SANDWELL ACADEMY

# Health & Safety Policy

September 2026

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| **Policy Title:** | Health & Safety |
| **Policy Reference:** | SA / Staff |
| **Description:** | This safety policy manual set outs the management arrangements and commitment to ensuring the health, safety and welfare of staff, pupils, visitors and all other persons who might come into contact with the works and activities associated with Sandwell Academy. This document will be reviewed annually to ensure it is kept up to date, relevant, pragmatic and compliant with the law. |
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| **Contact:** | Name: Nick Gittings<br>Title: Facilities Manager<br>Email : ngittings@sandwellacademy.com |
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| **1.6** | **Sep 2025** | **Review and Update (Operations Manager now Facilities Manager)** |
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# The Requirements

This safety policy manual set outs the management arrangements and commitment to ensuring the health, safety and welfare of staff, pupils, visitors and all other persons who might come into contact with the works and activities associated with Sandwell Academy. This document will be reviewed annually to ensure it is kept up to date, relevant, pragmatic and compliant with the law.

- Documents pertaining to the management of Health and Safety will be made available to all employees, visiting Health and Safety Executive (HSE) Inspectors, visiting School Inspectors and auditors working on behalf of the employer. The file can be printed off as an uncontrolled PDF only.
- Individual contents will include the following;
    1. The most recent signed copy of the 'General Statement'
    2. A clear link to the persons responsible and the template forms in the associated resource documents and files.
    3. Reference and links to any safe working procedure documents and non safety specific standalone management plans. These may address whole school issues such as fire evacuation arrangements, first aid, accident recording, medical arrangements, asbestos management, Legionella management, supervision of pupils, security of site and facilities.
    4. The group and school pro-formas.

This and associated document is controlled by the Facilities Manager.

# General Statement of Policy

The **Governors** recognise and accept their responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. The Academy Trust expect that legal compliance is the minimum acceptable standard and will strive for ongoing improvement and the very highest levels of safety for all pupils, staff and anyone affected by its operations. In particular care will be taken to provide and maintain:

- A safe and healthy working environment
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage, transport and disposal of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work

The school will set annual safety improvement targets. The day to day duty of ensuring health and safety rests with the **Head** who will work on behalf of the **Governors** by providing and interpreting policy. Without detracting from this primary duty health, safety matters will be administered by **the Facilities Manager.**

The **Governors** will ensure that competent professional health and safety advice is provided to the school and provide any additional resources when required.
Employees are expected to be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees are expected to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.
Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the safety manual documents, of which this policy statement forms one part.

The policy statement and supporting standards and procedures will be reviewed annually if no significant change has occurred to prompt an earlier review. A copy will be available in reception of all main school buildings and posted in the school internet page.
The school set a high level of importance in educating children on personal safety issues in all its forms. The school will strive to enable children to learn and act in a way that encourages responsible actions and to recognise and manage risks in both everyday life and school activities.

The **Head** will report to **Governors** at least annually on all significant health and safety matters and as and when there is a major accident or incident.

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| Chairman of the Governors | Signed copy held |
| Signature | Date |
| Head Teacher | Signed copy held |
| Signed | Date |

# Organisation for Health & Safety Management

## Management Duties for Safety

It is the responsibility of the **Head** to ensure compliance with this health and safety policy document. Specific duties will be carried out directly or through delegation. The head teacher is responsible for:

A. Ensuring compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it.

B. To ensure that the necessary resources for implementation are available.

C. Set targets to improve on the previous year's health and safety performance and arrange resources to achieve these targets.

D. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities

E. Ensure that all significant risks are assessed and documented

F. Ensure that work in all its aspects is managed in an effective manner to ensure it is safe and without risks to health

G. Ensure that information, training, instruction and supervision is provided and that systems of work are safe

H. Make proper provision for occupational and pupil health

I. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires

J. Ensure that the conditions of licences are observed

K. To report to **Governors** termly

A number of the heads actions to assist delivery of these responsibilities will be delegated to others, as identified below. The head teacher is responsible for ensuring that those noted below are competent to perform these duties. When these members of staff are absent for significant periods, the head teacher will ensure adequate delegation of duties to alternative competent staff members.

### Line Management responsibilities

All managers with responsibility for staff are authorised to deal with concerns locally. Where concerns cannot be dealt with departmentally or have a potential whole school learning, then these shall be escalated for discussion.

All line managers will ensure the following;

- Risk assessments are conducted as per this policy document, utilizing the templates provided in the associated resource document.
- Relevant information, instruction and training is provided to ensure all employees can carry out their duties effectively and safely.
- Health and safety is constructively discuss and concerns address appropriately.

- Incident/ accident reporting is promoted and carried out as per this policy document utilizing the templates provided in the associated resource document.
- Incident/ accident investigation is carried out as per this policy document utilizing the templates provided in the associated resource document.
- Routine inspections are carried and defects are reported according as per this policy document utilizing the templates provided in the associated resource document.
- Departmental health and safety representation at the whole school health and safety committee meeting.

### Specific Duties

The following job roles are delegated a specific duty to ensure compliance with the relevant standard and ensure safety and health:

- **Facilities Manager** is responsible for premises including onsite traffic management.
- **Facilities Manager** is the fire manager with duties.
- **Facilities Manager** is responsible for asbestos management.
- **Facilities Manager** is responsible for Legionella risk assessment and control.
- **Facilities Manager** is responsible for minibus/transport management.
- **Deputy Head P.E.** is the educational visits co-ordinator.
- **Facilities Manager** in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties Training, environmental licences and disposal of wastes.
- **Facilities Manager** is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.
- **Head of Careers** is the work experience co-ordinator.
- **Head of Science** - is responsible for radiation protection arrangements.
- **Academy Nurse** is responsible for first aid and health management and promotion.

