

## Organisation and Arrangements for Health Safety and Welfare.

<b>Current Document Status</b>			
<b>Version</b>	V0.1	<b>Approving body</b>	Executive Committee
<b>Date</b>	25.02.2016	<b>Date of formal approval (if applicable)</b>	25.02.2016
<b>Responsible officer</b>	Chief Financial Officer	<b>Review date</b>	December 2019
<b>Version History</b>			
<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
25.02.2016			Approved and adopted
February 2017	V0.1		Reviewed
December 2017	V0.2		Reviewed and updated
19 January 2018	V0.3	Executive Committee	Updated
29 January 2018	V0.4	Executive Committee	Updated
December 2018		Executive Committee	Updated

The following pages contain the specific arrangements and organisational details for ensuring that the Multi Academy Trust's Health and Safety Policy is fulfilled. Wave encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented, to ensure that the policy is maintained as a valid working document.

A full list of forms, reports, guidance and checklists is available to health and safety representatives on the g:drive.

### **Procedure List**

	Page
1. Arrangements for Supervision of Students	3
2. Child Protection	3
3. First Aid	3
4. Pupils with Medical Needs	5
5. Sun safety	7
6. Accidents/Incidents	7
7. Training	8
8. Risk Assessment	9
9. Fire	9
10. Electricity	11
11. The Control of Hazardous Substances	11
12. Display Screen Equipment	12
13. Work Equipment	12
14. Plant and Equipment	13
15. Asbestos	13
16. Legionella	14
17. Premises Checks	14
18. Management of Contractors	14
19. Personal Protective Equipment	15
20. Working Alone	16
21. Violence	16
22. Academy Transport	17
23. Academy Trips and Visits	18
24. Stress	18
25. Audit	20
26. Consultation	20

## 1. Arrangements for the Supervision of Students

### Opening Times

The Academy will be open from:-

- Penwith APA – 8.35am (Primary opens from 9.00am)
- Nine Maidens APA – 8.50am
- Carrick APA – 8.30am
- Restormel APA – 8.45am
- Caradon APA – 8.50am
- North Cornwall APA – 8.50am
- CHES APA – 9am
- The Shoreline Academy – TBC
- Stansfield Academy – TBC
- River Dart Academy - TBC

And will close to students at:-

- Penwith APA – 1.45pm (Key Stage 3 finish at 12.45pm on Fridays) - NB some afternoon school takes place from time to time until 3.30pm. Primary closes at 1.30pm
- Nine Maidens APA – 2.30pm (1pm on Fridays) – NB some afternoon school takes place from time to time until 4.30pm
- Carrick APA – 2.30pm (1pm on Fridays)
- Restormel APA – 2pm (1pm on Fridays) – NB some afternoon school takes place from time to time until 3pm (2.30pm on Fridays)
- Caradon APA – 1.30pm (primary) and 2.10pm (secondary)
- North Cornwall APA
  - Key Stage 1-2 – 1.30pm (1pm on Fridays)
  - 2.30pm (1pm on Fridays) – NB some afternoon school takes place from time to time until 3.30pm
- CHES APA – 4pm
- The Shoreline Academy – TBC
- Stansfield Academy – TBC
- River Dart Academy - TBC

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

**All staff and visitors must ensure that they sign in on arrival and out on leaving the site.**

### Supervision arrangements

During Academy hours all staff have supervision responsibility and ensure that the safety of all our pupils is their priority.

In the event of a pupil not being collected, each site will have a contingency plan to deal with the situation.

## 2. Child Protection

Please refer to our Child Protection and Safeguarding Policy and related policies, which can be found on our website at <https://wavemat.org/safeguarding>.

### **3. First Aid**

#### **Assessment of Needs**

An assessment of first aid needs has been carried out and has identified that each site should have at least 1 member of staff trained in First Aid at Work but 2 is best practice. Each site should have the qualified staff listed and displayed at the site. Where possible sites also have a third member of staff who is qualified as this helps with trips and visits as well as sickness cover.

#### **First Aid Coordinator**

This first aider is responsible for overseeing the arrangements for first aid with the Academy. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the Academy. These should be listed and displayed in each of the Academies
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

The Chief Financial Officer is responsible for ensuring

- A sufficient number of personnel are trained in first aid procedures
- First Aid qualifications are, and remain, current.

