



The Sutton Academy

Health & Safety Policy

Status	Statutory
Responsible Trustees' Committee	Trust Board
Date last approved by TB	13/12/2022
Responsible Person	Mr J Brian
To Review Date	December 2024
Last Amended Date	December 2022

HEALTH AND SAFETY AT WORK ACT, 1974

GENERAL STATEMENT OF SAFETY POLICY

1.0 INTRODUCTION

1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as students and visitors.

1.2 General Statement

This is a statement for The Sutton Academy. The Trust Board accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, students, visitors and other persons who may be affected by its activities.

The Principal and Trustees will take all reasonable steps to ensure that the Health & Safety Policy is implemented and monitored throughout the Academy.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work. All staff will be issued with a copy of The Sutton Academy Health and Safety Policy Statement and relevant employee safety guidance.

Guidance: The document should be signed as follows.

Chairperson of the Trustees: Mr. Peter Winter

Principal: Mr. Paul Willerton

2.0 ORGANISATION

Responsibility for the day to day implementation and monitoring of this Policy lies with the Principal so far as is reasonably practicable.

However, the Trust Board recognises that some of these duties may be successfully allocated to other members of staff; such as Estates Manager, Faculty Leaders, under guidance from the Principal.

2.1 Responsibilities

At The Sutton Academy, the following persons have specific responsibilities for health and safety.

The Principal and Estates Manager are responsible for the circulation of Safety Information, Guidance, and Codes of Practice.

The Health & Safety Manager is responsible for ensuring that accidents are investigated and recorded on the appropriate format.

A member of the Site Team is responsible for the weekly test of the fire alarm.

2.2 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, students and visitors.

This Academy has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:

- Health & Safety meetings
- Union meetings with the Principal
- Staff Meetings

The Academy Health & Safety Policy and Procedures Manual and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following locations:

The Health & Safety Policy can be found on the intranet and is emailed to all staff.

Health and Safety Legislation can be found on the Academy's Staff secure web page.

Departmental guidance is kept within the departmental areas e.g. Science/PE/Design/Food etc.

Health & Safety Policy & Procedure's File – Principal's Office

Health & Safety of Pupils on Educational Visits can be found in the staff room and on the intranet and Academy's Staff secure web page.

2.3 Emergency Contacts

In the case of an emergency outside of Academy hour's contact:-

(i) Principal: Mr P Willerton

Mobile: 07714 407233

First point of operational contact

(ii) Director of Operations: Mr. P. Blakemore

Mobile: 07849 989604

Estates Manager : Mr. John Brian

Mobile : 07788 443336

(iii) Caretaker: Mr D Derbyshire

Mobile: 07707 846663

Caretaker: Mr G Nacey

Mobile: 07824 598339

Caretaker: Mr S Molyneux

Mobile: 07742 987658

Estate Manager: Mr. John Brian

Mobile: 07788 443336

Useful Numbers

<u>Name</u>	<u>Telephone No.</u>
Health & Safety Section	01744 671740/673231
Occupational Health Nurse	01744 677022
Emotional wellbeing nurse-Sian Smith Naylor	07775 015913
School Nurse – Alex Taylor	07785 517133

3.0 RESPONSIBILITIES

3.1 The Trustees

The Trust Board has a direct responsibility for health and safety in the Academy. They will ensure they are fulfilling their statutory legal and common law requirements and that persons using the premises and involved in off-site activities are safe and without risk to health. All these responsibilities are, for the purpose of day to day management, delegated to the Principal.

The Trustees will, however, ensure that they:-

Approve the Academy statement of safety policy and ensure that it is brought to the attention of all staff;

- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the Academy, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive;

The Trustees will be expected to make reports on health and safety matters to:-

- the LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;

3.2 The Principal

The overall responsibility for the Academy's health and safety system and implementation of the safety policy rests with the Principal, who shall:

- set up arrangements in the Academy to cover all legal requirements for health, safety and fire;
- ensure the Trustees are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- report to the Trustees those instances in which the Principal's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to avoid danger pending rectification;
- be available to any professional association's appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;

- establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the Academy;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
 - i) the provision of first aid in the Academy;
 - ii) the emergency (fire) procedures;
- monitor the dissemination of safety information throughout the Academy;
- report to the Trustees matters relating to health and safety;
- ensure that all staff have received appropriate safety training;
- co-operate with the LA Health and Safety Advisor.

3.3 The Academy Estates Manager

The Academy Estates Manager shall:

- co-ordinate the whole Academy programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- carry out inspections of the Academy at least once a term and inform the Principal of any problems/deficiencies and ensure that the appropriate action has been taken;
- administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the local authority.
- disseminate safety information within the Academy;
- ensure that new employees are briefed about safety arrangements and are given a copy of the Academy's Health and Safety Policy (this document) and are encouraged to read it;
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained;
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- co-operate with the LA's appointed Health and Safety Advisor in carrying out and updating risk assessments;

- ensure that health surveillance for staff is provided when appropriate.
- facilitate necessary staff health & safety training.

