


Inspire Partnership Academy Trust Health and Safety (Template Policy)

Approval Date:	December 2023
Approved by:	Trust Board
Policy Owner:	Alan Williams
Review date:	December 2024
Trust Chair Signature	

Contents

Contents	1
1. Statement of Intent	3
2. Roles and Responsibilities	4
2.1. Introduction	4
2.2. The Trust Board	4
2.3. Chief Executive Officer (CEO)	4
2.4. Health and Safety Officer	4
2.5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility	5
2.6. Special Obligations of Class Teachers	6
2.7. Obligations of the Kitchen Manager	6
2.8. Health and Safety Committee	7
2.9. Obligations of All Employees	7
2.10. Obligations of Contractors	7
2.11. Pupils	8
3. Arrangements	8
3.1. Introduction	8
3.2. Accident and Incident Reporting	8
3.3. Asbestos - if applicable	8
3.4. Contractors	9
3.5. Curriculum Safety (including out of school learning activities)	9
3.6. Display Screen Equipment	9
3.7. Educational Visits and Journeys	9
3.8. Electrical Safety	9
3.9. Fire Precautions and Emergency Procedures	10
3.10. The Regional / School Premises Manager is responsible for:	10
3.11. First Aid	10
3.12. Hazardous Substances	10
3.13. Inclusion	11
3.13.6. Lettings/shared use of premises/use of Premises outside School Hours	11
3.14. Lone Working	11
3.15. Managing Medicines & Drugs	12

3.16.	Maintenance and Inspection of Equipment	12
3.17.	Manual Handling and Lifting	12
3.18.	PE Equipment	12
3.19.	Personal Protective Equipment (PPE)	13
3.20.	Risk Assessments	13
3.21.	Security/Violence	13
3.22.	Site Maintenance	14
3.23.	Smoking	14
3.24.	Staff Training & Development	14
3.25.	Stress and Wellbeing	14
3.27.	Visitors	15
3.28.	Working at Height	15
3.29.	Control of Infections	15
4.	Conclusions	16
	Appendix 1 Organisational Chart	17
	Appendix 2 Supporting Policies and Procedures	18
	Appendix 3 Member of Staff Acknowledgement	19
	Further Guidance and Resources	20

1. Statement of Intent

Delce Academy recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training, and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____ Signature: _____

(Chair of Trustees)

Name: _____ Signature: _____

(The Headteacher)

Date: _____

[The Policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

2. Roles and Responsibilities

2.1. Introduction

To achieve compliance with the Statement of Intent, the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

2.2. The Trust Board

The Trust Board is responsible for ensuring that:

- The health and safety policy statement is clearly written, and it promotes a positive attitude towards safety in staff and pupils.
- The Headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge, and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and Policy and procedure revised, as necessary.

2.3. Chief Executive Officer (CEO)

2.3.1. Reporting to the Trust Board, the CEO has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.

2.3.2. He will plan as necessary to make human, financial, and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

2.3.3. He provides the final authority on matters concerning health and safety at work.

2.3.4. He will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.

- 2.3.5. For schools, the CEO delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Headteacher who may delegate management of health and safety to the nominated “Health and Safety Officer”.
- 2.4. Health and Safety Officer
- 2.4.1. Margaret Phipps, Caretaker working in conjunction with The Trust’s Health & Safety Consultants (Judicium for Greenwich and Medway, Gallagher for Croydon) and the Health & Safety Committee, will advise the Headteacher on health and safety policy. Acting for and on behalf of The Headteacher, he/she has the responsibility for implementing and monitoring the Policy, principally through the school leadership team.
- 2.4.2. The H&S Officer achieves this by ensuring that:
- This Policy is clearly communicated to all relevant persons.
 - Appropriate information on significant risks is given to visitors and contractors.
 - Appropriate consultation arrangements are in place for staff and their safety representatives.
 - All staff are provided with adequate information, instruction and training on health and safety issues.
 - Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their responsibilities and have sufficient experience, knowledge, and training to undertake them.
 - Risk assessments of the premises and working practices are undertaken.
 - Safe systems of work are in place as identified from risk assessments.
 - Emergency procedures are in place.
 - Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
 - Records are kept of all relevant health and safety activities, e.g., assessments, inspections, accidents, etc.
 - Arrangements are in place to inspect the premises and monitor performance.
 - Accidents are investigated, and any remedial actions required are taken or requested.
 - The activities of contractors are adequately monitored and controlled.
 - A report to the Trust Board on the health and safety performance of the school is completed termly.
- 2.5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility
This includes the Senior Leadership Team, Middle Leaders, School Business Managers or equivalent, and Regional / School Premises Manager. They must:
- Apply the school’s Health and Safety Policy to their own department or area of work and be responsible to the Headteacher for the application of the health and safety procedures and arrangements.
 - Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to The Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety, and welfare problems that members of staff refer to them and refer to The Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for The Headteacher.

2.6. Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their The Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Premises Manager.
- Report all accidents, defects, and dangerous occurrences to The Headteacher or Premises Manager.

2.7. Obligations of the Kitchen Manager

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.

- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Regional / School Premises Manager or The Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- School staff must not use the catering facilities and equipment without the prior agreement of The Headteacher and Kitchen Manager.

2.8. Health and Safety Committee

- 2.8.1. The Trusts Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative.
- 2.8.2. The Committee will review all health, safety, and security matters, including a review of Policy at least annually.
- 2.8.3. The Committee will advise the Headteacher and the H&S Officer, of any current issues in respect of Health, Safety and Security.
- 2.8.4. The Health and Safety Committee will comprise Loni Stevens and Margaret Phipps.
- 2.8.5. Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

2.9. Obligations of All Employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- Observe all instructions on health and safety issued by the Trust Board, The Headteacher, H&S Officer or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with the current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those who are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

2.10. Obligations of Contractors

- 2.10.1. When the premises are used for purposes not under the direction of The Headteacher, e.g., the provision of school meals, then, subject to the explicit agreement of the Trust Board, the principal person in charge of

the activities will have responsibility for safe practices in the areas under their control.

- 2.10.2. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils, and visitors.
- 2.10.3. All contractors must be aware of the School health and safety policy, Managing Contractors policy and any emergency procedures and always comply with these.
- 2.10.4. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils, and visitors.

2.11. Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. Arrangements

3.1. Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The below provides a summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

3.2. Accident and Incident Reporting

- 3.2.1. All staff are required to ensure that all accidents are reported to the Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported using the Trusts official reporting processes and forms and also to the Health and Safety Executive as appropriate.
- 3.2.2. All incidents or near misses – i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps are taken to prevent a more serious reoccurrence.

- 3.3. Asbestos - if applicable
 - 3.3.1. All employees must read and ensure they have read and understood the Trust's Asbestos Management policy.
 - 3.3.2. The Regional / School Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
 - 3.3.3. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher/Premises Manager.
 - 3.3.4. Staff must report any damage to asbestos materials immediately to the Headteacher.
 - 3.3.5. Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify the CEO.

- 3.4. Contractors
 - 3.4.1. The Regional / School Premises Manager is responsible for the selection and management of contractors in accordance with the Trusts Managing Contractors' Policy.

- 3.5. Curriculum Safety (including out of school learning activities)
 - 3.5.1. All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.
 - 3.5.2. The risk assessments must be made known to all teaching and support staff and reviewed regularly.
 - 3.5.3. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

- 3.6. Display Screen Equipment
 - 3.6.1. The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.
 - 3.6.2. Regular laptop users will be provided with docking stations.
 - 3.6.3. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

- 3.7. Educational Visits and Journeys
 - 3.7.1. The Headteacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

3.8. Electrical Safety

- 3.8.1. The Regional / School Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years (or as required) by a competent person, and any identified remedial work is undertaken without delay.
- 3.8.2. The Regional / School Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.
- 3.8.3. All staff must be familiar with school procedures and report any problems to the Regional / School Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

3.9. Fire Precautions and Emergency Procedures

- 3.9.1. The Headteacher is responsible for ensuring:
 - That a Fire Risk Assessment is completed and reviewed annually.
 - That the school emergency plan and evacuation procedures are regularly reviewed.
 - The provision of fire awareness training to all staff.
 - That an emergency fire drill is undertaken every term.
 - The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

- 3.10. The Regional / School Premises Manager is responsible for:
 - The formal maintenance and regular testing of the fire alarm and emergency lighting.
 - The maintenance and inspection of the firefighting equipment.
 - The maintenance of exit/escape routes and signage.
 - Supervision of contractors undertaking hot work.
 - All staff must be familiar with the school Fire Safety Risk Assessment, the school emergency plan, evacuation procedures and the school Fire Management policy.

3.11. First Aid

- 3.11.1. The names of the school's qualified First Aiders are displayed on the notice board in the staff room.
- 3.11.2. First Aid supplies are kept in all classrooms and main office area and it is the responsibility of Hannah Chandler to ensure that stocks of supplies are kept up to date.
- 3.11.3. All staff must be familiar with the school arrangements for First Aid and school First Aid and Medicines Policy.

3.12. Hazardous Substances

- 3.12.1. The Regional / School Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- 3.12.2. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 3.12.3. All staff are reminded that no hazardous substances should be used without the permission of the Regional / School Premises Manager who will complete an assessment for any authorised products.
- 3.12.4. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.
- 3.12.5. Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.13. Inclusion

- 3.13.1. Delce Academy complies with the School policy for Inclusion, and all teaching and support staff should be familiar with this Policy and supporting guidance.
- 3.13.2. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety, and welfare of any pupil with SEND.
- 3.13.3. All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- 3.13.4. The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable.
- 3.13.5. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.
- 3.13.6. Lettings/shared use of premises/use of Premises outside School Hours
- 3.13.7. The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.
- 3.13.8. The Regional / School Premises Manager is responsible for managing the arrangements for lettings, e.g., staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.14. Lone Working

- 3.14.1. Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 3.14.2. Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- 3.14.3. Any member of staff working after hours must notify the Headteacher and School Premises team of their location and intended time of departure.
- 3.14.4. Lone workers should not undertake any activities which present a significant risk of injury.

3.15. Managing Medicines & Drugs

- 3.15.1. No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
- 3.15.2. Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.
- 3.15.3. The school policy for First Aid and Medicines provides detailed guidance, and all staff should be familiar with this Policy.

3.16. Maintenance and Inspection of Equipment

- 3.16.1. The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Regional / School Premises Manager.
- 3.16.2. Where delegated budget holders hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- 3.16.3. All faulty equipment must be taken out of use and reported to the school premises team. Staff must not attempt to repair the equipment themselves.

3.17. Manual Handling and Lifting

- 3.17.1. The Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.
- 3.17.2. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Team for assistance.
- 3.17.3. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 3.17.4. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.18. PE Equipment

- 3.18.1. The Physical Education lead is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- 3.18.2. Risk assessments have been completed for all PE activities, and all staff must be familiar with these.
- 3.18.3. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- 3.18.4. All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- 3.18.5. Pupils must not use the PE equipment unless supervised.
- 3.18.6. Any faulty equipment must be taken out of use and reported to the Regional / School Premises Manager.

3.19. Personal Protective Equipment (PPE)

- 3.19.1. Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.
- 3.19.2. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.
- 3.19.3. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
- 3.19.4. PPE must be kept clean and stored in designated areas.
- 3.19.5. Staff must report any lost or damaged PPE to the Headteacher or Regional / School Premises Manager

3.20. Risk Assessments

- 3.20.1. It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks in the school.
- 3.20.2. The Headteacher is responsible for undertaking general risk assessments except for the areas listed below.
- 3.20.3. Heads of Department will undertake risk assessments for their specialist areas.
- 3.20.4. The Regional / School Premises Manager will undertake risk assessments for maintenance and cleaning.
- 3.20.5. The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

3.21. Security/Violence

- 3.21.1. The Regional / School Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings, and external lighting.
- 3.21.2. The Regional / School Premises Manager is also responsible for the security of the site during after school use and lettings.
- 3.21.3. The numbers on security pads will be changed at regular intervals, and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent. If applicable include similar control and change as appropriate for the school system
- 3.21.4. Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.
- 3.21.5. If an intruder becomes aggressive staff should seek assistance.
- 3.21.6. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.
- 3.21.7. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

3.22. Site Maintenance

- 3.22.1. The Regional / School Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- 3.22.2. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.
- 3.22.3. All staff are responsible for reporting any damage or unsafe condition to the Premises Team immediately.

3.23. Smoking

- 3.23.1. It is illegal to smoke anywhere on the school premises.

3.24. Staff Training & Development

- 3.24.1. The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- 3.24.2. All new staff will receive specific information and training as part of the school induction process.
- 3.24.3. All staff will receive fire awareness training on an annual basis.

- 3.24.4. staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction, and training to enable them to carry out these duties.
- 3.24.5. Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

3.25. Stress and Wellbeing

- 3.25.1. The Trust Board and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:
 - An environment in which there is good communication, support, trust and mutual respect.
 - Training to enable them to carry out their jobs competently.
 - Control to plan their own work and seek advice as required.
 - Involvement in any major changes.
 - Clearly defined roles and responsibilities.
 - Consideration of domestic or personal difficulties.
 - Individual support, mentoring and referral to outside agencies where appropriate.
 - All employees must ensure that they read and understand the school Well-being policy.

3.26. Swimming

- 3.26.1. Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.
- 3.26.2. Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside.
- 3.26.3. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

3.27. Visitors

- 3.27.1. All visitors must sign in and out at the school reception. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.
- 3.27.2. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is applicable.

- 3.27.3. Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area, e.g., asbestos, fragile roofs.

3.28. Working at Height

- 3.28.1. The Regional / School Premises Manager is responsible for the purchase and maintenance of all ladders in the school.
- 3.28.2. All ladders conform to BS/EN standards as appropriate.
- 3.28.3. The Regional / School Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.
- 3.28.4. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
- 3.28.5. If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.
- 3.28.6. Do not work at height when you are alone. If you are planning to use a step ladder, ask the Premises Team to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- 3.28.7. Your knees should be no higher than the top platform of the ladder.
- 3.28.8. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

3.29. Control of Infections

- 3.29.1. The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- 3.29.2. Staff are responsible for complying with the Control of Infections Policy.

4. Conclusions

- 4.1. This Health and Safety policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to health and safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this Policy.
- 4.2. This Policy is supported by other associated policies that explain how specific issues are managed by the school and who has management responsibilities for those issues.

Appendix 1 Organisational Chart

Regional Hub	School	Site	Legal Responsibility		Delegated Responsibility			
			Employer	CEO	Headteacher	Premises Manager	Site Lead	Compliance Officer
Greenwich	Foxfield	-	The Trust	Robert Carpenter	Megan Minnett & Tatum Sharp	William Connolly	Keith Brizell	Robert Ivie
	Woodhill	-	The Trust	Robert Carpenter	Owen Philips	William Connolly	Maurice Greaves	Robert Ivie
	Rockliffe	-	The Trust	Robert Carpenter	Nancy Cook	William Connolly	Bradley Cahill	Robert Ivie
Croydon	Forest	-	The Trust	Robert Carpenter	Swabra Lloyd	Marley Williams	Clive Sell	-
	West Thornton	Rosecourt Road Canterbury Road	The Trust	Robert Carpenter	Donna Callaghan Jonathan Owen	Marley Williams	Yusuf Ghori Agency	- -
	Woodside	-	The Trust	Robert Carpenter	Imandeep Atwel	Marley Williams	Dean Escrader	-
Medway	Delce	-	The Trust	Robert Carpenter	Loni Stevens	James Ryan	Maggie Phipps	-
	Elaine	-	The Trust	Robert Carpenter	Sarah Martin	James Ryan	Jeffrey Smith	-
	Maundene	-	The Trust	Robert Carpenter	Joanne Capes	James Ryan	Mason Levey	-

*Role holders subject to change / responsibility lies with the current post holder & the policy will be updated as appropriate

Appendix 2 Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on the G Drive and Inspire Together Platform

- Educational Visits
- First Aid and Administration of Medicines
- Managing Contractors
- Safeguarding Policy (Child Protection)
- Curriculum Specific Policies
- Behaviour Policy
- Code of Conduct
- Fire Safety Management Policy
- Control of Infections Policy
- Wellbeing Policy

Appendix 3 Member of Staff Acknowledgement

HEALTH AND SAFETY POLICY

I have read and been informed about the content, requirements, and expectations of the school Health and Safety Policy.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Delce Academy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S Officer in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice
<https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools & Colleges
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>