Line managers are required to notify the head teacher, the safety co-ordinator, and any other persons affected, of any planned, new or recently identified significant risks in their areas. Notification of the control measures required should also be reported to the head, as well as any significant breach of safety arrangements.

### Advisory Arrangements

**Facilities Manager** will act as the health and safety coordinator whose duties are to:

A. Review performance and work with the head teacher to develop improvement targets for the coming year.

B. Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the **Finance Director** early in each academic year and that a copy plus the 'Synopsis' is emailed to all employees early in each academic year.

C. Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.

D. Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections. (The 'Annual Checklists' in the associated

resource document to this policy and the “Requirements” identified in the policy are designed as internal audit tools to assist.)

E. Monitor the formal defect reporting procedure

F. Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE

G. Liaise with HSE/EHO/Fire Service as appropriate

The Co-ordinator must advise the head teacher and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the head teacher.

## Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Make themselves familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Safety Co-ordinator, or if necessary, the head teacher.

### Cross References

Other relevant school standards address welfare and health and safety issues. Examples are emergence response plan; pupil health and medication; SENDA (including physical accessibility); pupil behaviour; whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse. **Refer to staff policies on shared area**

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| Signature **(Head)** | Signed copy held | [Date] | |
| Endorsed by (**Chair of Governors)** | | [Date] | |
| Signed copy held: | | | |

# Arrangements to set, monitor and review safety standards

## Risk Assessment

Department Heads and line managers are responsible for producing an electronic register of all activities that require a documented risk assessment and for conducting the required risk assessments. The site manager will support the Department Heads to ensure that duplication of effort is minimised across the school and that the assessments are planned in a logical fashion.

Departmental heads are responsible for ensuring that all staff who will be affected by the outcomes of the risk assessments are consulted on the content, are trained and are made aware of the results and any required control measures.

Heads of departments will ensure that all staff teachers conduct a classroom risk assessment (as available from the HSE) at the start of each academic year. This assessment will be recorded by the site facilities manager.

The Site Manager will create a 'server area' where risk assessments will be stored. Old copies of risk assessments will be archived and stored indefinitely. Department heads are responsible for keeping records up to date.

Risk Assessments will not only take into account the physical aspects of an activity, but also the behavioural elements. For example, assessment of outside areas provided for pupils' use during their free time. Where ever possible risk assessments will be kept short and will include controls relating to specific risks e.g. COSHH, manual handling, work at height. Where some significant risk remains following the general assessment, a specific risk assessment will then be required. For example:

A general risk assessment for classroom work may identify a basic risk from manual handling, but a specific manual handling assessment is probably not required, however a general risk assessment for re-cladding an external wall may identify that there is a lot of lifting of heavy large panels and so a specific manual handling assessment may be undertaken to ensure that these specific risks are controlled.

In relation to visitors (who may be contractors), a sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out by the person in control of the task. This may be a contractor or school staff, as appropriate to this and the contractors policy.
Department heads will ensure that affected staff and other groups are consulted with as part of the risk assessment process.

Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly and at least annually if there has been no significant change. Risk assessments will be reviewed following accidents and near misses.

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| **The overall responsibility for ensuring Risk Assessments are completed is that of the:** | The Head |
| **Signed copies held:** | In departmental files |

## Information, Instruction, Training and Supervision

Safety information concerning the results of risk assessment must be provided to employees and others who are affected by the task.

Appropriate induction training must be provided for all new employees including temporary employees. See induction checklist in the associated resource document to this policy.

Following induction Department Managers will create a training record and plan for the training of staff. An example, training needs survey can be found in the associated resource document to this policy. Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Where the need for further specific training and instruction is identified, it must be provided. Health and safety will be a discussion point in both teaching and non-teaching appraisals.

The Department managers will retain training records which must be maintained and made available upon request.

The Site manager will identify job/departmental specific training needs and organisation specific training needs, such as for first aid and firefighting.

Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws.

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| **The responsibility maintaining provision of training is that of:** | **The Department Head/ Line Manager** |
| **Records of inspections held:** | **In department files** |

### Monitoring of safety standards

The site facilities manager will ensure that the following inspection and maintenance arrangements are conducted, recorded and made available upon request.

- Gas fired boilers and appliances – service annually
- Radioactive sealed sources - wipe test every twenty four months
- Electrical installations – inspect and test, at least every five years
- Portable electrical appliances – visual check before use inspect and test, annually
- Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. – test and service every six months - may include batteries and battery charging equipment
- Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly – may include batteries and battery charging equipment
- Fire alarm call points – test weekly on rotation, at least once each year.
- Fire extinguishers and other emergency fire-fighting equipment – service annually
- Fire exit routes – formally inspection at start of each term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months
- Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months and service regularly

