site is made secure as far as is reasonably practicable;
- maintain and keep under review an appropriate CCTV system;
- ensure that staff and students are briefed on security aspects; and
- ensure that parents/carers are informed of the security systems and procedures for keeping students safe.

3.2 The Academy will determine appropriate security systems.

Trespassers

4 Types of Troublemaking

The most common problems facing the Academy are:

- occasional abusive behaviour from parents/carers;
- occasional incursions into the Academy by outsiders, including former students;
- former students and others waiting outside the gates at the end of the day; and
- occasional vandalism during and outside Academy hours.

Procedures

5.1 Contacts with the Police

- regular contacts will be maintained with the police over security arrangements and crime prevention;

- any emergency contact with the police can only be done by the Principal (or a Deputy in his/her absence) or with the authority of the Principal; and
- when calling the police, the Principal (or person acting on the authority of the Principal) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

5.2 Routine Security

- signs at Academy entrances make clear that visitors should report to Reception;
- further signs point the way to Reception; and
- at reception all visitors must sign in and receive the Academy's security badge, which they must wear at all times in the Academy. (Oasis Community Learning staff will wear distinctive OCL identification badges.)

The HSC will determine the Academy's other security arrangements according to its circumstances.

If CCTV is used the Academy will take into account the legal restrictions and requirements for the use of CCTV.

5.3 Dealing with Strangers

- a visitor not wearing a badge should be politely challenged by any member of staff and accompanied to Reception;
- at Reception, the Receptionist will ask the stranger the purpose of the visit, ask them to sign in and issue a badge;
- if the member of staff or Receptionist has any suspicion about the stranger they must inform the Principal (or his/her Deputy) immediately, and ask the stranger to remain in the Reception area;
- if the stranger ignores the instruction the Principal (or Deputy) must be notified immediately;
- if a stranger is abusive, or a nuisance in any way, in the Academy, the member of staff must not take direct action, but **MUST** send for help, or inform the Principal (or Deputy) as soon as this is possible. (Staff must never put their own safety at risk);
- only the Principal (or Deputy) may ask the stranger to leave the site;
- if the stranger refuses the instruction, the Principal may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the Principal, who will have to judge also whether an incident threatens to undermine the confidence of parents/carers in the security of the Academy; and
- the police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

Where there are Offensive Weapons

5.4 Intruders

- if staff suspect an offensive weapon is on site, they must immediately inform the Principal;
- the Principal will always call the police if the suspect is not a registered student, or where an incident involving a student takes place outside the Academy premises; and

- the person will be kept under close surveillance while the police are awaited.

5.5 Students

- following the ASCL Act 2009, Academies have the power to search students for knives, weapons, alcohol, illegal drugs and stolen property;
- staff are not obliged to search students, but if such a course of action could diffuse the situation it might be contemplated, BUT ONLY BY THE Principal (or someone with the Principal's authority);
- if the student refuses to co-operate, any search should be carried out by the police;
- the student's parents/carers must be informed and asked to come to the Academy;
- if the student co-operates, at least two members of staff of the same sex as the student must be present when a search is made. One member of staff will do the search while the other observes and takes notes. The search will be in private. It is advisable for parents/carers to be present and to consent, but the student's own consent is sufficient;
- any confiscated articles should be handed to the police as quickly as possible by the Principal, unless he/she judges that it is reasonable to return it to the parents/carers; and
- at all times the suspect student must be kept away from other students, unless this is not possible owing to the circumstances.

5.6 Reporting and Recording

- staff must record all incidents in the Academy incident log, kept in the Academy office, and stored on the HandSaM system. See Appendix 9 for a suggested form.
- the log will be inspected by the HSC at regular intervals, and any necessary action taken;
- The HSC will report termly to the Principal on the working of the policy and when any incident has taken place.
- the Principal will report issues and actions taken in the Report to the Academy Council; and
- issues will also be discussed by the (**appropriate committee**) of the Academy Council at periodic intervals. This committee may inspect the log as necessary.

6 Equal Opportunities

Oasis Community Learning and the Academy will take into account the equal opportunities policies when making, reviewing and implementing this policy.

Monitoring and Review

- 7.1 The HSC will monitor the working of the policy and consider annually whether any amendments need to be made. The HSC will report to the Principal.
- 7.2 The Principal will report any concerns to the Academy Council as necessary.
- 7.3 The Academy Council will review the policy at least every three years.

7.4 Date of next review: _____

Signed: _____

Chair

Date: _____

Signed: _____

Principal

Date: _____

Appendix 9 (Part of the Security: Trespassers Policy)

(This is an example. Academies may determine their own recording methods.)

