



HIGHFIELD LITTLEPORT ACADEMY
An Active Learning Trust School



HIGHFIELD ELY ACADEMY
An Active Learning Trust School

HIGHFIELD ACADEMIES

HEALTH AND SAFETY INCLUDING RISK ASSESSMENT POLICY

THIS POLICY WAS APPROVED:	SUMMER 2022
THIS POLICY WILL BE REVIEWED:	SUMMER 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

Statement of General Policy on Health, Safety and Welfare

Highfield Academies are focused on ensuring that health and safety is paramount in all areas of its activities. The school is committed to providing all who work in and for the school a safe place of work.

The school will achieve this commitment by adopting the following principles:

- To ensure all users of the school actively seek and engage in safe working practices
- Where risks are present, to look for alternative methods or means of carrying out the task or suitable means of mitigating the risk
- To provide resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety objectives
- To provide information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- To use legislative requirements as minimum targets for our safe working practice
- To regularly review and audit performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation

The Executive Head is accountable for the management of health and safety and for the implementation of the school's health and safety policy. The practical implementation of the policy will be delegated down through the existing management structure.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with Highfield Ely and Littleport Academies' policy, the following organisational structure has been approved by the Local Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. **Local Governing Body** [Lorna Robinson; Chair of Governors] & Active Learning Trust

- Will oversee the Executive Head in delivering their statutory duties under the Health and Safety at work act 1974
- Monitor and audit health and safety policy and practice.

2. **Executive Head** [Simon Bainbridge]

Overall responsibility for the day-to-day management of health and safety in the school rests with the Executive Head. As the manager of the establishment and of all the activities carried on within it, the Executive Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Executive Head include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision
- The purchase of equipment to meet appropriate safety standards
- The arrangements for securing health and safety assistance from a competent source
- The provision of appropriate health and safety information to Governors

The Executive Head may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Head from the overall day-to-day responsibilities for health and safety within the establishment.

3. **School Business Manager** [Pippa Edwards, HEA and LINC, Emma Brooke, HLA]

The Executive Head will delegate to the School Business Managers the majority of the duties that are linked with the overall responsibilities of the Executive Head.

The School Business Managers are responsible to the Exec Head for the practical implementation of the school's Health and Safety policy so that the school meets the minimum legal health and safety requirements and any additional requirements deemed necessary by the Executive Head, Governors or Trust.

In conjunction with the Senior Leadership Team the School Business Managers will ensure:

- Risks are identified, managed and assessed in a timely and appropriate way
- Appropriate risk assessments are in place and are readily available to all staff
- All staff are aware of and implementing all necessary health and safety procedures

- Keep sufficient records to enable effective review and audit of health and safety procedures and practice

4. The Assistant Head and/or Head of School

- As delegated by the Executive Headteacher, the Assistant Head and/or the Head of School will oversee all Health and Safety arrangements for educational visits

5. Senior Leadership Team

- Work with the Executive Head, Governors, and Trust to ensure that risks are identified, managed and assessed in a timely and appropriate way
- Are responsible for ensuring that risks within their area of responsibility are assessed with risk assessments in place and any procedures deemed necessary are adhered to

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Class teachers shall:

- Ensure that all activities undertaken have been appropriately risk assessed, if necessary, seeking advice from Senior Leadership Team

6. Site Supervisor and cleaning staff

- Need to ensure all their activities are conducted in such a way as to not put themselves or others at risk
- Report anything that they consider is unsafe
- Work with the Senior Leadership Team to create and implement risk assessments.

7. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. New staff have a Health and Safety introduction in the Induction process. A record of this is kept on their personnel file and with the Business Manager. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions. Health and Safety 'what you need to know' is displayed in the staffroom.