- Eyebolts, man- safe and latchway systems – test/service annually
- Retractable audience seating – service annually
- Trees – inspect regularly in accordance with external professional's recommendation
- Safety devices attached to compressed gas containers – inspect monthly
- Fixed and portable pressure systems including bulk gas storage facilities – examine in accordance with written scheme
- Emergency stop buttons – test monthly
- Gymnasium equipment and play equipment – Termly visual in house, external inspection annually
- Fitness machines – inspect regularly according to use.
- Kitchen extract systems – cleaned regularly in accordance with risk assessment
- Access equipment including scaffold towers and ladders/step ladders – visual inspection pre use and documented six monthly check
- Guards, safeguards and safety devices fitted to work equipment (including machines) – visual before use and inspect at least monthly – service at least annually
- Premises, building fabric including asbestos, fixtures & fittings - particularly include items to reduce risk of slipping/falling which are major causes of accidents in schools – an example space /room survey appears in the associated resource document to this policy – inspect annually or in accordance with risk assessment. Formal defect reporting procedures are also required
- Lightening conductors – test annually
- PPE such as harnesses and lines – inspect/test monthly or prior to use in accordance with risk assessments

**Other regular actions required:**

- Health & safety Policy statement and manual reviewed annually
- Fire evacuation/drills – will be held at least every six months
- Health & safety training needs survey carried out annually and the results should be brought to the attention of the health and safety committee
- Risk assessments reviewed at least annually. However where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- Disaster Plan should be reviewed annually
- Legionella risk assessment will be reviewed biennially.

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| **The overall responsibility for managing safe use of COSSH related materials is that of:** | The Department Heads |
| **Records of maintenance and inspections are held:** | In department files |

## Accident[1] Records and RIDDOR

In order to be proactive in minimising any injury at school or work, it is important that all incidents and accidents are recorded.

### Recording

All injury accidents that occur on site, or while on school time will be reported to a first aider and recorded. The teacher supervising the activity or the line manager supervising the activity (for non-teaching activities) is responsible for ensuring prompt reporting and recording of injuries.

Records must be kept of all first aid provided using the B510 form, or equivalent. Bumps to heads and other significant accidents must be notified in writing to parents/carers at the end of the school day. Parents/ carers will be notified immediately of any incidents where the pupil is taken to hospital. Records will be stored securely in the first aid room, or personal files of students and be retained for at least 20 years, or until the student passes the age of 21, whichever is the sooner.
The school nurse will collate all first aid and accident data each month and provide this to the facilities manager for review with staff and the head teacher.

### Investigation

An investigation will be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. The head of department responsible for the activity where the incident occurred will notify the business manager of the incident. The business manager will then evaluate the need to complete a RIDDOR report and notify any other affected parties.

The Department head will conduct the initial report and investigation, if the incident is potentially complex or if the initial incident report incident identifies potentially serious effects or inappropriate behaviour the head teacher will arrange for either another independent departmental head or other independent person to investigate the incident and provide recommendations for preventing similar incidents in the future. The head teacher will “sign off” all accident investigations to ensure that they have been completed thoroughly and that the actions are appropriate. All recommendations will be allocated to a suitable person. Recommendations will be tracked via the safety committee.

The head of department responsible for the activity where the incident occurred will notify the business manager of the incident. The business manager will then evaluate the need to conduct a RIDDOR report.

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| **The responsibility for ensuring all incidents are reported and recorded is that of:** | The supervising teacher/ line manager for the activity. |
| **Signed copies held:** | In departmental files |

[1]Accidents include acts of violence to persons at work.

# Arrangements for managing specific risks

## Premises – Basic safety standards for Staff, Pupils and Visitors

The site facilities manager must insure that a workspace inspection is conducted on a weekly basis and that teachers complete a HSE classroom inspection at the start of each term. All these checks must be recorded by the site facilities manager. Defects are to be recorded and reported immediately to the site facilities manager and a log of maintenance or repair kept and made available upon request.

Heads of departments will ensure that all staff teachers conduct a classroom risk assessment at the start of each academic year. This assessment will be recorded by the site facilities manager.

The site facilities manager must ensure that statutory signs placed prominently throughout the school. For example:

- Health and Safety Law" posters are to be displayed in each department and correctly labelled with an upto date contact for health and safety.
- A current certificate of employers' liability insurance is to be displayed within the reception area.
- No Smoking notices must be displayed at all entrances.

In addition, directions signs will be maintained in the car park and at the entrance gates to indicate the whereabouts of reception. All visitors will be provided with safety information, to ensure key aspects of the site safety is communicated. Also, visitors who will be spending time on the premises unaccompanied by an employee will be supplied with emergency evacuation instructions (often this is on the reverse of visitor's badges). A visitor's books will be maintained, which will all visitors to sign 'in' and 'out'.

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. The site facilities manager will consider in the risk assessment, the risk any onsite vehicle movements.

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| **The responsibility for ensuring Workplace inspections and Statutory signs are in place is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Display Screen Equipment

Equipment used for educational purposes is not covered in this standard e.g. whiteboard or projection screen.

The school considers that users are people who, as part of their work have continuous spells of DSE work for an hour or more at a time, most working days, are classified as a DSE user. An assessment must be carried out on the workstations of each user upon starting work. During the induction an initial identification of needs should be conducted by the department manager, or other competent person identified. This must be recorded. The assessment must be carried out using the HSE VDU workstation checklist, and once an assessment has been carried out, any remedial action, as indicated by the checklist must be taken. Assessments must be reviewed at least every five years.

Where any employee “user” requests one, the school will pay for an eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician.

Where separate spectacles are recommended for use with DSE, the cost of a basic pair of glasses will also be met by the school.

All users must be provided with health and safety training about their equipment but in practical terms, there is likely to be considerable overlap between the training on the uses of the equipment, the software etc. and the health and safety training. (Information on possible ill health effects such as upper limb pain, eyesight defects, fatigue and stress etc. should also be given).