#### **First Aiders**

The first aiders will provide first aid treatment for anyone injured on site during the Academy day. They will also provide, as appropriate, first aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the Academy (e.g. sports events, after Academy clubs, parents' evenings, Academy organised fund raising events etc.)

First aid cover is not provided for:-

- Contractors

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

#### **Treatment of Injuries**

The Academy will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline

111

And, in the case of student injuries, with the parents or legal guardian.

#### **Suspected Head, Neck and Spinal Injuries to Students**

In the event of a suspected head, neck or spinal injury to a student it is the policy of this Academy, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

### **Other Significant Injuries**

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the academy will notify parents/guardians of any other significant injury by way of:-

- A telephone call, followed up in writing (via a text, email or letter)

Records of notification by telephone/letter to parent/guardians will be kept in Schoolpod.

### **Escorting Pupils to Hospital**

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff – unless the student's parent/guardian is in attendance.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the student unless the student is overly distressed/confused. This decision should be made in consultation with the Principal, the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

## **4. Pupils with Medical Needs**

The Academy recognises that it has a responsibility to support pupils with medical needs. We have our own policy for supporting students with medical conditions, which can be found on our website. We also follow the Department for Education's guidance on managing medicines in Academies and early years settings:-

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf) )

### **Responsible Person**

The Principal is responsible for ensuring that the arrangements below are effectively implemented and maintained.

### **Medicine in School**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of Academy hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a school to administer medicine](#) form.

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of one month's supply of the medication may be provided to the Academy at one time.
- Controlled drugs may only be taken on Academy premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.

Wave cannot be held responsible for side effects that occur when medication is taken correctly.

### **Self-Management of Medication**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Pupils will be encouraged to take their own medication under the supervision of a teacher.

### **Training**

- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- A record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy will be kept.

### **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

## **Risk Assessment**

The Academy will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

## **Avoiding Unacceptable practice**

Wave understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at Academy.
- Sending the pupil to the medical room or Academy office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend Academy to administer medication or provide medical support.
- Creating barriers to children participating in Academy life, including Academy trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **Complaints**

Parents/carers are encouraged to contact the Principal if they are concerned or dissatisfied in any way with the support provided by the Academy for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the Academy's complaint procedure.

## **5. Sun Safety**

It is important that all staff, students, visitors, volunteers, contractors and members of the public are aware of the importance of sun safety. Overexposure to direct sunlight can cause sunburn, and be a causational factor in skin cancers. Exposure to prolonged high temperatures can also cause heat stroke and dehydration.

Sun safety will be taken into account when arranging activities, and Principals will consider providing sunscreen (at least factor 30) and hats.

Those affected will be encouraged to wear a shirt or other loose clothing to cover exposed skin, seek shade, wear sunglasses (where appropriate) and stay hydrated by drinking water.

It is important to also remember, that cloud and wind can "mask" the effects of exposure.

Those affected should check their skin regularly for any unusual moles or spots, and see a doctor if they find anything that is changing in shape, size, colour, itching or bleeding.

## **6. Accidents/Incidents**

## **Reporting Officers**

All staff have access to enable them to report accidents and incidents via Schoolpod.

## **Accident/Incident Reporting Systems**

This Academy records all significant accidents and incidents using Schoolpod. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the Academy site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the online health and safety system or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive by the Principal.

Any minor accident/incident which does not meet the above criteria will be recorded on Schoolpod.

## **Near Misses**

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept on Schoolpod.

## **Accident/Incident Investigation**

All incident reports will be reviewed by the Principal who will decide if an internal investigation is necessary. Investigation reports will be entered onto Schoolpod. Significant incidents (as determined by the H&S representative) will be reported to the Principal and the Chief Financial Officer.

The Executive Committee and the H&S Committee review RIDDORs, accidents and near misses. They also review termly reports across the Trust in order to triangulate information.

## **7. Training**

### **Identification of Training Needs**

The Academy has carried out an evaluation of the health and safety training needs of staff through the performance management process.

## **Staff Responsibilities**

Staff must attend health and safety training provided by the Academy.

## **8. Risk Assessment**

### **Risk Assessment**

The Academy will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### **Risk Assessment Process**

The Academy will carry out risk assessments using EECLIVE Risk Management Software for any new assessments as well as reviewing previous documents.

The site H&S Representative is responsible for managing the risk assessment process and producing relevant reports for the Principal and the Governors.

Copies of risk assessments are available from the site H&S Representative.