VIOLENCE AND AGGRESSION REPORT FORM

Date of Incident: _____ **Time:** _____

Details of the Victim

Name: _____ **Staff member/student/other**

Age: _____ **Gender: M/F** _____ **Ethnic origin:** _____

Form/Tutor Group (if student) _____ **Address: (if outsider)** _____

Relationship with assailant: _____

_____ **Tel: Number:** _____

Details of Incident

Place: _____

Description of what happened: _____

Relevant events before the incident: _____

_____ **Outcomes**

Medical Help? _____

Any Time off School? _____

Any Loss/Damage? _____

Any Claim Made? _____

Police Informed? _____

Any Personal Injury? _____

Any Action Against Assailant? _____

_____ **Witnesses:**

Name:

Name:

Position in Academy:

Any Written Statements?

Any recommendations?

Date passed to the Principal:

Name of Person making this Record:

Signed: _____

Date: _____

Visitors

THIS IS SEPARATED FROM THE TRESPASSERS POLICY SINCE VISITORS ARE NORMALLY WELCOMED AND THIS SHOULD BE REFLECTED IN THE POLICY.

- 1.1 The Academy welcomes visitors to the Academy and is responsible for the health, safety and security of visitors while on site.
- 1.2 Visitors must 'sign in' and 'sign out' at reception to facilitate effective roll call in an emergency, and must carry an identification tag at all times. Oasis Community Learning staff will wear distinctive OCL identification badges.)
- 1.3 All visitors to the Academy will be given appropriate fire/emergency instructions when they arrive on site, under arrangements determined by the Academy.
- 1.4 In the event of out of hours meetings, the person organising and in control of the meeting will be responsible for all visitors at that meeting and for ensuring that the Academy's security arrangements are used.
- 1.5 The organiser must inform the HSC via the Academy's usual procedures in order that the HSC can ensure that all the relevant persons are informed and the appropriate security arrangements are put in place.
- 1.6 All out-of-hours visitors must be accompanied upon entering and leaving the building with (the exception of workmen/contractors/maintenance people who need free access to all parts of the building).
- 1.7 The Academy will take into account the needs of disabled visitors in its arrangements (and in particular the arrangements for evacuating disabled visitors in an emergency). The Academy will ask all disabled visitors whether they wish to have a Personal Emergency Evacuation Plan (PEEP). The Academy holds a template for such a plan.
- 1.8 Out-of-hours visitors are the responsibility of the member of staff organising the event.

Voice Care

Introduction

- 1.1 Oasis Community Learning is aware that it has a responsibility for caring for the health and safety of employees.
- 1.2 Evidence shows that teachers are particularly at risk of developing voice problems. The government publication *"Fitness to teach" 2000* refers to teachers being at risk of suffering voice disorders because of work.
- 1.3 Female voices are more vulnerable and some subjects, e.g. physical education, music and technology are more risk to the voice than others.
- 1.4 Environmental factors can contribute to voice strain. In schools these can include:
 - class size;
 - class layout and design;
 - noise;
 - acoustics;
 - chalk dust, fumes, irritants; and
 - uncomfortable temperature, poor ventilation.
- 1.5 Research also indicates that as the voice influences the listener's reaction, the teacher's voice quality can affect pupil learning.
- 1.6 The most common voice misuse is strained loud voice and also excessive throat clearing. The usual symptoms of voice problems are:
 - throat pain when speaking or swallowing;
 - sore throat in the morning which disappears when the voice "warms up";
 - hoarse, tired voice in the evening;
 - increase in mucus; and
 - rapidly-changing pitch or loss of control of voice.

Aim

2. Oasis Community Learning aims to ensure that appropriate steps are taken in the Academies to minimise the risks to employees' voices.

Responsibilities

- 3.1 Oasis Community Learning recognises that under the Health and Safety at Work Act 1974, employers must do all that is reasonably practicable to safeguard the health, safety and welfare of their employees at work. This includes providing health and safety information, instruction and training, and providing a safe working environment, without risks to health.
- 3.2 Oasis Community Learning requires the Academy to have policies in place to:
 - make risk assessments;
 - give information and guidance to employees;
 - train relevant staff with responsibilities for staff welfare;

- monitor the support given;
- refer appropriate cases to the occupational health service; and
- seek advice if problems are encountered or complaints received.

3.3 The HSC will be responsible for:

- making risk assessments;
- providing relevant information and support;
- providing appropriate training;
- keeping a log of cases on the HandSaM system;
- reports to the Principal.

Method

4.1 Oasis Community Learning requires the Academies to take appropriate steps to minimise the risks to employees' voices.

4.2 The Academy will make risk assessments and determine appropriate controls to minimise damage to employees' voices.

4.3 The HSC will work with Departments to establish strategies for identifying, assessing and controlling damage to voices. See Appendix 10.