Line managers must check the assessments. It is their duty to follow through any actions identified. Guidance and a template form for conducting a DSE assessment is available in the associated resource document to this policy.

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| **The responsibility for ensuring DSE Assessments are completed and control measure implemented is that of the:** | Department Heads/ Line Managers |
| **Signed copies held:** | In departmental files |

## Manual Handling and Lifting

Each department or line manager must consider the manual handling activities that may pose significant risk within their area of responsibility. These will usually be covered in the general risk assessment, and all efforts will be made to avoid routine manual handling, in order to minimise the inherent risks.

Where manual handling cannot be avoided measures will be implemented where possible to reduce risk by mechanical or automated means. All employees at required to carry out manual handling activities will be provided with adequate training in order to allow activities to be carried out in a manner that will minimise risks. Initially a MAC tool will be used, then, if additional controls are deemed to be required and there is a significant risk, a full MH assessment, in line with the HSE manual handling risk assessment, where necessary.

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| **The responsibility for ensuring Manual Handling Assessments are completed and control measure implemented is that of the:** | Department Heads/ Line Managers |
| **Signed copies held:** | In departmental files |

## Noise Control

General risk assessments will identify higher noise levels across the school. Where it is considered likely that employees and pupils will be exposed to noise at or above the lower exposure action values determined by the HSE, the Site Facilities Manager will ensure that noise values will be identified by a specific survey and a specific noise risk assessment will be carried out in accordance with the guidelines set out in “Controlling noise at work” Guidance on Regulations.

In particular for teaching staff and technicians working within the resistant materials workshops. Disposable ear plugs or reusable muffs will be provided for use by staff and teachers in these areas. Teachers will conduct a brief training session on the fitting, use and limitations of the plugs or muffs at the start of each year as part of the lessons.

Every endeavour will be made to ensure noise is elevated at source. The site facilities manager will ensure a maintenance schedule is place for all equipment and if necessary implement a noise reduction program to combat noise at source. The outcomes of the noise assessment will be communicated to the relevant members of staff, and training and hearing protection will be provided as deemed necessary.

The Site Facilities Manager will ensure that when purchasing new or hiring equipment, the emission of noise will be taken into consideration.

The Head will ensure health surveillance (hearing checks) is provided for all employees identified as at risk of exposure to noise above the noise action levels.

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| **The responsibility for ensuring overall management of Noise at Work is that of the:** | The Facilities Manger |
| **Signed copies held:** | In departmental files |

## New and Expectant Mothers at Work

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so). 'Risks' include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

On receipt of an instruction that the mother is pregnant, the department head will ensure that a pregnant worker risk assessment is conducted at the earliest practical opportunity. Occupational health support will be used where necessary. The assessment will be reviewed at least every month, and upon the request of the pregnant lady, or the manager, as appropriate to the situation.

If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –
- Suitable alternative work if any is available will be offered, or if that is not feasible then –
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

## Young persons at work, including work placements

No young people will be employed by the school. The school may offer work placement to children from other schools, but not within the school.

Before young people start work experience placements, a written evaluation must be carried out. A copy of the HSE's Work Placement Health and Safety Risk Assessment is available in the associated resource document to this policy and can be used as guidance when evaluating a potential work placement provider.

If the school arranges its own careers experience placements the school must obtain copies of the risk assessments, insurance, supervision arrangement and competency relevant to the work experience before each placement begins.

For higher risk placements on construction work, agriculture and engineering placements a site visit and inspection may be conducted. The head of careers will determine which placements are suitable and which require a site visit prior to placement. Children on work placement will have a dedicated point of contact within the school to assist them with any issues that arise during the placement.

Parents and those with parental responsibility for school-age children (i.e. under 16 years of age) will be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

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| **The responsibility for carrying out a written evaluation is that of the :** | Head of careers |
| **The responsibility for ensuring Risk Assessments are completed is that of the:** | Work experience provider |
| **Signed copies held:** | In departmental files |

## First Aid

First Aid notices will be displayed in the main entrances to each main building. These will show the names and telephone numbers of nominated first aiders and appointed persons and the location of the nearest first aid container.

Department managers will ensure that there is at least one member of staff qualified in first aid on site at all times.

A current list of first aiders will be maintained by the Nurse**. The Nurse** is responsible for checking the first aid facilities (primarily first aid kits and eye wash stations) at least monthly. First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to the contents list and any other assessed need and should contain a guidance leaflet.

When activities take place away from the main school, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

The School Nurse is responsible for passing notifications of allergies or specific medical conditions to the kitchen staff and to teaching staff to ensure that they can plan meals and activities safely.

The school will maintain a first aid room is available for use. The first aid room can be used for nursing mothers as necessary.

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| **The responsibility for ensuring all first aid treatment is recorded and reported is that of the:** | School Nurse. |
| **Signed copies held:** | In First aid room |

## Catering

The kitchen manager is responsible for ensuring that food is produced to the highest quality and with greatest regards to exemplar food hygiene standards.

The kitchen manager will ensure that HACCPs are conducted for all relevant kitchen operations and conduct routine audits for both food safety and health and safety (to include premises and equipment standards, with particular emphasis on safe guards and safety devices). The results of these audits must be submitted to the employee responsible for the catering operations at least annually, and be made available upon request.

Premises and equipment defects must be reported as soon as they become apparent using the written defect reporting procedure.