EEC Live uses the formal of severity (consequence) x likelihood (probability), each on the scale 1-5 (with 1 being minor and 5 being major) to provide a risk rating between 1-25. Ratings are dealt with as follows:

<b>Rating</b>	<b>Action</b>
1-8 (low risk)	No action necessary
9-11 (medium risk)	Action required to reduce the risk to low
12-19 (high risk)	Action required before the activity can continue
20-25 (very high risk)	Discontinue immediately

## **Staff Responsibilities**

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

The Principals are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

## **Safe Working Procedures**

Where appropriate, risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the Academy's normal operating procedures. Copies of safe working procedures are available from site H&S Representative.

## **9. Fire**

### **Fire Warden**

The person responsible for organising the Academy's fire precautions is the Fire Warden, the names of whom are displayed at each site.

The Principal will deputise when the Fire Warden is not present.

The Fire Warden is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the Academy's performance during evacuation drills to management and other relevant persons
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Principal on issues of significance.

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically, Fire Wardens will carry out inspections of their area of the Academy to identify fire hazards and any other fire safety related issues. These inspections will be reported to the H&S Representative and senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated (if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

### **All Staff**

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire doors wedged open
- Do not block fire escape routes or fire doors
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### **Fire Fighting Equipment**

Firefighting equipment has been positioned at appropriate positions around the site.

Only staff who are trained in the use of firefighting equipment may use these facilities (and only when safe to do so).

### **Evacuation and Registration Procedures**

Each APA has its own evacuation plan, which includes the following:-

- Alarm system details (including methods for raising the alarm)
- Exit routes
- Assembly points
- Signage

- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for taking registers
- Arrangements for other people on site (e.g. contractors, visitors, etc.)
- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for liaising with the emergency services once they arrive on site.
- Arrangements for evacuating disable people (each person will require a personal emergency evacuation plan(PEEP)
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.

A business continuity plan is in place to ensure arrangements can be made in the event that the site cannot be returned to for a significant period

## **10. Electricity**

### **Academy Owned Portable Appliances**

The Academy will undertake to inspect and test all its portable electrical appliances by a competent person as required by law.

Tests will be carried out by an approved supplier.

All test Certificates will be kept in the H&S Representative's premises folder for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment should not be bought into the Academy.

### **Coordinator**

The Academy Secretary is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Chief Financial Officer is responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **11. The Control of Hazardous Substances**

### **Hazard Assessment**

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the site Health & Safety Representative and is available on the g:drive.

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcard in Science).

Staff shall inform the H&S Representative (COSHH Co-ordinator) of any new hazardous substance purchased in order that an assessment can be made prior to use.

### **COSHH Coordinator**

The site Health & Safety Representative (Coordinator) is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the Academy.

## **12. Display Screen Equipment**

### **Workstation Assessment**

The site H&S Representative is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### **Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.

### **Eye Tests for Display Screen Equipment Users**

All Academy employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the Academy should contact their own employer for details of arrangements that apply to them).

All eye tests should be requested via the line manager, in accordance with the Sight Test Guidance.

### **13. Work Equipment & Abrasive Wheels**

The Chief Financial Officer is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

An abrasive wheel is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin. Other risks to health and safety, which may arise from the use of abrasive wheels, include dust, noise and vibration.

Relevant staff should take care of themselves and others in work activity involving abrasive wheels and also:-

- Follow training, guidance and instruction given, to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

Note: - all Staff are reminded that, if they find any defects or faults with the equipment, then they must:-

- Stop the work safely.
- Isolate the equipment.

Under no circumstances, should any pupils use any equipment if it is considered unsafe.

Equipment that has been identified as "unsafe to use" should be labelled as such and taken out of service.

### **14. Plant and Equipment**

Plant and equipment will be maintained at regular intervals, and this is monitored by the use of a servicing schedule for each site.

Boilers are subject to an annual service by the Academy's approved contractor, and an annual inspection by the Academy's insurer.

Lifting equipment is subject to quarterly servicing by the Academy's approved contractor, and six monthly inspections by the Academy's insurer.

The Academy has a schedule for premises related checks/servicing, which can be found [here](#).

### **15. Asbestos**

Guidance for schools is issued by the DfE and is available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/650935/Managing\\_asbestos\\_in\\_your\\_school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf). Principals and H&S representatives must ensure they are familiar with this.

Each site has an asbestos management plan, which is updated annually. The Principal and H&S representative must ensure they are familiar with this, and all staff must be made aware of where there is confirmed or suspected asbestos in their work area (as well as what they should do in the event of an emergency) by reading and signing the register.

Further information about how asbestos is monitored/dealt with on our sites can be found in the H&S Handbook.

Emergency procedure where a known or suspected ACM has been damaged:

- The room(s) should be evacuated immediately and secured to prevent unauthorised access;
- Notify the H&S team and central team immediately;
- Do not enter or remove equipment and/or personal belongings from the room(s) until instructed that it is safe to do so;

Following the incident and any subsequent clean up operations, the asbestos management will be updated.

## **16. Legionella**

Each site has in place a legionella risk assessment, and the H&S representatives must ensure they are aware of the contents and liaise with the central team to follow up any remedial actions.

There is a contract in place with an external company to carry out legionella checks. There is a log book on each site, which must be available to the contractor when they visit. The appointed contractor sends reports to the central team following their visits, who arrange any remedial works that are highlighted.

There are some legionella related regular actions to be carried out by the H&S representatives, which are included in our premises checklists.

## **17. Premises/Facilities Checks and Monitoring**

The H&S Representative ensures that premises checks take place at regular intervals, using the Academy's daily, weekly, monthly, quarterly and annual premises checklists.

Maintenance issues are promptly reported to the Central Team, who arrange for the appropriate contractor to carry out works.

## **18. Management of Contractors**

The Principal is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

The Academy will only select contractors to carry out work who have demonstrated: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work

- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of Academy staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the Academy (for example: where there is construction on site).

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the Academy and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

## **19. Personal Protective Equipment**

### **Academy Responsibilities**

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided, the academy has a duty to ensure that PPE is used effectively. Staff will be expected to monitor the use of PPE and enforce its use where necessary.

### **Assessment of Need**

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

### **Purchase and Storage of PPE**

The site H&S Representative will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, they will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

## **20. Working Alone**

Please refer to the Lone Worker Policy.

### **Academy Security**

The Principal or nominee is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

### **Academy Staff/Governors Responding to Call-Outs**

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

The Principal and Vice Principal are the Academy's nominated representatives who will respond in an out-of-hours call out.

The Academy will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

The Academy will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

### **Security Firm Personnel Attendance**

The Academy has a contract with a security firm (PJI Security) who will respond to alarm activations without recourse to an Academy key holder, or who will arrange for someone to meet with the key holder whilst they check the site.

## **21. Violence**

The Academy has a Positive Behaviour Policy and an Anti-Bullying Policy, which it expects staff and students to follow.

### **Responsible Person**

The Principal is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using Schoolpod

## **Violence/Threatening Behaviour from Visitors**

Wave will not tolerate **any** form of physical, verbal or written aggression or personal harassment against school staff. If staff are subject to this type of aggression they should inform their line manager immediately.

The Academy may take the following action against any individual whom it considers has behaved in a violent or threatening manner towards a member of staff:

- Prohibit the individual from entering the school site, with immediate effect
- Inform the individual that communication with them will cease other than in an emergency
- Request an Anti-Social Behaviour Order (ASBO)
- Prosecute under Anti-Harassment legislation

The Academy has a duty of care to staff and pupils and will take emergency measures should these become necessary in extreme cases.

Further details regarding our policy for dealing with unreasonable behaviour can be found in our Complaints and Concerns Policy.

### **Team Teach**

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this Academy the majority of staff are trained in Team Teach techniques.

A specific policy and procedures aimed at the control of students has been adopted (Positive Behaviour Policy).

## **22. Academy Transport**

The provision of Academy transport includes a diverse range of vehicles. 18% of children killed or seriously injured on the roads were traveling to or from Academy. However, casualty statistics indicate that fewer casualties occur to children travelling to and from the Academy in PSV vehicles than amongst those who walk or are driven in cars.

There are two categories of Academy transport drivers, professional drivers and non-professional drivers.

Associated hazards

- The driver:- competency, training, fitness and health.
- The vehicle:- suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey:- routes, scheduling, time, distance, weather conditions.
- The pupils:- behaviour and discipline.

Teachers engaged in driving the Academy bus will:

- Follow any advice, information, instruction and training given by the Academy governing body.
- Hold a valid driving licence for the class of vehicle they are driving.
- Ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition.
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Not be under the influence of drink or drugs and must not drive whilst disqualified.
- Stop after a crash or similar incident with which they are involved.
- Provide to the Academy governing body a copy of their driving licence, on request, and declare any driving convictions.
- Inform the Academy if they become aware of any medical condition or take medication that might affect their ability to drive.
- Implement the Academy's code of conduct for pupils.

### **23. Academy Trips and Visits**

Academy trips form an important part of the Academy curriculum and are designed to stimulate the mental spiritual and physical development of the pupils.

Academy trips, which may include short visits to premises close to the Academy, visits further afield to outdoor centres or other Academies, evening trips and charitable events or sponsored walks.

Preparation and planning are the key to a successful and safe Academy trip.

Associated hazards:-

- Unsuitable trips and activities
- Unsuitable transport arrangements
- Poor discipline
- Medical emergencies

Teachers will

- Comply with this policy and follow the associated protocols and procedures
- Plan and Prepare each and risk assess all associated activities
- Exercise their common law duty to act as a "reasonable parent"
- Maintain responsibility for all pupils in their care throughout the entire trip
- Maintain good order and discipline at all times

### **24. Stress**

It is Wave's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the Academy. We recognise that our

personnel are the Academy's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Academy aim to address.

Through the risk assessment process, Wave will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

- Possible environmental stressors include noise, temperature, overcrowding and humidity.
- Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include:-
  - Under challenged
  - Promotion prospects
  - Racial or sexist remarks
  - Personal relationships with other members of staff
  - Travelling
  - Job satisfaction
  - Harassment and confrontation

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true. It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all members of staff can approach management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

Our Executive Committee have received training around recognising stress in employees.

The Trust has in place a Health and Wellbeing Policy, with initiatives that take place across the Trust. It also conducts an annual staff survey, the results of which are published and reported to the Board.

The Trust has implemented a counselling and support service:

Immediate access to clinicians for intake, assessment, and in-the-moment counselling available 24 hours a day 365 days of the year.

Up to 6 sessions of structured counselling per employee/family member per issue per year; available modes of counselling: telephonic and online

**Work-life consultation, resource, and referral support** for topics including but not limited to dependent care, household services, and wellness services

**Financial support** from qualified money advisors; assistance with budgeting and planning, managing debts, and dealing with court action

**Legal support** from qualified in-house legal professionals; including signposting and information on a range of matters such as neighbour disputes, consumer law, probate, road traffic incidents, matrimonial issues, and contracts

Up to 3 sessions of telephonic **career coaching** to help employees achieve their professional goals whether that be enhancing work performance, seeking assistance with a possible promotion, or adapting to a role change

**Customisable website** with features including LiveCONNECT instant messaging, more than 3,500 articles, live monthly webinars, and the Savings Centre discount shopping programme

**In My Hands** computerised cognitive behavioural therapy (cCBT) including scheduled case manager follow-up and additional support as needed

**Aware** – A six-session telephonic mindfulness-based stress reduction (MBSR) programme to improve wellbeing, focus, and engagement; includes individualized coaching and electronic resources

**Virtual Group Counselling** – An eight-session group counselling modality for participants with similar presenting issues, led by clinicians over the phone, with video conferencing capability currently in development

**iConnectYou** Instant access to a counsellor on your mobile phone

**ManagerAssist** – Specialist telephonic consultation for your managers where they can get advice on how to help their staff that require emotional support or make a referral

**BenefitCONNECT** – Counsellor training on all related company-sponsored benefit programmes – leveraging all resources to maximise member support

Promotional materials – Flyers, posters, and wallet cards in electronic and hard-copy formats; access to **Resource Central**, our online promotional toolkit. Please follow below link for demo of Resource Central

Immediate telephone access to **Incident Managers** in the event of a trauma or crisis at the organisation

## **25. Audit**

The Academy will arrange for an annual independent health and safety audit to be carried out by our competent health and safety advisors.

Where appropriate, the results of the audit will form the basis of an action plan which will be monitored by the MAT Board and Executive Committee.

## **26. Consultation**

Staff consultation takes place regularly by way of ensuring that health and safety is included on the agenda for all staff meetings. There is a representative on each site who

is involved in these meetings and they are also members of our Health and Safety Committee.

Health and Safety is included on the agenda for our JCNC Committee, which is attended by staff and union representatives.

The H&S Policy forms part of our robust H&S induction for staff.