4.4 Employees will be encouraged to seek medical help if there is:

- persistent hoarseness for more than 2-3 weeks;
- regular hoarseness or voice loss;
- significant voice quality changes;
- constant vocal fatigue; and
- difficulty or pain when swallowing.

Monitoring and Review

5.1 The HSC will:

- keep a log of any incidents or requests for help;
- work with Heads of Department to make appropriate risk assessments;
- ensure that appropriate action is taken;
- log progress and outcomes on the HandSaM system; and
- make a termly report to the Principal.

5.2 The Principal will report on any cases to the Academy Council.

5.3 The Academy Council will report to Oasis Community Learning annually on any cases and the working of the policy.

5.4 Oasis Community Learning will review the policy at least every three years.

5.5 Date of next review: _____

Signed: _____

Date: _____

Appendix 10 (Part of the Voice Care Policy)

The Voice Care Network

VCN promoted the Year of the Teacher's Voice, September '05 - July '06 to draw attention to the importance of teachers' voices. There were a series of conferences, seminars and workshops.

VCN gives 7 tips for speaking to any group of listeners:

- 1) plan attention-getting routines;
- 2) feel secure, let the territory you stand on be yours;
- 3) find opportunities for ease, poise and stillness in addressing your listeners;
- 4) use the visual message of your body language;
- 5) consider how your tone of voice creates relationships;
- 6) use muscular energy in key words instead of loudness; and
- 7) allow pause and silence to strengthen your meaning

Voice Care Network (VCN) provides care for teachers and other voice professionals. It has 100 tutors in the UK who are voice teachers and speech therapists. They provide individual support, information, seminars and workshops.

Voice Care Network (VCN)

29, Southbank Road, Kenilworth, Warwickshire, CV8 1LA.

Tel: 01926 864 0000

Email: info@voicecare.org.uk

Web: www.voicecare.org.uk

Waste Disposal

It is the responsibility of Kier to remove the waste they are contracted to remove, but additional waste will be paid for by Oasis Community Learning.

Work Equipment

- 1.1 All staff and contractors will be trained in the operation of machinery and equipment specific to their function. Relevant information will be supplied and appropriate supervision provided.
- 1.2 Oasis Community Learning employees are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations. Suitable records must be kept. These will be retained on the HandSaM system.
- 1.3 Members of staff will:
 - Never remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
 - Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is affected.

Maintenance

- 2.1 The HSC will ensure that all staff in charge of work equipment keep a maintenance schedule on the HandSaM system.
- 2.2 Staff using equipment will ensure that:
 - it is maintained in an efficient state, in efficient working order and in good repair; and
 - suitable records of equipment and maintenance will be kept.

Work Experience Students

- 1.1 Work Experience Coordinators from local schools and our Academies occasionally ask if a student can complete work experience with Oasis Community Learning. This is usually coordinated by a team member from the Local Education Authority who visit the work place to conduct an interview and risk assessment of the experience. The Employers Liability Insurance Certificate and Health & Safety Policy should be presented to the LA visitor. Once satisfied the student will be safe and well supervised in the work environment, the Work Experience can take place.
- 1.2 Under the Health and Safety at Work Act and approved codes of practice, Oasis Community Learning has a responsibility to the students on work experience. The Academy will share health, safety and welfare information with the student and with the student's home school. It is the responsibility of the home school to share such information with the student's parents/carers.
- 1.3 Upon arrival the student should be introduced to the staff member looking after them for their work experience. The student should be given a suitable induction, ensuring correct fire evacuation and First Aid procedures are explained, and meeting points identified. Expectations from the experience should be shared along with clear guidelines about what tasks will be set. There may be a need to discuss confidentiality, the sharing of information, use of the internet and anything else that may be pertinent to the work environment the student is in.
- 1.4 The student should be well supervised at all times and accompanied whenever out of the agreed environment for whatever reason (this includes lunch and breaks). Other office colleagues should be aware of the presence of the student and mindful of their age and relative inexperience in the work environment.
- 1.5 To get the best of the experience, time should be set aside at the end of the work experience day for the student and nominated staff member to de-brief about the day and learning experiences for both parties, and to review any health and safety issues.
- 1.6 During the debriefing staff involved in work experience arrangements should include a review of health and safety and welfare issues during the work experience.

Working at Heights

- 1.1 Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.
- 1.2 The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below Principal head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:
 - Staff must not use ladders or stepladders if they are working alone in or around the Academy; if an incident occurs there is no one to call for assistance.
 - Before using a ladder or stepladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.
- 1.3 Each Academy will implement a set of rules for working at heights in line with the following rules:

Ladders and Step Ladders – General Rules for Employees

- Check that equipment is in good condition; do not use ladders or stepladders with cracked, broken or splinters stile/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electricity cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate handhold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to over reach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders less than 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.

- Stepladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure handhold.
- Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to work, i.e. with the front or back of the steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