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| **The responsibility for ensuring HACCPs are conducted and kept up to date is that of:** | The Kitchen Manager. |
| **Signed copies held:** | In departmental files |

## Electrical Equipment and Systems

The Site Facilities Manager will ensure that:

- Only competent electricians are authorised to check and work on the site electrical system.
- As installed drawings of the fixed installation and appropriate labelling are provided by the relevant contractor and that these are modified and updated when necessary.
- All systems will be provided with an RCD. All junction boxes, switches and other rooms where electrical equipment is provided will be kept locked at all times and not used for storage of materials.
- Routine inspections and tests (every five years) of all wiring and fixed electrical installations must be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.

- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in HSE Guidance Note GS23.
- Residual Current Devices (RCD's) must be provided on all circuits and extension leads etc. These must be tested in accordance with the manufacturer's instructions and by the user prior to use.

## Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment must be maintained in a safe condition.

All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.

The Site facilities manager will instigate a formal PAT routine for electrical equipment.
The site facilities manager will ensure that induction training for all staff includes the need to visually inspect all electrical equipment prior to use and notify the site facilities manager when new equipment is purchased/ brought to school for use.

The site facilities manager will maintain a record of identification for each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), and a system for quarantine and isolation of equipment for ensuring repair of damaged or faulty equipment.

Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician. Staff are authorised to use personal equipment but should advise the site facilities manager before use to ensure that it can be checked and tested as with other items.

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| **The overall responsibility for managing Electrical Equipment and Systems is that of:** | The Facilities Manager |
| **Records of inspections held:** | In department files |

## Fire Precautions

The Site Facilities Manager will ensure that a Fire risk assessment is conducted at least every two years and following any major alterations or incidents. The Fire risk assessor will be a contractor who has been assessed via the control of contractors system.

Fire evacuation instructions must be clearly displayed in the main buildings. Employees and pupils must receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar. Fire training records must be retained by the site facilities manager.

There must be a practice evacuation at least once a term of all school buildings. These shall be recorded and any corrective actions required for further evacuations in the fire log.

The site facilities manager is responsible for the maintenance and testing of the Fire alarm systems (including fire alarm call points and automatic detection etc.), emergency lights and

firefighting equipment must be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes must be kept in a the fire log which may be a database.
Guidance regarding fire risk management arrangements can be found in the resource document associated to this policy.

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| **The overall responsibility for managing Fire Safety & Emergency Evacuation is that of:** | The Facilities Manager |
| **Standalone management plan held:** | In department files |

## Flammable Liquids

The amount of flammable liquids kept in the open in any classroom or working area should be kept as small as is reasonably practicable. When not in use, containers must be kept in purpose designed metal bins or cupboards. In each area the total quantity stored must not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids must be kept closed when not in use.

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| **The responsibility for managing the use and storage of flammable liquids is that of:** | The Department Heads |
| **Records of inspections held:** | In department files |

## Gas Safety

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the HSE (currently this is Gas Safe).

All buildings and individual classrooms will have a gas isolation valve fitted. All tech and science rooms which have a gas supply should be provided with an emergency control and isolation device near to the fire exit and teaching position. All portable gas bottles with, wherever possible be hard piped. Each school building must have a gas isolation device provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape.

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process. The procedure should be further committed to writing and should be communicated to key employees and included in the emergency response pack. All gas pipework will be adequately marked with contents information at break through points in walls and valves.

The site facilities manager must ensure that all maintenance of gas fittings must be done so by Gas Safe technicians. The main gas stop cock should be signed and have emergency instructions attached. Records must be kept of all repairs and maintenance and made available upon request.

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| **The over responsibility for managing gas safety is that of:** | The Facilities Manager |
| **Records of inspections held:** | In department files |

### Hazardous Materials Register

The site facilities manager should maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids/chemical store, radioactive sources, main gas and electricity isolation points etc.

The contents of the register must be made known to contractors and to the Fire Service in the emergency response pack and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the workers themselves or others. Where significant risk is identified written risk assessments should be prepared. The site facilities manager will ensure register is up-to-date and made available upon request.

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| **The custodian for the hazardous materials register is:** | The Facilities Manager |
| **Records of inspections held:** | In department files |

### Substances Hazardous To Health

Hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

Models must be customised for the particular circumstances found in the school. e.g. CLEAPPS data sheets. Specific risk assessment will be undertaken where no standard format is available, full risk assessments will have to be prepared.

Department Head must identify and document a comprehensive inventory of substances that are used within their area of responsibility, and ensure that safety data sheets are available to enable suitable and sufficient COSHH assessments to be carried out where necessary. The general risk assessment will normally include low risk substance exposures where appropriate controls are obvious. Specific COSHH assessments will be conducted where the general risk assessment identifies that there is a risk of chronic or acute health effects or where the substance has a WEL.

Staff will be trained on conducting specific COSHH assessments.

The Department Head must ensure the outcomes of these assessments are clearly communicated to staff, control measures are implemented and staff are trained accordingly.

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| **The overall responsibility for managing safe use of COSSH related materials is that of:** | The Department Heads |
| **Records of inspections held:** | In department files |

## Ionising Radiations

The head of science is responsible for ensuring that the school has appointed a Radiation Protection Adviser (RPA) and the school has appointed a Radiation Protection Supervisor (RPS).The RPS will ensure that local rules and risk assessments have been drawn up and are kept up-to-date. Example local rules and assessments appear in the associated resource document to this policy. The RPS will also keep all authorisation to hold the sources, an up-to-date list of sources and a note of the purchase dates of the sources. Records of leakage test results, local rules and risk assessments will be available on request.