Employees must also co-operate with the Governing Body and Senior Leadership Team of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises

- report anything they consider to be unsafe to the Head of Department/School Business Manager

8. Pupils

All pupils must be instructed to follow all safe working practices and observe all school safety rules. All pupils will, where possible:

- follow all instructions issued by any member of staff in the case of an emergency
- ensure, where possible, that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation, which may affect their safety

9. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work
- to make representations to the Executive Head via the Head of School on general matters affecting the health, safety and welfare of employees
- to carry out workplace health, safety and welfare inspections
- to attend any safety committee meetings
- to co-operate with his or her employers in promoting health and safety at work

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
HEA including LINC		
Lisa Craske	lcraske@highfield.cambs.sch.uk	All
Pippa Edwards	pedwards@highfield.cambs.sch.uk	All
Adam Daw	hea(@highfield.cambs.sch.uk	All
Simon Bainbridge	exechead@highfield.cambs.sch.uk	All
Paul Newns	pnewns@highfield.cambs.sch.uk	All
Paula Farrell	pfarrell@highfield.cambs.sch.uk	All
HLA		
Yvonne Skillern	yvonne.skillern@highfieldlittleport.org	All
Simon Bainbridge	exechead@highfield.cambs.sch.uk	All
Lyn Houghton	lyn.houghton@highfieldlittleport.org	All
Emma Brooke	emma.brooke@highfieldlittleport.org	All
Natalie Pearce	natalie.pearce@highfieldlittleport.org	All

10. Active Learning Trust

The Trust will undertake at least annual health and safety walks as well as auditing related health and safety records, including the online health and safety tool; Handsam. The Trust Board consider any health and safety issues resulting from this and will take appropriate actions.

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate hazards or reduce health and safety risks and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure. Accidents and Incidents are reported through an Accident/Incident reporting sheet which goes to the Business Manager at the respective school. Urgent concerns should also be reported immediately to a Senior Leader as well as the paperwork completed.

- All accidents, dangerous occurrences, and near misses must be reported on Highfield Accident/Incident forms
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later
- The Head of School and Executive Head in each setting shall ensure that they have seen each Accident/Incident form before they are filed. All Accidents/Incidents that reach a threshold of reporting to Riddor are reported on. A copy should be kept in the Incidents File
- The Executive Head must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122, and the Active Learning Trust on 01223 728394

2. Asbestos

The School Business Manager is responsible for managing the Asbestos register, asbestos survey and arrangements to ensure contractors and others such as site supervisors etc. have sight of register prior to starting any work on the premises.

3. Contractors

The School Business Manager will arrange for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings and name of the person responsible for monitoring contractors working methods.

4. Curriculum Safety [including out of school learning activity/study support]

There is a requirement for teaching staff to undertake written risk assessments prior to commencing hazardous activities. Any health & safety risks or implications are explored and risk assessed on lesson plans, and ways of mitigating risk identified and carried out.

5. Drugs & Medications

This is covered in the separate policies 'Supporting pupils with medical needs, moving and handling, first aid and medication', and 'Smoke free, alcohol and drugs' policies.

6. Electrical Equipment [fixed & portable PAT testing]

No electrical item will be used in school until a visual inspection and thorough examination has been completed by a competent person who maintains the record of inspection. Any defective equipment is removed from use.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The School Business Manager is responsible for

- *undertaking & reviewing fire risk assessment,*
- *frequency and arrangement of drills,*
- *procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points,*
- *maintenance of fire exits /escape routes,*
- *maintenance of fire extinguishers,*
- *staff training,*
- *calling the fire service,*
- *testing the fire alarm,*
- *emergency lighting etc.*

Emergency procedure practice (e.g. fire drills) should be carried out termly. Any changes to improve the process put in place by the Business Manager as soon as possible following the drill.

LOCATION OF EMERGENCY PROCEDURE (CRITICAL INCIDENTS) DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. Reception at both schools
- b. With the Executive Head

- In the event of a fire alert/alarm every class teachers will evacuate pupils/young people/others to the designated assembly point;
- A member of the Office Team will summon the emergency services as necessary
- The safe evacuation of persons is an absolute priority
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows. At HLA the whole site will be evacuated including staff and students at LECA.
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in Fire and Risk Manual
- Regular inspections of the premises and grounds shall be undertaken each term or more frequently if possible by Members of the Trust and/or Governors

- Details of service isolation points (i.e. gas, water, electricity) are located in the School Business Manager's office
- Emergency procedures for incidents outside normal working hours are held by the Executive Head and Senior Leaders
- These procedures will be reviewed at least annually.

8. First Aid

THE FOLLOWING STAFF ARE TRAINED TO EMERGENCY FIRST AID AT WORK OR FIRST AID AT WORK LEVEL:

HEA and LINC		HLA	
Natasha Weyman	Paul Newns	Gina Rudderham	Nichelle Kelly
Sophie Brown	Michelle Brennan	Maria Melerski	Nicola Harlock
Mandy Hilditch	Lyanne Bavey Neal	Sarah Vince	Jess O'Shea
Anna Millar	Kelly Stevens	Natalie Pearce	Stacey Glover-Cook
Karen Ellis	Lisa Heading	Rachel Wibrow	Charlene Moden
Emma Ashton	Lindsay Venni	Emma Smith	Lisa Berry
Tracey Lee	Helen Knight	Jacqui Moden	Paula Farrell
Louise Peat	Karen Storey	Emma Tower	
Harriet Margetts	Stephanie Dimmock	Yvonne Skillern	

The Executive Head or Business Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

HEA The First Aid Room
 Early Years changing room
 The Food Tech Room
 The DT/Science Room
 All minibuses
 Each First Aider also carries individual first aid bags

HLA The First Aid Room
 Specialist classrooms
 Each First Aider also carries individual first aid bags

The Site Supervisor will check that any vehicles are properly equipped with first aid boxes before they are used.

Every First Aider is responsible for regularly checking that the contents of their first aid bags are complete and replenished as necessary. A check should be made at least once termly. The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In: **The First Aid Room, and the Early Years changing room**

- 9. Hazardous Substances**
Separate COSHH sheets are held in school in the science rooms and with the Site Supervisor. They are reviewed in line with Handsam requirements.
- 10. Health and Safety Advice**
The school will at all times consult the LA's Health & Safety Advisor for competent health and safety advice (currently Stuart Wood 01223 699122). The school receives updates on Health and Safety guidance, statutory requirements through the LA and the Trust.
- 11. Housekeeping, cleaning & waste disposal**
The school employs a cleaning team for the cleaning of all areas in school and the disposal of clinical waste.
- 12. Moving and Handling**
Please refer to the school's separate Moving & Handling policy.
- 13. Jewellery** [This should be repeated in school prospectus]
Pupils and staff may wear small ear studs but drop earrings or loops are not allowed. Please refer to the school prospectus and staff handbook for more detail.
- 14. Lettings/shared use of premises**
Please refer to the school's 'Lettings' policy. Any group using the school building are made aware of Health and Safety requirements before lettings take place by the Business Manager or the Site Supervisor.
- 15. Lone Working**
Please refer to the school's separate policy. Staff who are lone working have a responsibility to keep themselves safe in accordance with this policy.
- 16. Maintenance / Inspection of Equipment**
The School Business Manager has responsibility for making sure that periodic inspections, testing examinations are carried out on equipment.
- 17. Personal Protective Equipment (PPE)**
Disposable aprons and gloves are provided for staff carrying out changing duties for students. The schools COVID risk assessment outlines further measures for COVID currently. The Site Supervisor is also provided with protective overalls.
- 18. Reporting Defects**
Defects and hazards are reported to the School Business Manager who will arrange for any remedial works to be carried out as soon as possible (through a work request slip).
- 19. School Trips/ Off-Site Activities**
The teacher leading the activity writes a risk assessment for off site activities. The risk assessment is reviewed by the Education Visits Co-ordinator (EVC). Where necessary a specific permission letter from parents or carers should be sought. Where the visit is residential, in accordance with LA guidance, the visit and risk assessment details will be entered onto the EVOLVE website.
- 20. School Transport**
Staff transporting pupils using school minibuses must have the appropriate minibus training through 1350 Minibus Driver Training.

21. Smoking

Highfield Academies are no-smoking sites, including vaping. Anybody wishing to smoke must leave the site during an agreed break from duties and must not be accompanied by any pupil. Any items related to smoking should be locked away in a safe place at all times and should not be seen by pupils.

22. Staff Consultation

Health & Safety is included on the agenda for the Senior Management and Leadership Team and Teachers meetings as issues dictate. The work request slip works well for all staff to make suggestions/highlight any issues around health & safety on an ongoing basis.

23. Staff Health & Safety Training and Development

New staff undertake a staff induction programme which is completed by the Executive Head/Head of School. Copies of the H&S policy are given to new employees and they are asked to sign on an induction sheet that they read and understood the policy. Staff are also provided with a Staff Handbook which provides guidelines to the school structure, dress code, safety etc.

24. Staff Well-being / Stress

Staff are supported in school by back to work interviews and referrals to Occupational Health and/or counselling sessions following county guidance.

25. Supervision [including out of school learning activity/study support]

Supervision requirements during curriculum time are dependent on the needs of the students in a particular class. At present there are no more than 14 pupils per class and staff are represented by a class teacher/Level 4, a level 3 Teaching Assistant and one or more level 1 or 2 Teaching Assistants dependent on need. No class is ever left unattended.

Supervision during school trips are risk assessed for each trip by the class teacher and agreed by the EVC following guidance from the Educational Visits Guidance 'Learning Beyond the Curriculum' Policy and Guidance for Educational Visits. Normal ratios for visits range from 1:1 to 1:5.

26. Swimming Pool Operating Procedures

Both Highfield Academies have hydrotherapy pools, and each has its own Pool Operating Procedures. Staff are trained in Resuscitation and Rescue, and some in aquatic therapy. Where students have moving and handling needs, staff are trained in delivering this to each individual student around their own moving and handling plan. Each school also has access to the local council run swimming pool. School staffing is at an appropriate level for these sessions. Lifeguards are in attendance throughout the sessions and provide assistance in emergencies and first aid provision when necessary.

27. Use of VDU's / Display Screens

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from Jan 1993 (with some small changes made in 2002). The Regulations require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

Staff who are concerned about their health or equipment should report these to senior leaders in the appropriate way. Both employees and safety representatives should be encouraged to take part in risk assessments and where hazards are identified the school will take steps to reduce the risk of them.

28. Vehicles on Site

Any vehicle driving on and off site should comply with the speed limit, currently set to 5mph. Staff must, where possible, park in allocated parking spaces. Where this is not possible they must use their discretion in parking in an unobtrusive as possible place not blocking access to the school up the main access road. Access is not restricted at any time, but during 8.30 to 9.00, and 3.15 to 3.45 pupils are being dropped and picked up to and from school. At HLA there is a barrier that is closed during the school day where visitors need to buzz through to the main reception.

29. School Security

The school has strict rules concerning the safety of both staff and students – outside entry doors are all magnetically operated whereby access fobs are needed for access and egress to the school.

Visitors to the school are required to sign in and out and are given a visitor badge to wear. All visitors to the school are escorted to the member of staff they are visiting. Contractors on site are given use of a fob whilst they are working on site where they have a DBS check but wherever possible contractors are required to work out of normal school hours. Where they don't have a DBS check seen by the school they aren't left alone in the building during the school day.

Visitors to the school are not allowed into the main body of the school until the reception staff have contacted the member of staff who has the appointment; only then are visitors allowed to access the building. Visitors are reminded to sign themselves out of the building and return their visitor badges to the reception staff.

30. Working at Height

Staff are made aware that they are not allowed to climb steps and ladders without having completed working at height training. The Site Supervisor is responsible to ensuring the steps and ladders in school are in good condition and fit for use. Contractors and others using the school are not allowed to use any working at height equipment which belongs to the school.

31. Work Experience

All work experience students will be inducted to the school prior to starting the placement, including basic Health and Safety information. They should also have an initial meeting with the Head of School to go through basic and relevant Health and Safety information relevant to their role in class working with pupils.

32. Risk Assessment

Employers are required to carry out a "suitable and sufficient" assessment of the health and safety risks associated with their undertaking. This includes risks to which employees and any other persons may be exposed. "Undertaking" has been defined in case law and includes all work activities and work places and also any cleaning, maintenance and repair of any plant, equipment or premises that the employer has control over (to any extent).

For an assessment to be "suitable and sufficient", employers have to:

- Be able to demonstrate that they carried out a proper check to identify anything associated with their undertaking that can cause harm (the hazards). This process should actively involve staff or their representatives.
- Identify who could be harmed and how.

- Identify the likelihood (the risk) that the hazard will cause harm and decide what can reasonably be done (control measures) to reduce the likelihood of harm occurring to a tolerable level.
- Implement the identified control measures and record the significant findings (trivial risks can be ignored) of the risk assessment.
- The significant findings of the risk assessment should be recorded and shared with those people who could actually be affected.

Employers are required to periodically review their risk assessments to make sure that risks are still being adequately controlled. Review can be at set intervals (e.g. every year). However, assessments may need to be reviewed more frequently if something changes (for example if a new piece of equipment is brought into the workplace or if working practices change) or if there is any reason, such as an accident or near-miss, which leads the employer to believe that risks are not being adequately controlled.

Risk assessors should consider whether anyone that could be affected by the hazards identified might require special measures to enable them to be suitably protected. These special measures commonly relate to young persons, new or expectant mothers and to people with some types of disability or health conditions.

Certain other work activities require a more detailed hazard-specific assessment. This includes any activities where;

- Hazardous substances are used.
- Significant amounts of noise are generated or where the works take place in noisy environments.
- Manual handling is an integral part of the work activity.
- Computers or other types of display screen equipment are used.
- Employees are exposed to significant amounts of vibration.
- Specific advice on the legal requirements and Council procedures to be followed for these types of activities can be found in the Planning and Risk Control section of the Safety Management System.

Council Procedure

- Line managers are responsible for making sure that any risks associated with the areas and activities under their control are assessed. Assessments are undertaken and/or reviewed with area safety representatives and 'competent' employees.
- In order to properly carry out their roles, line managers and safety representatives need to attend risk assessment training. This will help them to understand the risk assessment process and properly apply it to their particular workplace. The Council's Health and Safety Team can provide this training where requested.
- Risk assessments should identify reasonable control measures that reduce risks to an acceptable level. When selecting control measures assessors should consider, in order of preference, whether it is reasonable to:
 - o Totally remove the hazard (elimination);
 - o Use a less risky option (substitution);
 - o Remove access to the hazard (combat at source);
 - o Organise work to reduce exposure to the hazard (by providing safe systems of work and any required information, instruction, training and supervision);
 - o Issue Personal Protective Equipment.
- Where at "risk groups" are identified risk assessments should specifically consider whether additional control measures are required to secure those persons safety.
- Where control measures are identified they must be implemented.
- The significant findings of any risk assessments need to be communicated to

- anyone that could potentially be affected.
- Employees are required to comply with the findings of the risk assessments. Line managers are responsible for periodically monitoring work activities so that they can satisfy themselves that this requirement is being met.
- Risk assessments should be reviewed in accordance with legislative requirements.
- Line managers should keep up to date copies of risk assessments on file for all activities falling under their control. The file should be easily accessible for reference by relevant employees.

Associated Forms and Documents

- Risk assessment matrix
- General risk assessments
- Risk assessment schedule
- Example risk assessment
- Expecting and nursing mothers risk assessment guidance
- Lone Working risk assessment guidance
- Young persons and work experience risk assessment guidance
- Risk assessment following an incident, illness or rehabilitation to the workplace guidance

Record Keeping Arrangements

The general risk assessment schedule is used to identify assessments that are required, when they have been carried out and the dates that the assessments were reviewed. Completed general risk assessments are filed in or referenced within this section of the manual. Copies of electronic risk assessments should be forwarded to your Health and Safety Adviser. The implementation of control measures are recorded in the record forms contained in or referenced within the appropriate section of this manual, e.g. 'Information, Instruction, Training and Supervision', 'Maintenance', and 'Working Environment and welfare'.

Risk Assessment Checklist

- People carrying out risk assessment are competent to do so?
- All foreseeable hazards associated with the work activity, the employees involved and the workplace have been identified?
- The needs of any particularly "at risk" employees have been addressed in the risk assessment?
- Required control measures, including the provision of any relevant training, and relevant safe systems of work have been implemented?
- The significant findings of the risk assessment have been recorded?
- Relevant employees have been advised of the significant findings of risk assessments?
- Activities are periodically monitored to make sure that risk assessments are being observed?
- Assessments are reviewed annually or sooner if a significant change to working practices is implemented or if an accident or incident occurs?