3.4 All Employees

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including students and visitors, who may be affected by their acts or omissions at work.

All employees are expected:

- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- to inform the Principal, the Academy Estates Manager or their Line Manager of any training they feel they need to carry out their responsibilities;
- to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in the Academy;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

3.5 Faculty Leaders:

- have a general responsibility for the application of the health & safety policy to their own department, faculty or area of work and are directly responsible to the Principal for the application of safety measures and procedures within their department;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, CDT machinery/equipment, art materials, kiln, photocopiers and guillotines);
- shall deal with any health and safety problems referred to them by a member of staff and refer to the Estates Manager or Principal if they cannot resolve any of these problems;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Academy Estates Manager with a copy to the Principal;
- shall ensure as far as is reasonably practicable the provision of sufficient

information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety;

- shall, where appropriate, seek advice and guidance of the relevant LA Advisor or Officer;
- shall propose to the Principal or Academy Estates Manager any requirements for safety equipment and welfare facilities;

3.6 Class Teachers

Teachers have traditionally carried responsibility for the safety of students when they are in charge. Their responsibility can now be delegated to other support staff by the Principal, in line with the National Remodelling Agenda and locally agreed job descriptions/specifications for support staff.

If, for any reason, a teacher or other nominated person considers that they cannot accept this responsibility they should discuss the matter with the Principal before allowing practical work to take place.

The employee is expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures;
- to enforce the use of protective clothing, goods, special safe working procedures;
- to make recommendations to their Faculty Leader e.g. on safety equipment and on additions or improvements to equipment or machinery;
- to regularly check all equipment, protective clothing, furniture and their Environment (heating, lighting, etc.) and report any defects to the Academy's Estates Manager.
- to identify their Health & Safety training needs to ensure they can carry out their duties without risk to themselves or others

3.7 Students

The students are expected:

- to exercise personal responsibility for their own safety and that of other students;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the Academy and, in particular, the instructions of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

3.8 Parents/Carers

Have a responsibility to:-

Ensure their children attend school.
 Abide by/support the rules and regulations of the Academy;
 Comply with the Academy safety policy which is available on request;
 Act as a 'reasonable parent'.

3.9 Visitors

Regular visitors and other users of the premises should observe the safety rules of the Academy. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

3.10 Parent / Volunteers

The Principal must ensure that all parent volunteers have had the appropriate checks made prior to working in an Academy with the Disclosure and Barring Service (DBS).

4.0 ARRANGEMENTS

4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching, in academies and education establishments; although, students are not covered by the Regulations, The DfE recommend that academies have suitable first aid facilities and a sufficient number of trained persons, **normally one First Aider for every 50 employees.**

The Academy complies with this ratio 1 first aider to 15 employees.

In estimating additional provision sufficient to cover student numbers, **1 First Aider for every 150 students is normally held to be a reasonable ratio.**

The Academy complies with this ratio 1 first aider to 120 Students.

The Academy should have suitably equipped first aid boxes in easily accessible places. A first aid box, each suitable for treating 20 employees, is located in each staff work area. Additional first aid facilities are available in the Academy medical room, the two science prep rooms, the Design Technician base and in the sports centre reception.

An Automated External Defibrillator (AED) is located in the first aid room in E block. Inspections of AED's will be undertaken by the estate manager on a termly basis and recorded.