All sources including the cloud chamber sources shall be stored securely in a lockable metal cabinet. No other items may be stored in the cabinet. The cabinet must be signed with the radiation hazard warning sign.

An administrative system recording the movement of sources using a source movement book/log shall be in place.

The RPS shall be notified immediately if any source is lost, stolen or damaged.

The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the school and for ensuring appropriate records are being kept. Cloud chamber sources need not be leakage tested.

Advice should be obtained from the RPA before new sources are acquired.

The RPS must include the location of the radiation source storage in the emergency plan.
Records of all disposals of radioactive sources shall be kept by the RPS. The records should include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.

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| **The school RPA is....** | |
| **The school RPS is.....** | The Head of Science |
| **All records are held:** | In department files |

## Lifting Operations and Lifting Equipment

The Site Facilities
Manager will ensure that every lifting operation involving lifting equipment is properly planned by a competent contractor, as per the contractor procedure. All pupils will be excluded from any lifting area for the duration of the job.

Lifting equipment and lifts (goods and passenger types) shall be thoroughly examined by a competent person and records of these inspections are kept for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere). Thorough examination and service records must be available on request. Procedures for releasing trapped passengers must be posted in lift cars.

The Site Facilities Manager must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is

accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.

The site facilities manager will ensure that Lifting equipment is thoroughly examined by a competent person in accordance with LOLER.

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| **The overall responsibility for safe management of lifting operations and lifting equipment is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Minibuses

The Site facilities manager will conduct a risk assessment on the general use of the minibus. The assessment must refer to the following standards; must refer to

- 'Passenger Transport Provided under Section 19 or 22 Permits ' VOSA 2009,
- 'Driving Minibuses' DVLA,
- Use of the minibus must be included in all trip written risk assessment work, by the activity leader.
- The minibus must be used with a Section 19 small bus permit - eligibility has been considered and this is considered appropriate for our use. Schools must apply for a permit in accordance with the instructions in 'Passenger Transport Provided under Section 19 or 22 Permits ' VOSA 2009
- Annual (or mileage based) services must arranged and recorded by the site facilities manager.
- The minibus must have an annual MoT and be successfully certificated.
- A basic first aid box, fire extinguisher and warning triangle must be carried on the minibus.
- The person who is responsible for the use of transport must carry out a pre use visual check of the vehicle and record the results. Records of all of these, servicing and remedial work carried out must be kept for at least fifteen months.
- All employee drivers must be over 21 years of age and hold a full driving licence with D1 entitlement. The employer cannot be held responsible when a driver uses a minibus illegally. A check on driving licences of all approved drivers must be made every six months. All drivers must report to the person responsible for the use of transport any endorsements to their licence as soon as they become aware of being guilty of a relevant offence.
    - Drivers with more than 9 DVLA penalty points will be excluded from driving the minibus.
    - All drivers are required as a minimum to attend a familiarization course before driving the minibus for the first time and must get plenty of practice before taking out any passengers.
    - All drivers must complete a register of passengers and if possible provide a copy for school before the start of any journey.
    - All drivers must carry out a visual check of the minibus before the start of any journey.
    - Any fault or damage to the minibus must be reported immediately to the Site facilities manager and the minibus not used if it affects the safety or roadworthiness. If a defect

makes a minibus illegal it must not be used. NB It is an offence to drive a minibus without an adequate first aid kit or fire extinguisher.

- The driver is responsible for ensuring that all passengers have a seat and wear a seat belt. Passengers may not stand or share a seat.
- The driver must ensure that there is unobstructed access from every seat to the exits.
- All drivers must be in adequate good health.
- Drivers must have adequate rest before transporting passengers. The results of risk assessment concerning driver fatigue must be available to all drivers. NB Professional drivers must take a break of at least 45 minutes after 4.5 hours driving. School employees must take longer breaks more frequently.

Minibus, coach and delivery vehicles will not be allowed on site between 08.30 and 09.30 and 14.45 and 15.45 Coaches should be fitted with audible reversing alarms.

The site facilities manager will ensure that a list of all authorised drivers and the respective licence checks and inspection reports are held and are up to date.

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| **The responsibility for ensuring risk assessments are in place for safe use of the school minibus is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Personal Protective Equipment (PPE)

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.
Each department manager will identify the PPE required as part of the risk assessments for any task. This employer will:

- Provide PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

Sports equipment is not considered to be PPE, but suitable cold and wet weather clothing for use and supervision outside may be considered PPE as part of the risk assessment. Only a minimum standard of suitable PPE will be provided to comply with the regulations. E.g., a cold weather coat may be provided. If staff want a better qualify or branded item they must pay the difference. The school may recover the proportionate cost of any PPE not used, misused or not returned on completion of employment.

PPE for use at work can only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier must always be chosen.The school will provide a suitable storage location for all PPE which is separate to any personal clothing or belongings. Users of PPE will be instructed/trained in the following:

- The risk which the PPE protects against, and its limitations.
- How to use the PPE. (If tight fitting respiratory protective equipment is used as a COSHH control measure then fit testing is required.)

- The way in which the PPE is to be maintained and stored. Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

Employees are expected to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

Students will be provided with suitable PPE for the activities they are conducting and the teacher is expected to supervise its use as part of normal lesson arrangements.

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| **The responsibility for issuing and maintaining PPE is that of the:** | The Department Heads/ Line Managers |
| **Records are held:** | In department files |

## Pressure Vessels and Associated Equipment

The site facilities manager will ensure that:

The Safe operating limits of pressure equipment and plant has been established and suitable written schemes are drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.

