

Macmillan
Academy

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

POLICY DETAILS

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1. STATEMENT OF INTENT

1.1 AIM

Endeavour Academies as an employer recognises its duties under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations and all relevant statutory provisions. The Act and the Regulations arising from it provide the standard that Endeavour Academies will accept as an employer and as an institution for education for securing the health, safety and welfare of its employees whilst at work and for the health and safety of students and members of the public who use its premises or may be affected by its activities.

1.2 MACMILLAN ACADEMY'S OBJECTIVES ARE AS FOLLOWS:

- Design and implement safe practices which will benefit all persons whatever their working environment.
- Carry out assessments of all significant risks to health and safety in accordance with the Management of Health and Safety at Work Regulations 1999 and ensure that where risks cannot be avoided appropriate control measures are introduced and maintained.
- Ensure the maintenance of plant, vehicles, equipment and the operation of safe systems of work.
- Ensure the maintenance of a safe place of work, including safe access and egress.
- Ensure that occupational injury, ill health (including ill health arising from work related stress), dangerous occurrences and significant near misses are properly recorded, investigated and reported and that remedial action is taken promptly. A near miss, incident and accident reporting system is in place.
- Ensure that effective arrangements are in place to ensure that all employees are kept informed and consulted on matters affecting their health and safety, and encourage the setting up and maintenance of a health and safety committee.
- Consult safety representatives and when requested provide them with necessary facilities to carry out their tasks as laid down by the Safety Representatives and Safety Committees 1977 (as amended).
- Monitor the effectiveness of the health and safety policy throughout its activities in accordance with the procedures set down in the policy and to review and amend the policy wherever necessary to maintain the exemplary standards of health and safety.
- Ensure adequate financial provision within all budgets is made to address issues relative to health and safety.
- Macmillan Academy's policies and procedures will be reviewed as circumstances require to reflect best practice in all aspects of health and safety.
- Macmillan Academy's Health and Safety Policy will be reviewed annually and updated as often as is necessary to ensure compliance with all relevant legislation, codes of practice, guidance and best practice.

2. GENERAL RESPONSIBILITIES

- It is the policy of Macmillan Academy to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students and other persons who may be affected by its operations.
- Macmillan Academy has the responsibility to ensure that:
 - A clear written policy is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
 - Responsibilities for health, safety and welfare are allocated to specific people and that these people are informed of the responsibilities.
 - People have sufficient experience, knowledge and training to perform the tasks required of them.
 - Clear procedures are created which assess the risk from hazards and produce safe systems of work.
 - Sufficient funds are set aside with which to operate safe systems of work.
 - Health and safety performance is measured both actively and reactively.
 - The health and safety policy and performance is reviewed annually.

Macmillan Academy and its Board of Governors recognise and accept these responsibilities and will ensure they remain a priority and an integral part of all the Academy activities.

- It is the Policy of the Academy to:
 - Provide and maintain working conditions, systems of work, plant and equipment that are safe and without risk to health.
 - Provide safe arrangements for the use, handling, storage and transport of articles and substances.
 - Provide such information, instruction, training and supervision as is necessary for health and safety purposes, to enable all employees to avoid or control risks and to contribute to health and safety at work.
 - To ensure all employees are competent to undertake their role and tasks.
 - To prevent accidents and cases of work related ill health.

3. SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

- Macmillan Academy health and safety policy sets out in detail the responsibilities for health, safety and welfare for all levels of management and employees

3.1 THE SPECIFIC RESPONSIBILITIES OF THE BOARD OF GOVERNORS

- The Macmillan Academy Board of Governors have individual and collective responsibility for overseeing the general implementation of this policy by the Headteacher, Senior Leadership Team and Heads of Department.
- In particular, with due regard to health and safety requirements they will:
 - Adopt and maintain in effect policies which will encourage high standards of safety performance at all levels; and develop a culture of safety though out the Academy operations.
 - Allocate at a strategic level sufficient human and financial resources within budget to permit full implementation of this policy.
 - Ensure that all health and safety considerations are included at all levels of the decision making process.
- In discharging its responsibilities, the Governing Body will:
 - Make themselves familiar with the requirements of the appropriate legislation, codes of practice and guidance.
 - Create and monitor a management structure for health and safety.
 - Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
 - Identify and evaluate risks relating to possible accidents and incidents connected with Academy sponsored activities, including work experience.
 - Be kept informed about any significant health and safety failures, and of the outcome of the investigations into their causes.
- In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
 - A safe place of work for all users of the site to work, including safe means of access and egress
 - Plant, equipment and systems of work that are safe;
 - Safe arrangements for the handling, storage and transportation of articles and substances
 - Safe and healthy working conditions that take account of appropriate statutory requirements, code of practices and guidance;
 - Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

3.2 RESPONSIBILITIES OF THE HEADTEACHER

- The Headteacher is ultimately responsible for ensuring the Academy meets its statutory duties as an employer for health and safety at work. The Headteacher through their Senior Leadership Team and Departmental Heads will ensure that:
 - The Academy complies with relevant legislation, approved codes of practice and guidance applicable to its operations.
 - Responsibilities for health and safety are properly defined, understood and carried out at all levels within the Academy.
 - A designated member of the Executive Group line manages the Operations Manager, with support from the Academy Operations Group that performs the function as the Academy Health & Safety Committee.
 - A designated member of the Executive Group line manages the Safeguarding Team.
 - The Academy commitment to health and safety and its health and safety policy is reviewed and revised regularly and arrangements are in place to issue policy advice as required.
 - The Health and Safety Policy is brought to the attention of all employees and implemented throughout the Academy.
 - Employees are competent to perform their duties safely and without risks to health and they receive adequate information, instruction, training and supervision as is necessary to enable them to do so.
 - Adequate funds within budget are allocated for health and safety matters within the Academy.
 - Adequate insurance is provided against the costs of accidents arising out of business activities (including Employers and Public Liability Insurance).
 - Ensure that appropriate action is taken against employees failing to comply with the requirements of the policy.
 - To lead by example in relation to all health and safety matters.