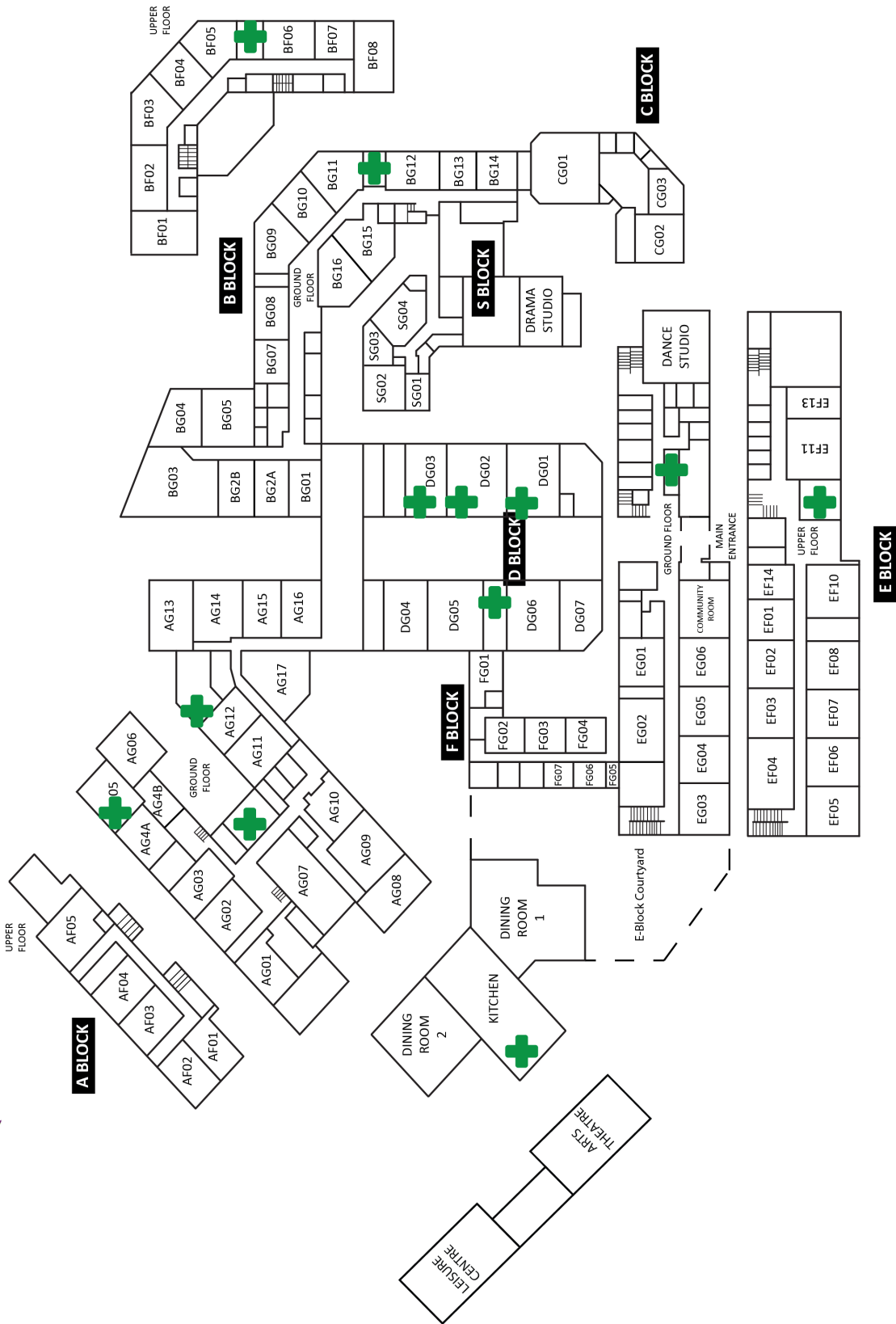
Adequately stocked (clearly marked) first aid kits shall be provided and all employees shall be made aware of their location. A suggested list of contents is contained within the First Aid at Work Policy.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

It should be noted that first aid kits should contain only the items that a first aider has been trained to use and they should not contain medication of any kind.

FIRST AID LOCATIONS MAP 2020



Guidance: *Emergency First Aid at Work (EFAW) training enables a first aider to give emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.*
First Aid at Work (FAW) training includes EFAW and also equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

Functions of First Aiders

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.

Contents of a First Aid Kit

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided.

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

Additional portable first aid kits are available in the Academy office for use on off-site trips and visits as well as on-site activities such as Academy Sports Day

4.2 Accident Reporting Procedures

The Academy has a Service Level Agreement with the Local Authority and follows the guidance of the LA in respect of Accident Reporting.

Online Accident Report Forms can be obtained from the Sutton Academy website in the documents folder

The Academy ensures that they have a responsible person appointed to take charge of the safe keeping and management of all accident forms for the site.

The Academy has a duty to record:-

- (i) any accident to any person occurring on the premises;
- (ii) any accident to a member of staff at any location whilst on Academy business;
- (iii) any accident to a student off-site whilst under the supervision of a member of staff e.g. Academy trips.

It is the responsibility of the member of staff who witnesses/attends the incident to complete an accident report form.

Completed accident report forms must be passed to the Estates Manager

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual. Briefly they require:

Procedure for Employees, Members of Public

- (i) All personal injuries will be recorded on a St. Helens Council Online Accident Report Form and reported using the online reporting system.
- (ii) Personal injuries to employees resulting in over 7 days absence will be reported to the Health and Safety Executive (HSE) via their online reporting system, within **15 days of the occurrence.**
- (iii) In the case of a fatality, major injury, serious accident and dangerous occurrences, all of the following people must be notified immediately (normally by telephone) in the priority order as below:-
 - 1. Estates Manager
 - 2. Principal
 - 3. Local authority Health & Safety Section
 - 4. Chair of Trustees

The local authority Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

Procedure for Students

- (i) Minor injuries will be entered into a suitable record book kept on site. An example sheet is contained in the Academy's Health & Safety, Policy & Procedures Manual.