Records shall be kept of examinations and tests.

Adequate operating and emergency instructions shall be provided.

Proper maintenance is carried out and recorded.

Any pressure cookers and small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

A list of pressure vessels and records of periodic examinations must be readily available.

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| **The responsibility for ensuring safe management of Pressure Systems is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Personal safety and Lone Working

Every endeavour will be made to avoid lone working. However, Sandwell Academy acknowledges that there may be some situations where lone working cannot be avoided.

A generic lone working risk assessment must be conducted by the site facilities manager, of which the findings will be considered in the overall school procedure.

There are no circumstances where teaching staff are expected to take risks during their working day due to verbal aggression/harassment, threats or actual physical violence.

All incidents of significant negative behaviour is to be reported in line with the schools accident and incident reporting procedure, to the line manager or supervising teacher.

The site facilities manager will conduct a risk assessment of the site to determine the level of risk and the appropriate control measures required. Task and activity risk assessments will also include the risks and controls relating to personal security of staff and students.

The cooperation and vigilance of employees and others is required but no one must place themselves in personal danger. Anything untoward seen or suspected on or near our premises should be reported and a written record must be kept of all incidents of trespass or violence. The Head should liaise with the police as and when necessary. The school policy will to prosecute those who attack or threaten our staff.

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| **The responsibility for ensuring a Lone Working procedure is implemented is that of:** | The Head Teacher |
| **The responsibility for conduction Lone Working Risk Assessments is that of:** | The Department Heads/ Line Managers |
| **The responsibility for Risk Assessing the site and managing overall site security is that of:** | The Facilities Manger |
| **Records are held:** | In department files |

## Sports, Games and Activities

Sandwell Academy believes that the benefits of sport and physical activity can last a lifetime, with many children picking up good habits and experiences that they take with them into adulthood. There is a variety of guidance available (i.e. via RoSPA & AfPE) which will be followed to enable pragmatic management of non-curriculum sports, games and activities, ensuring safety measures do not detract from the benefits and enjoyment of sport and physical activity.

Sandwell Academy recognises that we do not have to constantly seek to eliminate and remove all risks, and that even within well managed activities, injuries may happen, and that they are not inevitable. Therefore, in order to limit the worst, most severe outcomes, but not stifle or unduly limit the activities and the benefits they bring, non-curriculum sports, games and activities will be managed by department heads within the wider school safety management and covered in four key areas:

- Well maintained grounds and facilities
- Equipment
- Supervision
- Physical Education

Where activities fall outside of the industry guidance specific documented risk assessments will be conducted for those activities. Where industry guidance exists for a particular sport, this will be followed.

A formal documented check of the physical condition of pitches and play areas will be conducted at the start of each term. Pitches and equipment will be visually inspected at the start of each day.

Sports equipment e.g. gymnastic and climbing equipment will be checked at least once per year by a specialist contractor.

PE teachers must check that all participants are using the correct equipment prior to the start of lessons, e.g. footwear, shin pads and gum shields. A small number of spare and sanitised equipment should be available for those that fail to bring the correct equipment.

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| **The responsibility for safe management of non-curriculum sports, games and activities is that of:** | The Department Heads |
| **Records are held:** | In department files |

## Management of Work Related Stress

The Head Teacher will make arrangements for a stress risk assessment to be conducted on the operation of the school. this will be conducted in accordance with the HSE management standards.

- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

A personal stress assessment will be carried out when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been suggested.

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| **The responsibility for carrying out risk assessments for workplace stress is that of:** | Head Teacher |
| **Records are held:** | In department files |

## Swimming

A member of staff will be nominated the responsibility of swimming co-ordinator to ensure correct application of the swimming pools, pool safety policy and safety and supervision procedures within the pool. Swimming coordinators will ensure that third party pool providers are given information (at least three weeks prior to any event) which identifies any and all students with specific medical or personal requirements which may affect their safety in the pool, or require additional supervision arrangements e.g. epilepsy, physical or mental impairments and disabilities.

Swimming co-ordinators must familiarise themselves with the relevant elements of the Safety Operating Procedures for the chosen third party swimming pool, which will include;

- Risk assessment
- Pool safety operation procedures (normal operating procedures [NOP] & emergency action plans [EAP])
- Monitoring of staff training and maintaining records of qualifications
- All swimming related information to be communicated to all relevant staff
- Conditions of pool hire.

Further guidance published by the Amateur Swimming Association (ASA) will be referred to as necessary. Visits to third parties swimming pools will be managed according to the schools educational visits procedure.

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| **The school's swimming coordinator is:** | |
| **Records are held:** | In department files |

## Vibration Control

The site facilties manager will ensure the risks of vibration are assessed and controlled appropriately. Those purchasing tools and equipment will consider vibration energy alongside other health and safety issues e.g. guarding, controls, when purchasing or hiring equipment. The site facilities manager will ensure routine vibration monitoring of high risk items of equipment will be carried and routine maintenance schedules are in place. Where significant risk of exposure to employees have been identified, the relevant information, training and appropriate health surveillance will be provided.

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| **The responsibility for carrying out risk assessments for exposure to Vibration is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Water Hygiene and Safety

The site facilities manager will ensure a competent person conducts a bi-annual assessment of the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' L8. Records of the legionella risk assessment and control records must be retained for at least 20 years.

The site facilities manager will ensure that taps, showers and vulnerable drinking water outlets such as water fountains, are regularly cleaned and flushed through thoroughly in accordance with the recommendations from the competent Legionella assessment and action plan.