3.3 THE SPECIFIC RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM

- The Senior Leadership Team has the following responsibilities:
 - To ensure the effective implementation of the Academy Health and Safety policy.
 - To be aware of their responsibilities for health and safety as outlined in the Academy Health and Safety policy.
 - To organise their area of line management responsibility for departments so that operations or work carried out is to standard of health and safety, resulting in their being a minimal risk to persons, equipment and materials.
 - To ensure that all employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.

- To ensure that all necessary risk assessments are carried out and that all necessary control measures identified are implemented and maintained and that the risk assessments are reviewed annually.
- To ensure that all employees are aware of the control measures outlined in the risk assessments appropriate to their activities.
- To ensure that all maintenance issues are actioned particularly when they have a bearing on health and safety matters.
- To ensure accurate employee health and safety training records are maintained.
- To ensure employees follow the health and safety procedures and instigate disciplinary procedures where appropriate.

3.4 THE SPECIFIC RESPONSIBILITIES OF THE HEADS OF YEAR

- The Head of Year will:
 - Promote and ensure the implementation of the Academy Health and Safety policy within their area of responsibility, and compliance with the relevant health and safety procedures.
 - Ensure health and safety guidance developed, by recognised organisations, is incorporated into the delivery of the tutorial programme.
 - Monitor the standard of health and safety throughout the tutorial programme and encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own wellbeing or the health and safety of others.
 - Liaise with the Health and Safety Manager on health and safety matters, which relate to social welfare of pupils.
 - Other policies deal with Safeguarding, Child Protection, Managing students with medical conditions, first aid and dispensing medication.
 - To lead by example in health and safety matters.

3.5 THE SPECIFIC RESPONSIBILITIES OF THE HEAD OF DEPARTMENT

- The Head of Department will:
 - Promote and ensure the implementation of the academy Health and Safety policy within their area of responsibility, and compliance with the relevant health and safety procedures.
 - Ensure all persons under their control are adequately trained and supervised to carry out their duties or other activities and are fully aware of health and safety hazards and precautionary measures related to their activities.
 - Ensure curriculum specific risk assessments are undertaken and recorded using the academy system.
 - Ensure safe working practices form part of the curriculum of the teaching groups for which they are responsible
 - Ensure health and safety guidance developed by recognised organisations is incorporated into the delivery of the curriculum e.g.
 - CLEAPSS / DATA documentation – Science and D&T.

- Ensure all persons under their control are adequately trained and supervised to carry out their curriculum duties or other activities and are fully aware of health and safety hazards and precautionary measures related to their activities.
- Ensure all defects identified in their department are reported immediately to the academy.
- Maintain good housekeeping in their area of responsibility/department.
- Monitor the standard of health and safety throughout the department in which they work, and encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own wellbeing or the health and safety of others.
- Ensuring accidents that occur within their departments are investigated in accordance with the academy accident reporting and investigation procedure.
- Ensure that adequate suitable protective clothing and equipment is available and used as required.
- Specific responsibilities for e-safety, ICT, internet access rest with the SLT member with responsibility for ICT.
- To lead by example in health and safety matters.

3.6 THE SPECIFIC RESPONSIBILITIES OF THE ESTATES DIRECTOR AND OPERATIONS MANAGER:

- The Estates Director and Operations Manager will:
 - Ensure the maintenance of academy buildings to prevent, so far as is reasonably practicable, risks to the health and safety of employees, students and others using the premises.
 - Ensure safe systems and methods of work for maintaining the structure, fabric and services of the buildings.
 - Ensure contractors and visitors within the academy premises undertake their work in a manner without risk to the health and safety of academy employees, students and other persons. A permit to work system is in place.
 - Ensure contractors engaged on work, in or for the academy are informed of this health and safety policy and their requirement to observe all safety rules via the permit to work system.
 - Make arrangements to ensure the academy complies with the relevant regulations concerning fire prevention and means of escape in case of fire, acting as the academy fire warden as required.
 - Make arrangements for the management of asbestos within the building.
 - Ensure adequate sanitation, including water supply, testing and treatments.
 - Arrange statutory inspection and testing of premises maintenance equipment, machinery and services (including lifting gear, pressure vessels, ventilation systems, lifts, gas and electrical installations, fire alarm system, emergency lights, lightening conductors, electrical appliances etc).
 - Ensure appropriate arrangements are made for cleaning and refuse disposal, including special/contaminated waste.
 - Attend to all urgent repairs with health and safety implications.

- Ensuring security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.
- Ensure the development of Academy Health and Safety policies, systems and procedures which conform to current legislation.
- Advise the Headteacher, Senior Leaders, Heads of Department and Non-Teaching Management on how to fulfil their health and safety responsibilities.
- Co-ordinate arrangements for the implementation across the Academy of risk management, policy, procedures, audits and accident investigation.
- Carry out reporting and investigation of accidents and dangerous occurrences to persons and or property to prevent a recurrence. This includes notifying the Governors and Health and Safety Executive of any reportable injury, disease or dangerous occurrence. (RIDDOR).
- Ensure health and safety management systems are in place and regularly reviewed to ensure effectiveness.
- To lead the academy work experience programme and making judgements on suitability on all placements, including visits to providers where required.
- Liaise with external agencies such as the Health and Safety Executive on behalf of the Academy.
- Ensure consultation is carried out with employees on health and safety issues through the Staff Consultative Group (SCG) and Academy Operations Group.
- Ensure that a health and safety report is prepared and reported to the Board of Governors at each meeting including detailing RIDDOR accident statistics.
- Ensure an annual health and safety audit of the Academy is undertaken and to take appropriate actions on any recommendations made on any health and safety failing identified.
- To lead by example in health and safety matters.
- Periodically review the Academy Health and Safety Policy and recommend any changes as they become evident.

3.7 THE SPECIFIC RESPONSIBILITIES OF THE CATERING MANAGER

- The Catering Manager will:
 - Set the health and safety standards for the catering department.
 - Ensure that catering employees are adequately instructed and trained in the safe operation of all catering equipment, machinery and hazardous substances.
 - Make arrangements to ensure the academy complies with the relevant regulations concerning food safety/hygiene.
 - Liaise with external agencies such as the Environmental Health Officers (Food Safety) on behalf of the academy.
 - Monitor catering employees to ensure they follow all relevant food hygiene requirements and health and safe procedures.
 - Ensure all risks assessments are in place.
 - To lead by example in health and safety matters.

3.8 THE SPECIFIC RESPONSIBILITIES OF EMPLOYEES

- Employees are required to co-operate with the academy at all times. In particular they are required to:
 - Read and understand the academy Health and Safety Policy Statement and follow all safety requirements laid down by the Governing Body.
 - Ensure safe working practices are in place for the teaching groups for which they are responsible
 - Report any defective equipment, machinery, failing in health and safety procedure or concerns to their line manager without delay.
 - Adopt a safe system of work at all times, using safety equipment or personal protective equipment which is provided where necessary and generally take responsibility for their own safety and that of others.
 - Work in a safe condition so that their own safety and that of fellow employees, students and others are not jeopardised.
 - Follow all relevant safe systems of work as may be laid down.
 - Ensure all accidents are reported to their line manager in accordance with the academy Accident Reporting Procedure.
 - Keep their immediate work locations, classrooms and store rooms within their department free from obstructions, refuse accumulations etc. A high standard of neat & tidiness is expected.
 - Ensure that all fire exit routes, fire prevention equipment, fire extinguishers are not obstructed and equipment in general is not tampered with or abused.

4. THE RESPONSIBILITIES OF CONTRACTORS

- Every contractor working on the academy site must accept the full responsibility for complying with the provisions of the Health and Safety at Work Act, as well as the academy and all other relevant statutory provisions in respect of the work comprising the contract.
- The Estates Director will ensure:
 - That contractors have appropriate health and safety risk assessments and method statements are provided by their employers before commencing work.
 - That contractors receive relevant academy health and safety information and instruction.
 - All contractors working on the academy premises sign in/out at reception and report to a member of the buildings team. This forms part of a Permit to Work system.
 - Contractors adhere to safe systems of work while working on the academy site.
 - All persons likely to be affected by contract work of any kind on the academy (e.g. employees, students) are made aware of any health and safety

implications in good time so where necessary appropriate alternative working arrangements can be put in place.

5. THE RESPONSIBILITIES OF VISITORS

- All visitors are required to sign in at main reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the academy.
- Hirers of the academy premises must use plant equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to main reception or off site as appropriate.
- If an intruder is uncooperative in going to main reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

6. STUDENTS' ROLE IN HEALTH AND SAFETY

- All students will:
 - Conform to the safety requirements of the academy and co-operate fully with staff in the implementation of the academy Safety policy.
 - Use in a safe manner and not wilfully misuse or neglect, damage or interfere with apparatus, equipment, academy premises or services.
 - Use the appropriate safety equipment and personal protective equipment as instructed.
 - Report any hazard, dangerous equipment etc to the teacher in charge of their class or any member of the academy staff.
 - Co-operate in keeping a tidy and safe working environment.
 - Use common sense and avoid horseplay, improvising and taking unnecessary risks.

7. MONITORING AND REVIEW

- Arrangements will be made and maintained for ensuring that the policies and procedures adopted for the promotion of safety are, and continue to be properly implemented.
- Monitoring will take place through:
 - A rolling annual programme to review of all risk assessments and the following policies
 - Fire Risk Assessment
 - Operational Risk Assessments
 - Health And Safety Policy
 - Lockdown Policy/ Business Continuity Plan
 - Fire Safety Policy
 - Supporting Students With Medical Conditions Policy
 - COSHH Risk Assessments
- Annual Audit.
- Safety Inspections
- Accident reports
- Regular reporting of health and safety issues to the Board of Governors.
- The Policy statement will be reviewed and amended annually by the Governing Body and the Headteacher. It may also be supplemented by further general statements or with further statements on specific issues.

7.1 PUBLICISING THE POLICY STATEMENT

- A copy of the Health and Safety Policy will be brought to the attention of all academy employees.

8. HEALTH AND SAFETY ARRANGEMENTS

8.1 ACCIDENT AND INCIDENT REPORTING

- While Macmillan Academy aspires to avoid accidents, cases of occupationally related ill health and incidents resulting in damage to property or equipment, it is recognised that they can occur and that it is essential to learn from any event with a view to preventing it happening again.
- The term accident in these arrangements refers to accidents (whether injury occurs or not), near misses, incidents, injury, disease and dangerous occurrence.
- **ALL** accidents no matter how small, that receive first aid treatment, shall be recorded on the EVOLVE accident book.
- The student and staff accident book is managed by the academy Operations Manager, with support from the lead first aider.
- The academy has a commitment to collecting and collating accident information to provide statistical data, which is used as a measure of the academy Health and Safety Performance.
- Changes to RIDDOR took place in October 2013. The purpose of the changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is to simplify reporting arrangements, following the Löfstedt review of health and safety regulation.
- The main changes are in the following areas:
 - The classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries'
 - The existing schedule detailing 47 types of industrial disease is being replaced with 8 categories of reportable, work-related illnesses
 - Fewer types of 'dangerous occurrence' will require reporting.
 - There are no significant changes to the reporting requirements for:
 - Fatal accidents
 - Accidents to non-workers (members of the public)
 - Accidents which result in the incapacitation of a worker for more than seven days.

- Recording requirements will remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.
- Only work-related accidents need to be reported and, when deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:
 - The way in which the work was carried out
 - Any machinery, plant, substances or equipment used for work
 - The condition of the site or premises where the accident happened.
- If any of the above factors were related to the cause of the accident, then it is likely you will need to report the injury to your enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.
- Where an accident is notifiable to the HSE, the Operations Manager will carry out a thorough accident investigation. This will be carried out with relevant parties involved.
- Where necessary, all other accidents will be investigated to determine the causes by the relevant Head of Department and the Operations Manager

8.2 FIRST AID

- Under the Health and Safety (First Aid) Regulations 1981 the academy has a statutory duty to provide trained first aid practitioners and first aid facilities. In addition, the Department for Education (DfE) has produced a good practice guide "Guidance on first Aid for Schools" which has been adopted by the academy Board of Governors.
- First aid is about treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available.
- The academy provides a First Aid room for use by both employees and students. The First Aid Room is staffed by a qualified first aider who provides a medical service for minor injuries. In addition, qualified first aiders are also available across the academy site.
- The Lead First Aider will ensure that first aiders certification is kept up to date and arrange refresher training as and when necessary.
- A Managing Medication Policy has been developed and is reviewed annually.
- Within the academy, there are 5 defibrillators on site in case of emergency.

8.3 BUSINESS CONTINUITY PLAN

- Macmillan Academy has a major incident plan to cover all foreseeable major incidents which could put at risk the occupants or users of the academy.
- The Macmillan Academy major incident plan is held by all members of the Senior Leadership Team.

8.4 RISK ASSESSMENTS

- The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks associated with their activities and reduce the risks as far is reasonably practicable.
- General risk assessments for specific activities carried out by the academy have been undertaken of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures. containing the following information:
 - Potential hazards/risks
 - Person at risk of harm, loss or injury
 - Measures which are necessary to control the risk
 - Additional measures to control the risk
- Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.
 - Assessments are carried out and records are kept on the T Drive.
 - control measures introduced as a result of assessments are implemented and followed
 - employees are informed of the relevant results and provided with necessary training
 - any injuries or incidents lead to a review of relevant assessments
 - The Operations Manager holds the responsibility to review risk assessments annually, unless a review is needed sooner due to procedural or legislative changes or in light of an accident report or audit.
 - suitable information, instruction and training will be provided to all persons involved in the risk assessment process
- We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.
- It is the responsibility of the Headteacher to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.
- Generic/Model risk assessments are acceptable so long as the assessor:
 - satisfy themselves that the 'model' risk assessment is appropriate to their work; and
 - adapt the model to their own actual work situations.
- When completing risk assessments it is necessary to refer to the relevant subject guides.
- The Operations Manager holds the responsibility to review risk assessments annually, unless a review is needed sooner due to procedural or legislative changes or in light of an accident report or audit.

8.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- The Control of Substances Hazardous to Health Regulations 2002
- The COSHH Regulations require employers to assess the risks to health from hazardous substances used in or created by the workplace activities. COSHH assessments for specific activities carried out by the academy have been undertaken. The COSHH assessments contain the following information:
 - Nature of the hazard
 - Person at risk from exposure to hazardous substance
 - Measures in place to control exposure to the hazardous substance
 - Whether health surveillance and/or monitoring of exposure is required
 - Additional measures required to reduce the exposure to hazardous substances
 - What information, instruction and training is provided to employees who use hazardous substances
- The COSHH inventory, risk assessments, data sheets for the following areas can be accessed through the Macmillan Academy T Drive.
 - Facilities
 - Art
 - Science & Engineering (CLEAPS)
 - PE
- Training for appropriate staff is carried out every 2 years.

8.6 MANUAL HANDLING

- Manual Handling Operations Regulations 1992
- The Manual Handling Operations Regulations 1992 establish a clear hierarchy of measures to reduce the risk of injury when performing manual handling tasks. Manual handling operations, which present a risk, must be avoided so far as is reasonably practicable; if these tasks cannot be avoided then each such task must be assessed.
- Manual handling assessments for specific activities carried out by the academy, have been undertaken. The manual handling assessments contain the following information:
 - Task
 - Loads
 - Working Environment
 - Individual Capabilities
 - Other factors
- Based on this information, control measures are identified and actions identified.
- Training for appropriate staff is carried out every 2 years.

8.7 DISPLAY SCREEN EQUIPMENT

- The Health and Safety (Display Screen Equipment) Regulations 1992

- Macmillan Academy will comply with the Health and Safety (Display Screen Equipment) Regulations 1992. Where Display Screen Equipment (DSE) users have been identified the following is undertaken:
 - DSE workstation assessments are completed when required
 - Work routines are designed to avoid prolonged use of DSE
 - Where required eyesight tests and corrective spectacles for users will be provided
 - Information, instruction and training is provided in the risks associated with this type of work and the control measures that are in place to eliminate or reduce the risks

8.8 LEARNING OUTSIDE THE CLASSROOM, INC WORK EXPERIENCE

- A diverse range of learning outside the classroom activities are undertaken in the academy. Macmillan Academy recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, employees, and volunteers in connection with educational visits.
- Macmillan Academy has Learning Outside the Classroom policy. All off-site learning must be organised in accordance with this policy, using the management system EVOLVE.
- When Macmillan Academy organises a work placement for a student they are required to take reasonable steps to satisfy themselves that any work-related risks to the student are managed by the employer. In a low risk environment simple checks are all that is needed. For higher risk environments more robust checks are necessary:
 - HSE guidance makes clear that, for low risk activities, simply establishing that the activities are at this end of the scale will be suitable. A check that the employer has employers' liability insurance would be advisable.
 - For medium risk activities, confirmation of arrangements for managing risks should include (in addition to the areas listed on the HSE guidance) checking that the employer has a risk assessment and has acted on the findings of this. This does **not** include making your own assessment and of the risk assessment: it is the employer's responsibility to ensure that this is suitable and sufficient. For higher risk activities, the discussion will be correspondingly more detailed.
 - For higher risk activities, the guidance points out that you will need to 'satisfy yourself' that supervision, training and instruction have been properly thought through. Rather, it is your assessment of whether the arrangements that the employer describes to you will be sufficient to manage the student, based on what you know of the character, qualities and abilities of that student.
- Macmillan Academy will ask the employer if they have employers' liability insurance and whether it covers work experience students as employees. There is no need for

the school to visit the employer to confirm this, they should simply ask the employer to let them have a copy of the insurance certificate and make sure it covers the period of the work experience placement.

8.9 WORKING ENVIRONMENT

- Macmillan Academy strives to ensure that all employees, students and others have a safe working environment through
 - Suitable, safe access and egress to and from each working area which takes account of the condition of floors, walkways, segregation of pedestrian and vehicle traffic and lighting levels
 - Appropriate methods of providing heating and ventilation
 - Adequate welfare facilities
 - Regular removal of waste materials
 - Safe windows and doors
- Any defects found in the working environment should be reported immediately to the Buildings team or the Estates Director.

8.10 MAINTENANCE, EXAMINATION AND TESTING OF PLANT AND EQUIPMENT

- All items of plant, machinery and equipment used are subjected to an appropriate level of examination, testing and maintenance to enable them, when used correctly, to be safe and without risk. All such items purchased are to recognised standards as laid down by current legislation.
- The Estates Director will ensure that all plant, machinery and equipment undergo appropriate examination, testing and maintenance in accordance with relevant statutory requirements and will keep appropriate records.
- Macmillan Academy examination, testing and maintenance procedures cover the following:-
 - Gas appliances – The Gas (Installation and Use) Regulations 1998
 - Electrical Equipment
 - Fixed Electrical Wiring Installation – IEE Code of Practice for Service Inspection and Testing of Electrical Equipment
 - Portable electrical appliances – Electricity at Work Regulations 1989
 - Lifts, Lifting Equipment –Lifting Operations and Lifting Equipment Regulations 1989
 - Fire Fighting Equipment/Fire Detection Equipment
 - Emergency Lighting
 - Powered Pedestrian Doors
 - Lightning conductors

- Local Exhaust Ventilation Systems (fume cupboards, dust extractors)
 - Air conditioning Units
 - Water Systems – control of legionella
 - Vertical Access Lifts, ladders, steps and elephants foot (small steps).
 - Physical Education Equipment
 - Engineering Equipment
 - Mini Bus (a separate policy exists for the driving of academy minibuses)
 - Pressure Systems
- Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.
 - In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.
 - All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

8.11 SECURITY

- The premises security falls within the remit of the Estates Director who will ensure: Locking and unlocking of the premises buildings; Alarm testing /setting and resetting; Call outs by specialists and repairs to any damage to premises
 - Perimeter fencing up to 2 meters in height
 - Maglock, camera and buzzer door entry system on main entrance, pedestrian gate and Dunstable road gates.
 - Security opens and closes the academy
 - Security patrol 16:00 hrs to 07:00hrs
 - Intruder alarm - monitored and keyholder notification

Site Visitors

- Visitors sign in and are issued with a badge
- DBS checks procedure in place for visitors and contractors
- Non-DBS checked visitors are always met and accompanied

8.11.1 LOCKDOWN PROCEDURES

Stage 1: Partial Lockdown

This procedure would be activated as a result of a reported incident or civil disturbance in close proximity to the academy which poses a potential risk to staff, students and visitors in

the academy. A partial lockdown is initiated to monitor a potential external threat, without impacting academy life.

During a partial lockdown, nobody will be allowed to enter or leave the academy - all teaching and learning should continue as usual.

Immediate Action:

- Outdoor activities are still permitted, but monitored and staff leading are made aware of the situation.
- Free movement may be permitted, depending on circumstances
- Pedestrian gate will be used for pedestrians.
- No vehicle access will be allowed at this time.

Stage 2: Full Lockdown

This procedure would be activated if there was an immediate security threat to the academy and may be an escalation of a partial lockdown. A full lockdown would be a reaction to a threat onsite.

To activate a full lockdown procedure, the yellow call point should be struck for the alarm to sound.

During a full lockdown, travelling outside your current room is prohibited and all outside lessons should return to their arranged locations immediately. Doors should be locked, blinds drawn on windows and lights off if possible. Students and staff must remain out of sight and hide.

Immediate Action:

- All students/staff to remain in their current room or go to the closest occupied office or classroom. Visitors and contractors should be briefed on lockdown procedures as part of the site induction provided.
- All students/staff outside to return inside immediately to a safe location (office/classroom/Leisure Centre/Blue Sports Hall/ Theatre/Dining rooms if at changeover/break/lunch)
- External doors locked if possible
- Classroom doors and windows to be locked, lights turned off and blinds to be drawn if classrooms have them.
- Students and staff **MUST** remain silent and out of sight
- Staff/students/visitors should drop to the floor to remain out of eyeline – hiding in cupboards/under tables
- If issues present with airflow, air conditioning units, heating and air handling units should be turned off if possible.
- Reception staff should act as other members of staff and hide in a nearby space.

Staff will be informed of procedures during an annual induction video and those within the incident team will carry out two scenario based drills throughout the year.

Students will be informed of the procedures through a broadcast and there will be an annual reminder.

8.11.2 CCTV

CCTV should be used within the academy for the purpose of:

- Maintaining an environment which supports staff, students and others' safety and welfare.

- Deterring crime against persons and against academy buildings and assets.
- Assisting in the identification and prosecution of persons having committed an offence.

All staff involved in operation of the CCTV systems will be trained and made aware of the sensitivity of handling images and recordings. Images/recordings which are retained are not to be held for longer than necessary, in line with the Data Protection Act. The images/recordings are retained for 31 days – after this deadline, images/recordings will be deleted (unless requested that this data is retained for a longer period of time. (This extension has to be requested by an authoritative organisation such as local authority, police or insurance company).

Personnel with access to CCTV have the system stored on a password protected computer and only authorised staff are able to access images/recordings for the purposes outlined above. If images are printed, these are to be disposed of in confidential waste after use. Recording/images may be uploaded to a HOY folder with restricted access so specific staff are able to view and deal with issues in a more timely manner.

Access procedures

Access to and the disclosure of CCTV footage is restricted and controlled. A request from police or for insurance purposes is assessed case by case. A written request is required for any footage to be released is required to be sent to the Operations Manager and sent via video upload link.

Named personnel with permission to record/capture CCTV are:

- Alwyn Jackson – Estates Director
- Symone Jackson – Operations Manager
- Oscar Stanton – Assistant Headteacher
- Kay Brown – Intervention
- Andrew Weighell – Intervention

8.12 BULLYING/VIOLENCE AT WORK

Macmillan Academy does not tolerate bullying. Employees should see if they can sort out the problem informally first. If they cannot, they should talk to their Line manager or HR department.

The Health and Safety Executive (HSE) have defined violence to employees as “Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising from their work”.

- Macmillan Academy has adopted this definition and believes that workplace violence is a health and safety issue, which needs to be managed in the same way as any

other health and safety issue, and acknowledges the importance of identifying and reducing workplace violence.

- Macmillan Academy aims to identify situations, which could lead to violence at work, assess those risks and wherever practicable avoid situations that could lead to violence. Where the risks remain, the academy will minimise the likelihood of violence through physical protective measures, management systems and training in violence and aggression.

8.13 NO SMOKING POLICY

- Macmillan Academy operates a **NO SMOKING POLICY** within the entire building and grounds. This policy applies to all employees of Macmillan Academy, Governors, visitors, students and contractors.

8.14 STRESS

- The Health and Safety Executive (HSE) have defined stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. Macmillan Academy has adopted this definition and believes that workplace stress is a health and safety issue, which needs to be managed in the same way as any other health and safety issue, and acknowledges the importance of identifying and reducing workplace stressors.
- Macmillan Academy will introduce a procedure to identify potential stressors and carry out stress risk assessments in order to eliminate, reduce or control the risks from stress. The Academy will ensure that the seven broad categories of risk factors identified in the HSE publication “Tackling Work Related Stress” (HSG218) namely culture, demands, control, relationships, change, role and individual factors are fully considered when undertaking stress risk assessments.

8.15 ASBESTOS

- Macmillan Academy recognises the risks to health arising from exposure to asbestos fibres. In accordance with the Control of Asbestos at Work Regulations 2002 (CAWR), the academy will take all necessary steps to manage the risk from asbestos in its workplace in order to prevent all persons being exposed to asbestos fibres.
- In particular the academy will:
 - Find out if there is asbestos in the premises, its amount and what condition it is in.
 - Presume materials in the premises contain asbestos, unless there is strong evidence to suggest it does not.
 - Make and keep up to date a record (Asbestos Register) of the location and condition of the Asbestos Containing Materials (ACMs).

- Assess the risk from the material.
- Prepare a plan that sets out in detail how to manage the risk from the materials.
- Take the appropriate steps needed to put the plan into action.
- Review and monitor the plan and the arrangements for putting the plan in place.
- Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.
- Identify and train those responsible within the Academy for the management of asbestos in buildings.
- Based on the assessment of risk, the academy will identify the action needed to manage the risk.

8.15.1 ASBESTOS IN GOOD CONDITION

If the asbestos in the premises is in good condition , is not likely to be damaged; and is not likely to be worked on or disturbed, it is usually safer to leave it in place. The condition of the ACM will be monitored at regular intervals (i.e. annual condition monitoring) by a specialist.

8.15.2 ASBESTOS IN POOR CONDITION

- If the asbestos in the premises is in poor condition or is likely to be damaged or disturbed the academy will decide whether it should be repaired, sealed, enclosed or removed.

8.15.3 MANAGING ASBESTOS LEFT IN PLACE

- Where it has been agreed to leave ACM's in place, it must be ensured that:
 - The Asbestos Register is maintained and updated by the Estates Director;
 - Where it possible without risk to health ACM's on site will be identified with asbestos warning signs;
 - The Estates Director will hold the academy asbestos register on site and consult this register prior to ANY work being undertaken on the structure and fabric of the building;
 - A permit to work system for all work on the structure and fabric of the building will be introduced. This means no one will be allowed to work on the premises, unless they have a permit from the Estates Director.

8.15.4 ACCIDENTAL RELEASE OF ASBESTOS

- The accidental release of asbestos should not occur. However the possibility of finding unrecorded, concealed asbestos materials must always be considered. If concealed materials are disturbed and it is suspected that they could contain asbestos then **all work must stop.**
- **In case of suspected accidental release of asbestos the following action must be taken:**

- Immediately clear the area of all persons (if possible lock off / erect notices prohibiting access). If the release is contained in a single area (i.e. room), isolate the room. If the suspect material is in the corridor it will be necessary to clear all rooms served by the corridor;
- The Estates Director will, assess the situation and decide on the further course of action, including the involvement of an independent analyst where necessary;
- The risk assessment undertaken by the Estates Director will determine the method of disposal, repair, sealing and clearance of any loose materials. Remedial work will then be arranged. The area will remain clear of anyone who is not involved in remedial action until clearance air monitoring.

8.16 ELECTRICAL EQUIPMENT

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the Academy will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
 - maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
 - inspect and test portable equipment as often as required to ensure safety
 - inspect and test second-hand electrical equipment lent to, or borrowed by, the school
 - require hirers of school premises to ensure electrical appliances brought onto school premises have a current (less than 12 months) test certificate
 - promote and implement a safe system of work for maintenance, inspection and testing
 - forbid live working unless absolutely necessary, in which case a permit must be issued
 - ensure employees and contractors who carry out electrical work are competent to do so
 - maintain detailed records
- Employees must:
 - visually check electrical equipment for damage before use
 - report any defects found immediately to the Operations Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
 - not use defective electrical equipment
 - not carry out any repair to any electrical item unless qualified to do so
 - switch off non-essential equipment from the mains when left unattended for long periods

- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

8.16.1 PORTABLE ELECTRICAL APPLIANCES

- Macmillan Academy is required, under the Electricity at Work Regulations to ensure all electrical equipment is safe to use. In order to comply with these requirements the Academy has a procedure for testing all electrical portable equipment annually. A competent person undertakes the testing of the portable electrical equipment and records relating to the testing of all electrical equipment are held by the Estates Director.

8.16.2 SUMMARY OF KEY ACTIONS:

- The key actions necessary to control the health and safety risks arising from electricity are to:
 - Have the main electrical installation tested every five years except for those parts of school with licensed areas or lightning protection which should be tested annually.
 - Retain copies of electrical test certificates
 - Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing
 - Keep a record must be kept of all portable items of electrical equipment showing:
 - the detail of the item
 - the date of acquisition
 - details of any inspection, testing or repair work
- The Estates Director will ensure that testing, inspection and maintenance of equipment is undertaken as required.

8.17 ENFORCEMENT OF HEALTH AND SAFETY LAW

- Health and safety law is enforced by inspectors from the Health and Safety Executive (HSE). Academies and schools are subject to random inspections by HSE inspectors. Comments and recommendations arising from these visits are generally received in the form of a letter sent to the Headteacher.
- However, if an inspector finds a breach of health and safety law, they will decide what action to take. The action will depend on the nature of the breach. Inspectors may take enforcement action in several ways.

- In most cases these are:
 - Improvement Notice – where the breach is more serious, the inspector may issue an improvement notice. The notice will say what needs to be done, why and when. The time period within which to take remedial action will be at least 21 days. The inspector can take further legal action if the notice is not complied with within the specified time period.
 - Prohibition Notice – where an activity involves, or will involve, a risk of serious personal injury, the inspector may serve a prohibition notice prohibiting the activity immediately or after a specified time period, and not allowing it to be resumed until remedial action is taken.
 - Prosecution – in some cases the inspector may consider that it is also necessary to initiate a prosecution. Health and Safety law gives the courts considerable scope for punishing offenders and deterring others.

8.18 FIRE

- The Estates Director is responsible for:
 - The formal maintenance and regular testing of the fire alarm and emergency lighting.
 - The maintenance and inspection of the firefighting equipment.
 - The maintenance of exit/escape routes and signage.
 - Supervision of contractors undertaking hot work.
- All staff must be familiar with the Academy Fire safety risk assessment, the Academy emergency plan and evacuation procedures.

8.18.1 FIRE EVACUATION PROCEDURE

- Fire Drills are held termly in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures.
- A sweeping system is in place for fire marshals to clear their designated area of the site and report to the lead fire marshal when complete.
- The Estates Director will decide when classes can return to the academy buildings. In the event of a fire, the Fire Service will take overall responsibility. All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Headteacher and Estates Director should be informed immediately. If there is a potential hazard, the room should be vacated and the Headteacher and the Estates Director informed immediately.

On the alarm sounding:

- The Operations Manager to check the alarm status at the alarm panel. A caretaker should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.

- The Academy is to evacuate on the alarm sounding. The priority is to evacuate the Academy to ensure the safety of students, staff and visitors.
- The Estates Director will decide whether to call the Fire Service or not based on the investigation of the alarm point.
- Evacuation is to be carried out, if necessary, through a 'sweeping system' carried out by designated fire marshals.
- Students are to line up by class group at their assembly point. Subject staff should vacate the building with their class and supervise students at all times, ensuring they progress speedily to the appropriate assembly point.
- Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- Everyone is to remain at the assembly point, until the 'all clear' instruction is given.
- The Estates Director will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Service will take overall responsibility. If the alarm sounds during break or lunch, the same principles apply.

8.19 HAZARDOUS SUBSTANCES

- The Estates Director is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous substances are defined by the COSHH regulations as:
 - substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
 - biological agents directly connected with work including micro-organisms
 - dust of any kind when present as a substantial concentration in the air
- Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- All staff are reminded that no hazardous substances should be used without the permission of the Head of Department. The Estates Director will complete an assessment for any authorised products and an instruction for safe use.
- Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints
- All the above should be used in a well ventilated area.
- Dust in the Technology lessons are controlled by LEV and experiments in Science are carried out in a Fume Cupboard. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

8.20 INFORMATION, INSTRUCTION AND TRAINING

Information, instruction and training must be given to employees and students who may be exposed, about the risks to health and precautions.

Training is provided to staff appropriate to their role. The following training is provided:

- Induction training
- Fire awareness
- Manual Handling
- Working at Heights
- COSHH
- First Aid
- Fire Warden
- Asbestos Awareness

8.21 HAZARD REPORTING

- An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.
- The reporting of hazards, in the main, should be done verbally to the Operations Manager and line manager as soon as possible, but where the situation warrants, a more formal response may be required.
- In addition to this procedure, reports of hazards may be received via the Academy Council, Departmental meetings/minutes or via risk assessment procedures.

8.22 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The need for PPE has been identified in Risk Assessments. It is the Estates Director/Operations Manager's responsibility to ensure adequate supplies of PPE.
- Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.
- Any staff member or student who refuses to use the PPE will be subject to disciplinary action.
- PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

8.23 WORKING AT HEIGHT

- The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and conduct a risk assessment.
- The school will ensure that:
 - all work activities that involve work at height are identified and assessed
 - the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
 - all work at height is properly planned and organised
 - all employees required to use stepladders or ladders are competent
 - regular inspections of all stepladders and ladders are undertaken
 - any contractors on school property comply with this policy
 - ladders and stepladders are secured to prevent unauthorised use.
- Standing on desks, chairs or other furniture is not permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

8.23.1 USING LADDERS (INCLUDING STEPLADDERS)

- Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.
- Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.
- For example whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.
- Only those persons who have been trained to use ladders safely may use them.
- All ladders should be secured against unauthorised use
- Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.
- Where ladders are to be used to work from it should be ensured that:
 - a secure handhold and support are available at all times;
 - three points of contact should be maintained at all times;
 - the work can be completed without stretching;
 - the ladder can be secured to prevent slipping.
- Do not work at height when you are alone. If you are planning to use a step ladder have an assistant with you to hold the ladder steady and pass you the materials you need.
- Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

8.24 EQUIPMENT IDENTIFICATION/INSPECTION

- The Operations Manager is responsible for the purchase and maintenance of all ladders in the Academy.
- The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.
- Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.
- In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

8.25 CONTRACTOR COMPETENCY

Macmillan Academy has a trusted list of contractors used within the academy. Contractors are vetted for their competency through the following:

- Risk Assessments and Method Statements for work which is to be carried out
- Public and Employers Liability Insurance is sent to the academy on an annual basis or prior to the work being carried out.
- Qualifications, skills and experience in the type of work is required.
- Contractors understand work to be carried out on site through site visits prior to work.

8.26 GAS/HEATING SYSTEMS

Macmillan Academy has a contract with CBRE to maintain the gas and heating systems within the academy.

- determine the location of all gas pipe work, fittings, storage vessels and appliances and record them on a line drawing.
- annual safety checks by CBRE are carried out on heating systems
- ensure that suitable and sufficient records are kept
- ensure that all gas installations within the premises comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998
- ensure that all work and safety checks on any gas equipment are only carried out by competent Gas Safe Register registered people (CBRE as trusted academy contractor)
- ensure that all gas appliances are safe and any that are not are repaired or removed from the premises
- ensure that any gas leaks are reported to the supplier as soon as they are noticed and that any consequent supply disconnection is not restored until the fault is properly remedied.

8.27 LEGIONELLA

Macmillan Academy has a contract with Hartlepool Borough Council to manage, prevent and control the risk of Legionnaires disease. This is done by:

- carrying out a risk assessment for Legionnaires management
- monthly checks of the water systems
- Documented results of any monitoring inspection, test or check carried out, and the dates

Any fluctuations in temperature is to be reported to the Operations Manager/Estates Director and will be investigated by Hartlepool Borough Council.

8.28 EMPLOYMENT LAW

In line with the Health and Safety (Consultation with Employees) Regulations 1966, the academy recognises that the participation of all employees is essential in order to maintain and improve the working environment. Consultation on health and safety matters will be through the Academy Staff Consultative Group. The Academy Operations group performs the function as the Academy Health & Safety Committee.



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