- (ii) In the case of a fatality, major injury, serious accident and dangerous occurrences, all of the following people must be notified immediately (normally by telephone) in the priority order as below:-

1. Estates Manager
2. Principal
3. Local authority Health & Safety Section
4. Chair of Trustees

The local authority Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

Guidance: *A list of Major Injury Accidents and Dangerous Occurrences is provided in the Health & Safety Policy and Procedures Manual. Further advice can be obtained from Corporate Safety Section, (01744) 676069*

4.3 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from the 1st October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a “**Responsible Person**” to be named who will ensure that the premises complies with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named ‘**Responsible Person**’ /**Fire Safety Manager for The Sutton Academy is the Estates Manager**

The main duties of the Fire Safety Manager include:

- ✓ Managing the Academy to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.

Academies are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the Academy. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Where any structural or procedure changes occur the assessment will require amending and you must contact the Corporate Health & Safety Section to arrange this.

The assessment should be kept together with the Safety Policy and Procedure Manual and be accessible and available for inspection by the Fire Authority.

At The Sutton Academy, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

Fire Drills

A schedule of fire drills has been established on the basis of **one drill per term**.

The Principal has been nominated to organise the fire drills.

A record of the drills will be maintained.

<p><i>Guidance: Fill in the appropriate name above and ensure that a record of fire drills and alarm tests are maintained</i></p>
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Fire Emergency Action

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all students should leave the Academy buildings under the direction of their teacher.
3. Lifts should NOT be used in the event of the fire alarm being activated. The lift in E Block is connected to the fire alarm system and will descend automatically to the ground floor. The lifts in A Block and B Block require significant investment to bring up to the same standard; until such time warning signs are displayed outside the lifts indicating the lifts should not be used in the event of a fire.

Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their teacher/manager.

4. Doors and windows should be closed as classrooms and corridors are vacated.
5. All laboratory, experimental equipment and apparatus should be turned off.

6. The Principal or the most senior member of staff, will instruct a member of staff to call the Fire Brigade if required, following a positive identification of a fire in progress.
7. When the students are assembled the roll will be called via the register. Should there be any absentees an immediate search will be made by the emergency services.
8. If the Fire Brigade are called, the staff should, after the students are safely evacuated and accounted for, remain at the assembly point until re-entry of the building is allowed by the Fire Brigade or Principal if a false alarm is the cause of the activation.

Means of Escape

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible.

The Workplace (Health, Safety and Welfare Regulations 1992 as amended 2002 require that wall surfaces should not increase fire risks. Wall displays should not be mounted in corridors unless enclosed in fire proof display cabinets. Unprotected wall paper wall displays should also not be mounted behind fixed computer terminals in classrooms, laboratories, learning plazas or workshops.

E-vac chairs should be located at strategic locations, serviced in accordance with manufacturer's instructions, and sufficient staff trained in their use

Firefighting Equipment

Firefighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route. First priority is to sound the alarm and ensure the safe evacuation of students.

Fire extinguishers at The Sutton Academy are subject to an annual inspection by a competent contractor.

Firefighting equipment including extinguishers & blankets will also be checked for:-

- (i) The correct location (as advised by the local Fire Authority).
- (ii) vandalism.
- (iii) obstruction.

Fire Alarm Systems

The fire alarm system should be tested at a pre-determined time on a weekly basis via a different alarm point on each occasion. Where a link has been established between the alarm and monitoring service, this must be checked on each occasion to ensure it is fully operational. All tests must be recorded within the St Helens Council Fire Safety Log Book.

A member of the Site Team is responsible for the weekly alarm test at this site.

The day and time of the test is Friday 5 pm.

This will ensure that in addition to checking the system as a whole all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

Emergency Lighting

A system function test including the operation of all emergency lighting should be undertaken

on a **monthly basis**, with the results recorded on the academy server.

An annual 3 hour drain down of all the emergency lights will be carried out during the summer holiday.

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors must not be wedged open at any time

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms, signage and self-closing devices. Faults found in any mechanism will be reported for immediate attention.

4.4 Electrical Safety

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits within the Academy should be inspected and tested by a competent person, following HSE guidelines and within the recommended timescales.
- Any additions or changes to the Academy's wiring must be inspected and tested by a competent person before power is applied.
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- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- The Academy does keep a register of all electrical equipment and any items that have failed should be disposed of or repaired and retested before being brought back in to use
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- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment should not be used.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.

- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.

4.5 Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe. The majority of potentially dangerous faults will be picked up by formal visual checks or by informal visual checks carried out by users.

The person responsible for ensuring that departmental inventories of equipment are drawn up is the Faculty Leader. The Estate Manager is responsible for ensuring the PAT testing is carried out.

All electrical faults must be reported to the Estates Manager.

Electrical testing where the needs for such has been identified must be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

4.6 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art, Science Department, and by the caretakers.

More detailed information is contained in the booklet entitled - **COSHH: A brief guide to the Regulations (INDG136 rev3- ISBN 071762982)** which has been distributed to all academies, further copies can be obtained from the Corporate Health & Safety Section (Tel: 676069/676092//676374/676710).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Faculty Leader though the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded.

General risk assessments have been drawn up by CLEAPPS for most substances in use in CDT and Science.

For other substances not covered by these assessments, such as those in Art Departments, an assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form

and guidance on its completion can be obtained from the Corporate Health & Safety Section (Tel: 676069/676092/676374/671722).

Secondary Academy's should ensure that they have the following publications all of which contain guidance on compliance with COSHH:-

Risk Assessments for Technology in Secondary Academy's: CLEAPPS

Risk Assessments for Science LIG6: CLEAPPS

Hazards: CLEAPPS

4.7 Asbestos Containing Materials

In accordance with the requirements of the Control of Asbestos at Work Regulations 2006 and Control of Asbestos Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the Academy.

The Principal shall ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of suspected asbestos containing materials. The 'Confirmation of access sheet' provided with survey should be signed to evidence this.

4.8 Glass and Glazing

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992.

The survey report shall be kept with the Health & Safety Policy and Procedures Manual and be available for inspection by enforcing authorities. All glazing installs comply with the minimum BS6206 standard.

All new glazing installed in the Academy will comply with the regulations.

4.9 Students with Medical Needs

Whenever possible, students with medical needs will be supported in such a way as to minimise any disruption to their education. This Academy recognises and follows the Guidance produced by the Department for Education & Skills: Managing Medicines in Schools and Early Years Settings (March 2005), 'Supporting Pupils at School with Medical Conditions' (April 2014) and this was replaced in December 2015 with Supporting pupils at school with medical conditions.

For further advice or if you have any concerns, contact the school nurse:
Alexandria Taylor 07785 517133

A lockable fridge is available in the medical room for the safe storage of student medications.

The photographs of students with specific allergies which may require the administration of an epi-pen are displayed in the Medical Treatment Room and in the Canteen food preparation area.

4.10 New and Expectant Mothers

The 1999 Management of Health and Safety at Work regulations require that general risk assessment for any employee is checked and updated if they suspect it is no longer valid, or there have been significant changes to anything it relates to. Furthermore regulations 16-18 When a member of staff provides written confirmation to the Principal stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Academy should immediately take into account any risks identified in their workplace risk assessment. This should include the facility to park within designated disabled parking bays within the Academy car park.

This requires a regular monitoring and review process to take into account possible risks that may occur at different stages in the pregnancy of a member of staff (or student).

This is important because the risk of damage to the unborn child may rise at different stages of a pregnancy from any process, working condition or physical, biological or chemical agents. For example, dexterity, agility, co-ordination, speed of movement and reach may be impaired because of increased size as the pregnancy progresses.

If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then the Academy must take action to remove, reduce or control the risk. If the risk cannot be removed employers must take the following actions:

- **Action 1** - Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- **Action 2** - Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible;
- **Action 3** - Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

The Workplace (Health, Safety and Welfare) Regulations 1992 specify that the Academy is legally required to provide somewhere for pregnant and breastfeeding employees to rest. Where necessary, this should include somewhere for them to lie down. Pregnant members of staff are entitled to more frequent rest breaks. The duration and timing of such breaks should be agreed during periodic reviews. Similarly, it is not suitable for new mothers to use toilets for expressing milk. In such instances, the staff room or medical room can be used to rest or express and store milk.

The Academy recognises that there are no legal restrictions on breastfeeding at work or any time limit for doing so. This is something for the individual member of staff to decide and it should not prevent them from returning to work. However, the member of staff should provide the Principal with written notification of the intention to breastfeed, so that the Academy can ensure that the member of staff returns to a healthy, safe and suitable environment

4.11 Working Temperatures

The Workplace (Health, Safety and Welfare Regulations 1992 as amended 2002 specifies that a reasonable temperature must be maintained during working hours and sufficient thermometers must be provided to enable people at work to determine the temperature in any workroom. The regulations also require that the temperature should be comfortable (without the need for special clothing).

The Education (School Premises) Regulations 1999 state that a heating system should be capable of maintaining temperatures appropriate to a room's normal use and specifically, when the outside temperature is minus 1°C:

- 21°C in areas where occupants are lightly clad and inactive (e.g. medical inspection rooms);
- 18°C where there is an average level of clothing and activity (e.g. classrooms);
- 15°C in areas where the occupants are lightly clad where activity is vigorous (e.g. gymnasias) and circulation areas.

Thermometers should be available for staff to monitor temperatures in all rooms. During winter so that adjustments to the central heating system can take place to ensure minimum reasonable temperatures are provided. During summer thermometers should be available in first floor rooms in A Block, B Block and E Block which are particularly vulnerable to excessive heat. At times of excessive heat all practicable measures should be taken to ensure a comfortable working environment for staff and students. Such measures might include the provision of fans and the re-rooming of classes.

There are no statutory upper limits on working temperatures. The World Health Organisation recommends 24°C as a maximum temperature for comfortable working, the Chartered Institute of Building Services suggests 21°C to 23°C in educational buildings and also suggests that when a heating system is switched off, the recommended temperature for all spaces is 23°C with a swing of not more than 4°C. Peak air temperatures should not exceed 28°C during normal working hours.

Should temperatures become unduly excessive for a period of time it may become necessary for the Principal to put in place appropriate emergency measures which include closure or partial closure of the Academy.

4.12 Ventilation

The Education (School Premises) Regulations 1999 require that all classrooms and working areas should be capable of being ventilated at a minimum of eight litres of fresh air per hour for each person normally occupying these areas to maintain comfortable conditions. If an area, e.g. Washrooms and changing rooms, cannot provide adequate cross-ventilation (i.e. six changes of air per hour) by natural means, then it should be mechanically ventilated.

A supply of fresh air in the classroom is essential. Working in a high temperature can lead to loss of concentration, irritability, headaches, tiredness and discomfort. It can make people more vulnerable to accidents and affect the quality of their work. All practicable measures must be taken to ensure adequate ventilation, particularly in classrooms in which restrictors have been retro-fitted to prevent full opening of windows.

4.13 Training Needs

Section 2 of the 1974 Health & Safety at Work Act requires employers to provide employees with any required information, instruction, training and supervision.

To meet the requirements of the Manual Handling Operations Regulations 1992 as amended in 2002, the following staff should be trained in manual handling:

- Caretakers
- IT technicians
- Design technician
- Drama staff – movement of props
- Photocopying support staff/Appointed Person first aid
- Teaching assistants assigned to disabled students in wheelchairs
- Teaching staff who teach disabled students in first floor classrooms, without assigned teaching assistants

In addition to manual handling training the last three groups of staff will require EVAC training and client handling training.

To meet the requirements of the 2005 & 2007 Work at Height Regulations, the following staff, should be trained in the use of step ladders:

- Caretakers
- IT technicians
- Science technicians
- Design & Food Technology technicians
- Teaching assistants – displays
- Estate Manager
- Art teaching staff

To meet the requirements of the Food Safety Act 1990, the following staff, should be trained in Food Hygiene:

- Food Technology teaching staff
- Food Technology technician

To meet the requirements of regulations 1 and 2 of the 1992 Health and Safety Display Screen Equipment Regulations, the following staff should be provided with initial training in the proper use & set up of their work stations and refresher training if their work stations should be modified.

- ICT teaching staff
- ICT technicians
- Office staff

To meet the requirements of regulations 8 and 9 of the 1998 Provision and Use of Work Equipment Regulation, the following staff should be trained in the safe use of equipment:

- Design & Food Technology technicians
- Design & Food Technology teaching staff
- Caretakers
- Art teaching staff

- Drama teaching staff
- Music teaching staff
- Science staff

In addition all staff issued with a laptop should be trained in the correct, safe use and procedures for checking the power lead and AC adapter.

4.14 Outdoor Education Activities and School Trips

The academy recognises the importance of ensuring that outdoor education activities and school trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of pupils on Educational Visits.

The educational visits coordinator has responsibility for onsite advice/co-ordination of offsite trips and educational activities.

A separate policy is available for educational visits on the Sutton Academy website

5.0 CURRICULUM SAFETY MATTERS

5.1 Craft Design Technology (Woodwork, Metalwork and Heat Processes)

The Faculty Leader shall ensure that teaching staff and technicians operating/tutoring on woodworking machines are competent by virtue of them holding a recognised training award or having received approved training in:-

- a) Correct use of the machine;
- b) Methods of using the guards and other safety devices connected with the machine.

The responsible Faculty Leader shall ensure that employees using gas or electric welding/cutting equipment are competent by virtue of them having received appropriate approved training.

The responsible Faculty Leader/Class Teachers shall ensure that students do not use the following woodworking machinery:-

Circular saw
Surface planer/thicknesses
Single spindle moulding machine

The responsible Faculty Leader/Class Teachers shall ensure that students operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.

The responsible Faculty Leader shall ensure that teachers/technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-

BS 4163 2014 Code of Practice: - Health and Safety for Design and Technology in Academies and similar establishments.

CLEAPPS Risk Assessments for Technology in Secondary Academies..

The responsible Faculty Leader shall ensure that the names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.

The responsible Faculty Leader shall ensure that local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the Academy by the Children & Young People's Services Departments Property Services Officer. Copies of the tests results shall be retained for inspection.

The responsible Faculty Leader shall ensure that adequate provision is made for the storage of compressed gases in accordance with BS: 4163 (2014). Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.

The responsible Faculty Leaders shall ensure that the students have access to the following personal protective equipment, as required by the CLEAPPS guidance:

- Ear defenders/plugs
- Eye protection
- Gloves.

Teachers shall ensure that students operating machinery/equipment are issued with and wear the appropriate personal protective equipment.

5.2 Food Technology

The responsible Faculty Leader shall ensure that appropriate sections of the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006 and the St Helens Local Authority Food Standards CYPS 006 document are complied with.

The responsible Faculty Leader shall ensure that teaching staff and technicians are competent by virtue of them holding a recognised training award or having received approved training in food hygiene to a minimum of Level 2.

The responsible Faculty Leader shall ensure that appropriate risk assessments are completed and issued to all food technology staff.

The responsible Faculty Leader/Class Teachers to ensure students using food preparation equipment are adequately supervised and briefed in terms of health and safety issues, such as when working with knives, kettles, deep fat fryers, microwave ovens, gas/electric hobs & ovens, food processors, whisks and hand blenders.

The responsible Faculty Leader shall ensure that all class rooms and store rooms are maintained in a safe condition, by requiring all department staff to keep the floors free from slip/trip hazards and that all materials/equipment/props are stored in an appropriate manner to conform with Regulation 12 (3) of the Workplace (Health, Safety and Welfare) Regulations 1992.

The responsible Faculty Leader shall ensure that all fridges & freezers operate within prescribed temperature limits and that each fridge/freezer has a thermometer and that temperatures are checked regularly.

The responsible Faculty Leader shall ensure that all food stocks are stored in appropriate containers. That food stocks are stored in such a way as to prevent contamination by vermin and does not attract vermin.

The responsible Faculty Leader shall ensure that an appropriate cleaning schedule is maintained for:

- Work surfaces & chopping boards
- Equipment and utensils
- Fridges & freezers
- Ovens, hobs & microwave ovens
- Food preparation/hand washing sinks
- Dishwashers

5.3 Physical Education

The Principal/the responsible Faculty Leader shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education.

The Faculty Leader shall ensure that Risk Assessments are undertaken for activities within Physical Education. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all academies.

The Estate Manager shall ensure that gym equipment is within current test period and adequately maintained and inspected. Teachers must ensure the equipment is safe to prior to use on a daily basis.

The Class Teacher shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

The responsible Faculty Leader/Class Teachers shall ensure that students using the equipment are adequately supervised in accordance with the guidance given in the afPE publication.

Class Teachers shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all academies.

Team Managers should be aware of and implement all new guidelines issued for football and rugby with regard to Concussion

The responsible Faculty Leader shall ensure that the office and storage containers are maintained in a safe condition, by requiring all department staff to keep the floors free from slip/trip hazards and that all materials/equipment/props are stored in an appropriate manner to conform with Regulation 12 (3) of the Workplace (Health, Safety and Welfare) Regulations 1992.

5.4 Art

The responsible Faculty Leader shall ensure kiln(s) are separated from main teaching area by means of a specific kiln room or separation from the teaching area by a secure fence or cage providing a physical barrier. The kiln(s) door/cage providing access to the kiln will be kept locked at all times it is not in use and students will not be allowed access at any time.

The responsible Faculty Leader shall ensure that all class rooms and office/store rooms are maintained in a safe condition, by requiring all department staff to keep the floors free from slip/trip hazards and that all materials/equipment/props are stored in an appropriate manner to conform with Regulation 12 (3) of the Workplace (Health, Safety and Welfare) Regulations 1992.

The responsible Faculty Leader shall ensure COSHH assessments have been carried out on substances within their department and that information on their use, storage, transportation and disposal has been given to staff. Where COSHH assessments are not available the Faculty Leader must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

The responsible Faculty Leader/Class Teachers to ensure students using art equipment are adequately supervised and briefed in terms of health and safety issues, such as when working with hot wax tainting pans, hot glue guns, craft knives and modelling clay.

The responsible Faculty Leader shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes:-

- Respiratory protection
- Eye protection
- Gloves

5.5 Science

The responsible Faculty Leader shall ensure that teaching staff and technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazards.

The responsible Faculty Leader shall ensure that equipment including fume cupboards are adequately maintained and tested by a competent engineer and is within the current test period. The testing shall be organised on behalf of the Academy by the Children & Young People's Services Departments Property Services Officer. The results of tests shall be retained for inspection.

The responsible Faculty Leader shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

The responsible Faculty Leader shall ensure that the CLEAPSS hazards are kept up to date and COSHH assessments have been carried out where required.

The responsible Faculty Leader shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work once every five years. The testing shall be organised on behalf of the Academy by the Children & Young People's Services Department Property Services Officer. (Gas Guard equipment is used throughout the site).

The responsible Faculty Leader/Class Teachers shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place. (Gas Guard equipment is used throughout the site.)

Class Teachers shall ensure gas isolation valve is operational at the start of each class.

The responsible Faculty Leader shall ensure that all science labs are kept locked when not being directly supervised by a member of staff.

The responsible Faculty Leader shall ensure that food and drink are not consumed in science labs, by staff or students.

The responsible Faculty Leader shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines. The Faculty Leader shall ensure that the radiation source log book is kept up to date.

St Helens Council have appointed a Radiation Protection Officer under the Ionising Radiation Regulations 1999 to liaise with the Radiation Protection Supervisor on the management and use of the sources held by the Academy, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals. The Radiation Protection Officer is a member of the Corporate Health & Safety Team and they can be contacted on 01744 676092.

The responsible Faculty Leader shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiations and Radioactive Substances 2001.

Guidance: Advice on Ionising Radiation can be provided by the Corporate Health & Safety Section (01744) 676092 and/or CLEAPSS

5.6 Drama Theatres

The Faculty Leader shall ensure that staff and technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

The responsible Faculty Leader shall ensure that all theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.

The responsible Faculty Leader shall ensure that all hired electrical equipment is within current certification (12 months).

The responsible Faculty Leader shall ensure that staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.

The responsible Faculty Leader shall ensure that the use of the following equipment is under the control of a person competent in its use and the activity subject to a specific risk assessment:

- Smoke and Vapour effect units
- Lasers
- Strobe Lights

The responsible Faculty Leader shall ensure that this equipment whilst not in use is stored in a secure manner, so that students may not gain access to it.

**Guidance: Smoke/vapour effect units must only use water based fluids.
The use of Dry Ice Units is prohibited.**

The responsible Faculty Leader shall ensure that the Arts Centre store room and office are maintained in a safe condition, by requiring all department staff to keep the floors free from slip/trip hazards and that all materials/equipment/props are stored in an appropriate manner to conform with Regulation 12 (3) of the Workplace (Health, Safety and Welfare) Regulations 1992.

The responsible Faculty Leader shall ensure that ladder boards are kept securely in place at all times that access to the Arts Centre gantry is not required. Furthermore, that during such times that ladder boards are removed for access to the gantry, sufficient supervision is in place to ensure students do not attempt to climb the fixed vertical ladders and gain access to the gantry.

The responsible Faculty Leader shall ensure that no member of staff will attempt to use extendable ladders, within the Arts Centre, for the purpose of:

- re-adjusting ceiling mounted lighting
- replacing bulbs
- positioning scenery/set dressing

5.7 Work Experience/Placements

This Academy recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to students.

Placement providers shall be vetted prior to use by Academy staff.

To this end, the Academy will follow the HSE guidelines on Managing Health and Safety on Work Experience: A Guide for Organisers (HSG 199 - January 2000) and Young People and Work Experience (INDG 364 rev1).

Appendix 1 - First Aiders

Staff Name	Date of Course/Course Name	Dept/Location	Certificate Number	Certificate Date	Certificate Expiry Date
Adam Friar	First Aid at Work	Head of year	2351376	11-Feb-20	11-Feb-23
Suzanne Jennings	First Aid at Work	Admin	2100050321	06-May-21	05-May-24
Simon Holme	First Aid at Work	PE	2100093547	15-Jul-21	14-Jul-24
Chantelle Nichols	First Aid at Work	KS5/English	2656010	13-Oct-21	13-Oct-24
Rob Hodgson	Emergency First Aid at Work	ALT	2100166033	19-Nov-21	18-Nov-24
Dean Courtney	Emergency First Aid at Work	Maths	2100166034	19-Nov-21	18-Nov-24
Jen Dempsey	First Aid at Work	6 th Form	2100178287	08-Dec-21	07-Dec-24
Helen Howsham	First aid at work	LSA	2200020439	28-Jan-22	27-Jan-25
Luke Sawyer	First aid at work	PE	2200020440	28-Jan-22	27-Jan-25
Rachel Lithgow	First Aid at work	PE	2200024222	03-Feb-22	02-Feb-25
Dave Hughes	First aid at work	6 th form	2200024223	03-Feb-22	02-Feb-25
Drew Johnson	First Aid at Work	Gold/DofE	1900056179	17-Mar-22	16-Mar-25
Simon Crowder	First Aid at Work	MFL	1900076384	22-Apr-22	21-Apr-25
Emma Whiteside	First Aid at Work	PE	1900076378	27-Apr-22	26-Apr-25
Rob Smith	First Aid at Work	Invigilator/PE	2200082121	29-Apr-22	28-Apr-25
Tom Langford	First Aid at Work	PE	2200083047	06-May-22	05-May-25
Clair Pilling	First Aid at Work	Admin	1900152529	28-Jun-22	27-Jun-22
Heather Worrall	First Aid at Work	English	2200128464	07-Jul-22	07-Jul-25
Adrian Cawley	First Aid at Work	PE	1900151725	13-Sep-22	12-Sep-25
Nicola Egerton	Emergency First Aid at Work	PE	2184817	29-Sep-22	28-Sep-25