The site facilities manager will establish and maintain a schematic/ plan of the water system and make it available to contractors and assessment staff.

Where water would be delivered to baths and showers at a temperature greater than 43ºC, mixer valves must be fitted to control hot water outlets used by pupils.

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| **The responsibility for ensuring Legionella risk assessments are carried out is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Machinery Safety

Safety of machinery is achieved by a high standard of guarding, provision of safety devices and stop buttons, as well as ensuring that supervisors and operators are properly trained and competent.

The head of the DT department is the authorised person and will be responsible for carrying out the risk assessments for all operations using machinery equipment in the DT department. Automatic guards will be preferred over manually adjustable guards. With interlocks provided on adjustable guards.

The Head of DT will ensure that only competent and authorised persons are permitted to set up and use machines, or those who are under adequate supervision. Locked doors, key

switches for the mains power and key switches for the machines themselves must be used to ensure that unauthorised persons do not have access to the machinery. Pupils are not to be allowed to use either circular saws or any type of planning machines.

Tech rooms will be kept locked when not in use or occupied.

Hand tools will be stored in numbered storage containers to enable counting in and out.
Any cutting, brazing, welding and soldering will be conducted in dedicated locations in the classrooms.

The head of DT will ensure that a routine maintenance schedule is in place and is recorded. Formal recorded equipment safety inspections will take place at least once a term, and all extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained and made available up on request. The teacher leading the lesson must make a visual check of the condition of any and all machinery to be used as part of the lesson prior to starting teaching.

All students must be shown how to safely operate the equipment, including adjusting any guards and the operation of any safety features and the e stop as part of the lesson scheme, before they operate the equipment.

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| **The responsibility for carrying out risk assessments for Woodworking Machinery is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Construction work

Construction projects on school premises will be overseen by the site facilities manager. The site facilities manager will ensure that all projects are managed according to the Construction (Design and Management) Regulations 2015 (CDM Regs), in force the 6th April 2015 and apply to all building and construction projects, regardless of the size, duration and nature of the work.

The site facilities manager will ensure that those carrying out key duty-holder roles under CDM 15, are identified in line with HSE guidance and that arrangements are in place for checking competence of these role holders.

Information regarding full responsibilities of each key duty-holder, as defined by the regulations, are explained in the Industry guidance documents available from the HSE and CITB. Further information regarding safe management of construction projects is available via the HSE.

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| **The responsibility for ensuring construction projects are managed safely is that of:** | The Facilities Manager |
| **Records are held:** | In department files |

## Contractors Safety

'Contractors' includes any external staff who may conduct physical works for the school.
The person who engages the work of a contractor will ensure that any and all contractors

authorised to work on school premises are appropriately competent and aware of the health and safety requirements in posed by the school and current health and safety law.

The site facilities manager will deploy a robust selection process, prior to commissioning work to begin. A contractor safety evaluation questionnaire can be found in the associated resource document to this policy. The questionnaire must be sent and reviewed before engaging a contractor. The site facilities manager will provide potential contractors are provided with information pertaining to the health and safety risks and expectations of the school when requested.

In return the potential contractor must supply current versions their company health and safety policy and any relevant site specific risk assessments and method statements, as well as insurance details and competencies relevant to the task being commissioned. The site manager must ensure these documents are evaluated to ensure confidence that health and safety will be effectively managed throughout the duration of the works. In line with the safeguarding policy, all contractors staff who will attend site may be expected to supply evidence of relevant DBS check.

Risk assessments and method statements must be available at the point of work. Evaluation forms completed by contractors must be readily available and any evidence of exchange of information and liaison must be retained in retrievable format.

The site facilities manager must ensure commissioned contractors are inspected/ audited for compliance and quality at various stages of the works. Completed evaluation forms and RAMS will be passed to the Site Facilities Manager at the end of the contract.

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| **The responsibility for ensuring safe management of contractors is that of:** | The Facilities Managers |
| **Records are held:** | In department files |

### Asbestos

Sandwell Academy acknowledges the serious nature of disturbing or damaging asbestos containing materials (ACM's) into the air. The site facilities manager is the responsible person for asbestos management, and will ensure effective management of surveys, and the quality and subsequent use of the data, also ensuring effective appropriate signage where acceptable. The site facilities management will ensure a standalone management plan is devised, implemented and is kept up to date, detailing locations and forms of ACM's, condition and regular inspections

The site facilities manager will ensure that any employee that may come into contact with ACM's is provided with asbestos training informing of the associated risks of releasing fibres into the air and means of control.

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| **The responsibility for ensuring safe management of asbestos is that of:** | The Facilities Managers |
| **Records are held:** | In department files |

## Work at Height

Working at height shall be avoided wherever possible. Where there is necessity for routine work at height is to be carried out the facilities manager will ensure thorough planning, organisation and risk assessments of these task. The facilities manager will be responsible

for ensuring that all equipment utilised for assisting works at height, which is own by Sandwell Academy will be inspected and maintained, and records of such kept and made available upon request.

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| The overall responsibility for managing works at height: | The Facilities Manager. |
| Signed copies held: | In departmental files |

## Provision and Use of Work Equipment Regulations

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair.
- Give adequate information, instruction and training to users so that they can select the right tool for the right job.

All dangerous parts of machinery shall be provided with a guard. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

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| The responsibility for ensuring risk assessments, inspection and maintenance of equipment is conducted: | The Department Heads/ Line Managers. |
| Signed copies held: | In departmental files |

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation