

Ratified by Oasis Community Learning Executive:
8th May 2009

Health & Safety Policy

Implementation: April 2009
Review: April 2011



1 Introduction

- 1.1 Oasis Community Learning is responsible for the overall health and safety policy.
- 1.2 The Academy Council and Principal are responsible for the local implementation of the Oasis Community Learning policy and for the procedures which proceed from the policy.
- 1.3 The Academy will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal, and within the overall Oasis Community Learning policy.

2 Aims

- 2.1 Oasis Community Learning aims to ensure that so far as is reasonably practicable:
 - All employees are safeguarded in respect of Health, Safety and Welfare whilst at work
 - All students and members of the public, including parents, visitors and contractors' employees who enter Academy premises, are not exposed to any Health and Safety risks during the course of their business
 - No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
 - All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.
- 2.2 The Academy's objectives are to:
 - a) Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
 - b) Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public;
 - c) Provide means of access and egress which are safe and without risks to health;
 - d) Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees and students;
 - e) Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
 - f) Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
 - g) Ensure that the Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them;
 - h) Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels.

3 Responsibilities

3.1 This policy is largely dependent upon the total co-operation of every person who works in the Academy. Oasis Community Learning expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

3.2 Oasis Community Learning through the Academy Council

Responsibilities

The Academy Council has the overall responsibility within the Academy for:

- Ensuring the implementation of Oasis Community Learning policies
- implementing Oasis Community Learning policies;
- establishing, maintaining, monitoring and reviewing the Academy Health and Safety policy in order to meet the health and safety requirements in the Oasis Community Learning policy;
- agreeing and maintaining any necessary health, safety and security contracts with contractors;
- appointing a member of the Council to be responsible for liaison on Health and Safety issues with the Principal and Staff;
- ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- ensuring that standards of welfare are established and maintained for staff, students and visitors;
- ensuring that staff are trained in Health and Safety as appropriate;
- ensuring adequate resources to enable the Health and Safety policy to be carried out;
- ensuring that Health and Safety issues are put on the agenda of all appropriate Academy Council meetings (and sub committees / working groups of the Council) in the Academy – this includes having health and safety as an agenda item, as a minimum, at least every second (out of 6 per year) Academy Council meetings;
- ensuring that the HandSaM health and safety management system is used effectively in the Academy.

3.3 Designated Member of Academy Health & Safety Committee

This member of Council is responsible for:

- liaising with the Principal and the Health and Safety Champion (HSC) between meetings of the Council to ensure that the Oasis Community Learning policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- being available when possible to the Staff Health and Safety Committee;
- overseeing the HandSaM health and safety system;
- inspecting the accident/incidents books at least once a term.

3.4 The Principal

The Principal (or, when absent, his/her Deputy or Vice Principal) will be responsible for the overall implementation of the health and safety policy.

The Principal is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, students, visitors etc);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- ensuring that the welfare of staff and students is seen as a priority by all staff;
- consulting with members of staff on health and safety issues;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- identifying the training needs of all staff and students, and ensure, within the financial resources available, that adequate and appropriate training is provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out in a timely manner.
- delegating to the Health and Safety Champion (HSC) appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the HandSaM system is used effectively by relevant users;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- making an annual Status Review and presenting it to the Council; and otherwise
- keeping the Council informed of the progress of the implementation of the policy, and informed about changes to the law and guidance - this includes, working with the Academy Council Chair to have health and safety as an agenda item, as a minimum, at least every second (out of 6 per year) Academy Council meetings.

3.5 The Health and Safety Champion (HSC)

The Health and Safety Champion will be responsible to the Principal for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy is implemented;
- reporting directly to the Principal on health and safety issues;
- liaising as appropriate with the member of Council with health and safety responsibility and working together to ensure that either the HSC or the designated Academy Council member for health and safety, reports back on health and safety to the Academy Council at least every second Academy Council meeting (out of six meetings per year).
- ensuring that suitable and sufficient risk assessment are carried out, and appropriate controls are implemented;
- liaising with any contractors and making reports to the Principal on the progress of the contractual requirements;
- agreeing and maintaining any necessary health, safety and security contracts with contractors (*N.B. this particular responsibility was originally assigned in an earlier version to the Academy Council*);
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives and committee;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);

- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Oasis Community Learning policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers, understand and implement the Health and Safety policy as appropriate;
- overseeing the efficient use of the HandSaM system to underpin the policy and procedures.

3.6 Staff with Departmental responsibilities will:

- be responsible to the Health and Safety Champion for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- use the HandSaM system to record completion of the relevant tasks;
- make and regularly review a departmental health and safety policy (see the Oasis Community Learning template for a Departmental policy);
- set up and implement safe methods of work;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the Health and Safety Champion (HSC).

The Academy will assign similar responsibilities to other staff as relevant.

3.7 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, and students in their care;
- carry out all supervisory duties before the beginning of the day, at break times and at such times as set out in the Academy's staff duties requirement and duty roster;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by Oasis Community Learning and the Academy and use all health and safety equipment provided;
- alert the Health and Safety Champion or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine;
- ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the HandSaM system of health and safety management where relevant;
- participate in any relevant training.

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

Oasis Community Learning recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk assessment and control measures.

- 3.8 The Staff Health and Safety Committee has a duty to consider Health and Safety issues and to raise concerns and give advice as appropriate.
- 3.9 Trade Unions have the right to appoint their own representatives and to form a Safety Committee should they so wish. If such a committee is formed then its role will be advisory.
- 3.10 Head Cook/Catering Manager

In addition to the above the Head Cook will also be responsible for:

- implementing the relevant Oasis Community Learning and Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the Health and Safety Champion (HSC) of any issues of concern;
- recording results of the monitoring and review of procedures;

- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues.

4 Consultation

4.1 Staff

Health and Safety will be a standing item on the agendas of all Departments and Pastoral group meetings. Any points raised will be duly minuted and reported promptly to the Health and Safety Champion.

4.2 Students

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Year and Academy Council meetings, and raise concerns which will be reported to the Health and Safety Champion.

5 Organisation

5.1 Structure

- Oasis Community Learning Board of Trustees has overall responsibility for the policies and procedures in the Academy;
- The Academy Council with a Designated member for Health and Safety who is a member of the Academy committee with health and safety responsibility;
- The Principal with overall responsibility for the implementation of the policy and reporting to the Council;
- Health and Safety Champion with responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Principal;
- Heads of Areas/Departments with responsibility for Health and Safety within their areas and for reporting to the HSC;
- Regular (at least termly) Department and Team meetings with reports going to the HSC;
- A Health and Safety Committee with an advisory role, reporting to the HSC.

6 Risk Assessment

- 6.1 All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.
- 6.2 The Academy's risk assessment pro forma must be used by all staff, and completed assessments must be sent to the HSC and retained on the HandSaM system, and made accessible to all relevant staff through the system management.
- 6.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.
- 6.4 The HSC will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at academy level and which by any other

outside contractors. The HSC has the discretion to seek advice from Oasis Community Learning on appropriate delegation, and will report reasons to the Principal and the Council in an annual report or as the Council determines.

7 Security

7.1 The Academy's security arrangements for the areas below are contained in the Staff Handbook and are also available from the HSC's Office:

- The site
- The buildings
- Notices
- Control of visitors to the college
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at College in the morning and leaving in the afternoon
- Responsibilities for security aspects

8 Health and Safety Management Arrangements

- 8.1 The Academy is using the HandSaM system of health and safety management. All relevant staff and designated members of Council will be trained in its use.
- 8.2 The HSC will be the Administrator of HandSaM, and will make regular reports to the Head on the progress of the annual cycle of health and safety management.
- 8.3 Staff with health and safety responsibilities will be HandSaM 'Users', and will be responsible for completing tasks assigned to them and recording completion on the HandSaM record.
- 8.4 The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.
- 8.5 Oasis Community Learning will periodically review the implementation of HandSaM to ensure that the system is used to ensure that the Academy complies with law and regulations.

9 Measuring Performance

- 9.1 The Academy will use the HandSaM system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.
- 9.2 The HSC will ensure that the following are carried out as appropriate, using the HandSaM system for logging purposes:
- Regular documented audits
 - Site inspections

- Review of risk assessments and the subsequent control measures
- Surveys by the health and safety committee, if formed
- Attendance at health and safety meetings
- Information coming out of department meetings, and how it is dealt with
- Results of any external reviews/investigations
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
- A system of reviewing and developing improvement plans as identified
- Sharing experiences, findings and good practice inside the Academy.

10 Status Review

- 10.1 The Academy will, at the end of each year or appropriate period, draw up a status report on each Safety Management Area covered by the Academy's review.

The review will draw off the information on the HandSaM system and will comprise:

- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the HandSaM system
- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy or structure
- New processes and new technology
- External influences - legislation/guidance/British standards/auditors reports
- Proposals for improvements

- 10.2 The principal will ensure that copies of the Status Review will be sent to Oasis Community Learning, all members of Council, all staff, and to parents where this is seen to be advantageous.

11 Staff Training and Involvement

- 11.1 All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

- 11.2 All relevant staff will be trained to use the HandSaM system.

- 11.3 The Academy Leadership Team undertakes to keep staff informed of any changes through Health and Safety Committee, if formed, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

- 11.4 The Academy undertakes to provide extra training for staff where a need is identified.

- 11.5 The Academy Health and Safety Champion is responsible for involving external trainers where necessary.

12 Equal Opportunities

- 12.1 In making, reviewing and implementing this policy the Academy's equal opportunities policies must be taken into account.

12.2 In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to make use of the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate.

13 Monitoring and Review

13.1 The Council's Delegated Member will oversee the implementation of the Oasis Community Learning and Council's policies.

13.2 The Academy Council will receive termly reports on health and safety and security in the Academy from the Principal.

13.3 The Council will report termly to Oasis Community Learning on the working of the policy and procedures. The Council has the right to recommend amendments to the policy to Oasis Community Learning.

13.4 Oasis Community Learning will review this policy annually or as necessary if circumstances change. Oasis Community Learning will ensure that the Academy maintains monitors and reviews its Health and Safety policy, procedures and organisational arrangements.

13.5 The Principal has the responsibility for monitoring the implementation of the policy and for ensuring that the Academy's procedures are fit for purpose.

13.6 The Principal will keep the Council up to date with changes in Health and Safety law, regulations and guidance and any changes in the Academy organisation that require a fresh look at Health and Safety.

13.7 The HSC is responsible for monitoring the implementation of the policy and reporting to the Principal.

14 Date of the next review:

01 April 2011

Signed: _____

Date: _____

Chair of the Academy Council

Appendix 1

TEMPLATE FOR A DEPARTMENT HEALTH AND SAFETY POLICY

(This model is intended to sit alongside the health and safety management system on the HandSaM website (www.handsam.co.uk). It can be amended to suit local circumstances)

Name of Academy: _____

Name of Department: _____

Name of Head of Department/Person with Health and Safety responsibilities:

1 Introduction The Academy Policy

1.1 The Academy's health and safety policy aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work
- All students and members of the public, including parents, visitors and contractors' employees who enter Academy premises, are not exposed to any Health and Safety risks during the course of their business
- No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.

1.2 The Academy's objectives are to:

- Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public;
- Provide means of access and egress which are safe and without risks to health;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees and students;
- Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels.

- 1.3 Copies of the Health and Safety policies are kept on the HandSaM management system, or can be read in the Staff Handbook.

2 Purpose and Aims:

- 2.1 This Departmental policy sets out the means by which this Department will fulfil the Academy's requirements for a healthy and safe environment for Students, staff and visitors.

- 2.2 The Department aims to:

- ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- make and keep under review relevant policies and procedures;
- will maintain a list of hazards within the Department area and keep this under review;
- take immediate action where hazards are likely to turn into risks;
- ensure that the Academy's health, safety and security arrangements are known and implemented within the Department;

- 2.3 Each member of the Department is expected to:

- take reasonable precautions to safeguard the health and safety of themselves and others.
- observe all Health and Safety rules and procedures as laid down by the Academy and use all Health and Safety equipment provided.
- alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

3 Health and Safety Management Arrangements:

- 3.1 The Management System

- The Academy is using the HandSaM system of health and safety management. All relevant staff and Academy councillors will be trained in its use.
- The Health and Safety Champion (HSC) will be the Administrator of HandSaM, and will make regular reports to the Principal on the progress of the annual cycle of health and safety management.
- In the Department the Head of Department will be responsible for ensuring that the HandSaM tasks are completed and recorded.

- 3.2 Risk Management

- Health and Safety will be on the agenda of all Departmental meetings, and minutes of any discussion and action will be taken, kept and passed to the Academy's Health and Safety Champion (HSC) where appropriate via the HandSaM system.
- The Head of Department will ensure that generic risk assessments are made and kept under review. Members of the Department will make assessments in areas

they are responsible for, and will observe the risk controls that have been determined.

- All members of staff undertake to inform the Head of Department of any potential risk as soon as they perceive it. The Head of Department will decide whether the risk can be managed within the Department, or needs the Academy's help.
- All risks and the action taken will be recorded in the Department's HandSaM log and passed to the HandSaM system administrator.
- All staff will use the Academy's risk assessment template, and means of assessing risks. (See Appendix). Training in risk assessment and control will be provided by the Academy or Department as appropriate.

3.3 Managing Risks specific to the Department:

PUT IN HERE ANY RISK MANAGEMENT TASKS THAT ARE PARTICULARLY RELEVANT TO THE DEPARTMENT. (E.G. specific machinery; or layout of the Department; or use of sharp implements; or activities that have an element of risk.

Departments that have a greater risk management responsibility like PE, Games, Science, Design and Technology, Drama, should set out their particular approaches to risk assessment and risk management here or in the Appendices.)

All members of staff must wear appropriate protective clothing where relevant.

3.4 Training:

The Head of Department will submit an appropriate training plan to the HSC annually as per the Academy's requirements.

3.5 Fire Safety:

All members of the Department will:

- a) familiarise themselves with the fire safety procedures;
- b) ensure that fire doors open as intended and that nothing impedes their opening;
- c) ensure that any fire equipment for which they are responsible is properly
- d) maintained and checked periodically;
- e) know any special fire precautions for equipment and materials that they use;
- f) check periodically that the fire notices are on display in their teaching areas;
- g) ensure that students know the alarm and evacuation procedure and route from the
- h) area to the assembly area;
- i) keep a register of students present in each teaching period;
- j) report to the Head of Department any hazards likely to cause a fire.

The Head of Department (or senior member of the Department present) has the responsibility for directing any visitors to the Academy to the assembly area in case of fire. But all staff must be aware that visitors will need to be properly directed.

Training in action to be taken on hearing the fire alarm will be provided by the Academy.

3.6 Display Screens

Because there is so much use of display screens (VDUs) in the Academy all members of staff must pay attention to the Display Screen policy both as it affects staff health and safety and students.

3.7 Safeguarding Students:

- All staff are must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse.
- The Academy will provide periodic training in the requirements for safeguarding students and in recognising potential problems.
- Any suspicions will be reported immediately to the Academy's designated teacher for safeguarding children whose name will be posted in the staff room.
- Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the Academy may have.

3.8 Staff Welfare/Stress;

- Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.
- Staff who feel under stress that is more than the normal expected stress of working in the Academy should report this initially in confidence to the Head of Department (or the member of the Academy Leadership Team with responsibility for staff welfare).
- Staff are also expected to report in confidence any concerns they may have about other members of the Department's state of health.

3.9 Lone workers:

When a member of the Department is working alone in the Department he/she should ensure that the Academy's procedure for signing in and communication are observed; (See 10.15)

3.10 Records:

Appropriate records of risk management events and issues will be kept by the Head of Department. These will be kept on the HandSaM system and will be periodically inspected by the HSC.

3.11 Accidents:

All accidents to staff and students **MUST** be recorded as per the Academy's system. Staff who are unsure about the system must seek advice from the Head of Department.

3.12 Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the Academy's rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

3.13 Status Review:

The Department will contribute to the Academy's annual health and safety status review.

The Department's report will make a review of:

- the overall fulfilment of risk assessments and other health and safety tasks as recorded on the HandSaM system;
- the overall decrease/increase in risks;
- the overall decrease/increase in accidents/incidents;

- any other findings in the annual audit;
- changes in the organisation, policy or structure;
- any risks associated with new processes and new technology;
- external influences - legislation/guidance/British standards/auditors reports; and will make
- proposals for improvements.

4 Development Plan

The development of health, safety and security within the Department will be part of the Department's Development Plan as appropriate.

4.1 Responsibilities:

(i) The Head of Department

- is responsible to the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility
- will familiarise him/herself with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities
- will set up and implement safe methods of work
- will apply effectively all relevant Health and Safety regulations, rules procedures and codes of practice
- will instruct all staff, students and others under his/her jurisdiction in safe working practices
- will carry out regular safety inspections of their areas and keep records of those inspections
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- will make available appropriate protective clothing and equipment, first aid and fire appliances
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled
- will provide appropriate Health and Safety information to relevant persons
- will report any Health and Safety concerns to the HSC.

(ii) All Members of the Department will:

- be responsible to the Head of Department for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the Academy's and Department's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- assist the Head of Department in ensuring that the Departmental environment and practices are as safe as is reasonably practicable.
- set up and implement safe methods of work;
- apply effectively all relevant Health and Safety regulations, rules procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;

- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- keep up-to-date with developments in their particular field of work;
- report any Health and Safety concerns to the HSC.

5 Equal Opportunities:

In implementing this policy all staff must ensure that the Academy's policy on non-discrimination and equal opportunities is taken into account.

6 Monitoring and Review:

- 6.1 The Head of Department will monitor the progress of the policy. The HSC will liaise with the HoD to ensure that it remains in line with Academy policies.
- 6.2 It will be reviewed annually at a Department meeting. The review will be recorded on the HandSaM system and will be available for the HSC to note.

Signed: _____
Head of Department

Date: _____

Signed: _____
Health and Safety Champion (HSC)

Date: _____

Appendix 2

RISK ASSESSMENT TEMPLATE TO BE USED THROUGHOUT THE ACADEMY

NO RISK IS AVERTED BY THE AMOUNT OF WRITING IN A RISK ASSESSMENT. BE BRIEF AND TO THE POINT. THE AIM IS TO REMIND YOURSELF AND ANY OTHER APPROPRIATE PERSONS WHAT NEEDS TO BE DONE TO PROTECT ANYONE LIKELY TO COME INTO CONTACT WITH THE RISK.

Department: _____

Name of Member of Staff: _____

Risk: _____

Who is likely to be affected by the risk? _____

What level of risk is it? High/Medium/Low: _____

What needs to be done to minimise the risk?: _____

Who is going to see it is done?: _____

What is the date by which it must be done?: _____

APPENDICES

1 Accident / Incident Management

1.1 All accidents/incidents must be reported immediately to the Health and Safety Champion.

1.2 This includes:

- a) **Accidents** – where an accident has occurred and harm / injury is sustained
- b) **Incidents** – where an accident has occurred and harm / injury is not sustained
- c) **Near miss** – where an incident occurred which could have (under similar circumstances) become an accident

- 1.3 The HSC will carry out investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the relevant Head of Department.

2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

- 2.1 The HSC has the responsibility for reporting under RIDDOR Regulations.
- 2.2 The HSC will inform the Principal of any such events.
- 2.3 The HSC will review the incidents recorded in the Accident Book at regular intervals to identify any trends. The HSC will sign the Accident Book and record it in the HandSaM record.
- 2.4 Accident trends will be investigated by a committee consisting of the Principal, HSC, Nominated Council Member and Chair of the Health and Safety Committee. The results will be reported to the Council and the Council will include their conclusions in reports to Oasis Community Learning.

3 Caretaking and Cleaning

- 3.1 The Academy will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.
- 3.2 Additional cleaning will be provided when necessary to clear up spillages or other soiling.
- 3.3 All workplaces must be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, in order to avoid accidents.
- 3.4 Care must be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

4 Use of Chemical Cleaning Agents

- 4.1 The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

5 Responsibilities

- 5.1 It is the responsibility of the Site Manager to ensure that:
- the Academy's policy is followed;
 - equipment and materials are of a suitable standard and sufficient quantity;
 - suitable risk assessments of areas, equipment, materials and personnel are carried out and appropriate controls put in place;

- records are kept as directed by the HSC; and
- reports are made as required to the HSC.

6 Contractors

- 6.1 Contractors will be selected on the basis of competence and suitability to undertake the required work.
- 6.2 The HSC will be informed of any proposals to engage a contractor.
- 6.3 All contractors will be required to submit a copy of their Health & Safety Policy and Risk Assessments to the person undertaking the contract before the contract commences.
- 6.4 Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.
- 6.5 All contractors carrying out work at the Academy will be required to report to the HSC on arrival (before work starts) and departure.

Responsibilities

- 6.6 The HSC has the responsibility for signing off the health and safety arrangements as suitable and satisfactory. The HSC may obtain appropriate professional/expert advice if he/she deems it necessary.
- 6.7 The HSC, assisted by any relevant trained person (e.g. architect) will agree a system of work with the contractor to meet health and safety standards. This will be recorded on the HandSaM system. The HSC will then be responsible for monitoring the progress of the work and ensure that the agreed protective measures are in place.

7 Disability Access

- 7.1 Oasis Community Learning maintains a separate Disability policy and Disability Access Plan
- 7.2 The main points are:
- The Academy will make reasonable adjustments to its premises and working practices to meet the needs of any staff, students or visitors within the definition of the Disability Discrimination Act 1995 (DDA)
 - Staff who are, or become, disabled under the terms of the DDA are responsible for notifying the Principal who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.
 - All members of staff must familiarise themselves with the policy and requirements for teaching students with disabilities. A copy is kept in the Staff Handbook.

8 Display Screen Equipment

- 8.1 The Health & Safety (Display Screen Equipment) Regulations are for the protection of staff and students and anyone using the equipment under extended Academy arrangements, who regularly use display screen equipment.

8.2 In accordance with Regulation 6, Provision of Training, employers should ensure that all users who make use of their workstations have been provided with adequate health and safety training.

8.3 The Academy has a policy for the use of Display Screens, which is set out in the Staff Handbook. All staff who use display screens must familiarise themselves with the requirements of the policy. Below is a summary of the salient points:

8.3.1 *Eyesight Testing*

8.3.2 The section refers to all OCL staff who regularly use Display Screen Equipment (DSE) and is aimed at minimising any risk to their health arising from exposure to DSE or layout of their workstation.

8.3.3 Related Key legislation.

The Health and Safety (Display Screen Equipment) regulations 1992 and The Provision and Use of Work Equipment Regulations 1998.

Under the regulations not everyone who uses DSE is classed as a 'user'. To determine whether an employee is a 'user' (and entitled, therefore, to an eyesight test and corrective appliances) an employee must satisfy several criteria:

- a) Does the employee use the DSE almost continuously for periods of an hour or more?
- b) Does the employee use the DSE more or less every working day?
- c) Does the work require high levels of concentration and involve rapid transfer of information?
- d) Is the employee's job more or less dependent on using DSE with little choice?
- e) Does the employee require any particular skills or training to do the work on DSE?

8.3.4 Entitlement of Employees identified as 'Users'

The regulations relating to DSE requires employers to minimise the risks in VDU work by ensuring workplaces and jobs are well designed and have to:-

Analyse work stations and reduce the risks, looking at

- The whole workstation, including equipment, furniture and the work environment
- The job being done, including provision of breaks from VDU activity
- Any special needs of individual staff

8.3.5 On request arrange eye tests and provide spectacles if special ones are needed. 'Users' are entitled to an eye test provided and paid for by OCL and where the test shows that special spectacles are required for VDU work OCL will pay for the basic appliance through the voucher scheme. Staff may upgrade the value to take advantage of a wider range of frames at their own expense.

8.3.6 Provide related health and safety training on the use of VDU workstations and provide information on the risks and the measures an employee is able to take to control and minimise those risks.

8.3.9 Process for Employees identified as 'Users'

The Health and Safety Champion for the employees work location will provide work place assessment training and documentation. Issues arising from the assessment will be jointly handled with the H&S Champion and the staff member's line manager.

Eye test vouchers will be available from the Health and Safety Champion, who will keep records of employees applying. The eye test vouchers and subsequent spectacle voucher where applicable, are to be presented to the participating optician prior to any test being carried out. The optician will redeem the vouchers for cash from the voucher provider.

8.4 *Risk Assessments for DSE*

A suitable and sufficient risk assessment must be made to identify any hazards and evaluate the risks. Risk assessment should be made of the following:

- display screen;
- keyboard;
- work desk/surface;
- work chair;
- space requirements;
- lighting and power;
- noise and heat emissions;
- environment;
- software; and
- persons using the equipment.

Appropriate risk controls must be in place under arrangements agreed with the HSC.

The member of staff in charge of the area must:

- ensure that appropriate seating is provided and the sitting position is comfortable;
- scrutinise daily work routines of display screen users (students and adults) to ensure that their work is periodically interrupted by breaks or changes of activity in order to reduce the possibility of any harm.

For employees classed as 'users' the Academy will cover the cost of any eyesight testing as well as making a contribution towards the cost of glasses or lenses for DSE use which qualify as 'special corrective appliances' under the regulations.

Responsibilities

8.5 Staff who are in charge of display equipment will ensure that this policy is followed.

8.6 The HSC will monitor the use of DSE and will report to the Principal any concerns.

9 Drugs, Smoking and Alcohol

Staff

9.1 This statement sets out the Academy policy in respect of any member of staff or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.

9.2 The Academy does not allow smoking or taking of alcoholic refreshments or drugs on the premises.

- 9.3 The Academy does not allow any member of staff who is under the influence of alcohol or drugs to enter the Academy premises or undertake work on its behalf.
- 9.4 Being under the influence of alcohol or drugs during working hours is a disciplinary offence, which might be considered gross misconduct. It could lead to disciplinary action including summary dismissal.

Students

- 9.5 There is a separate Drugs Policy which applies to students. This is published in the Staff Handbook and the brochure for students.

10 Electrical Equipment

- 10.1 The Academy will comply with the Electricity at Work Regulations 1989.

Staff

- a) Only trained and qualified persons may be allowed to work on electrical equipment.
- b) Any contractor must be qualified.
- c) The HSC has the responsibility for ensuring that persons working on electrical equipment are appropriately qualified.
- 10.2 Electrical Equipment
- a) The HSC will appoint suitably qualified staff to make checks of equipment in the Academy. But all staff who use any electrical equipment are expected to check the equipment for visible defects each time the equipment is used.
- b) All electrical equipment that has been checked will carry a tag displaying the date of the check.
- c) All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.
- d) Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features bypassed.
- 10.3 Portable Appliances
- a) All portable appliances must be tested in accordance with the IEE Regulations.
- b) A suitable asset register will be prepared to record each portable appliance, and will be kept on the HandSaM system.
- c) Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. The certificate will be kept on the HandSaM system.
- d) Each piece of equipment will also carry a tag recording the date of the last check and initials of the person who carried out the check.
- e) The HSC will be responsible for maintaining the Portable Electrical Appliance Register.
- f) Staff and students who bring any electrical items from home for use in the Academy must obtain the permission of the relevant member of staff. The member of staff must ensure that a 'PAT check' is carried out before the equipment is used. Any equipment provided for staff or students working from home will be maintained, checked and recorded as above.

10 Fire Safety Policy

10.1 Aim

- a) To ensure that the requirements of the Fire Safety Order 2005 are implemented;
- b) To ensure the safety of staff and students and visitors in case of fire; and
- c) To set out the responsibilities of relevant staff.

10.2. The Legal Position

- a) Oasis Community Learning has ultimate responsibility for health and safety in community Academics.
- b) However, under the *Regulatory Reform (Fire Safety) Order 2005 (FSO)* the Principal, as the person responsible for the site must ensure that its fire safety arrangements, and in particular, fire equipment, fire notices and fire drills, are in place and up-to-date.
- c) The 'person responsible' for the premises is responsible for ensuring the safety of the premises and the occupants.
- d) The Academy must have a comprehensive fire safety system based on relevant risk assessments.
- e) The Academy must have in place a comprehensive fire safety system based on relevant risk assessments, having regard to any guidance provided by Oasis Community Learning.

10.3. Compliance

In order to comply with the requirements of the Order the Academy will take account of government guidance and any Oasis Community Learning guidance.

10.4 Fire Safety Law

Fire safety law puts fire safety measures into seven headings:

- a) measures to reduce the risk of fire and the spread of fire;
- b) means of escape;
- c) ensuring the means of escape can be used effectively;
- d) means of fire-fighting;
- e) means of detecting fire and giving warning;
- f) arrangements for action to be taken in the event of fire, including instruction and training, and mitigation of the effects of fire;
- g) other measures prescribed in fire safety regulations.

10.5 The Principal must ensure that these are covered by risk assessments and appropriate policies.

10.6 Policies

The Academy is required to have in place policies that aim to:

- keep the risk of fire to a minimum;
- safeguard all means of escape;
- limit the spread of fire;
- specify who is responsible for what;
- ensure that there is at least one fire drill per term at different times of the day; and
- ensure that the lessons from fire drills are assessed and reviewed.

10.7 Risk Assessments

Under the Order the Principal must ensure that: 'suitable and sufficient assessment of the risks which relevant persons are exposed to for the purposes of identifying the general fire precautions the Academy needs to take to comply with the requirements and prohibitions imposed on the Academy under this Order'.

- 10.8 Oasis Community Learning and the Academy Council expect the Principal to agree an appropriate system with the Fire Safety Manager (FSM) and to ensure:
- that it is regularly reviewed;
 - and always reviewed after an incident that requires a consideration of the evaluation of the risk, or
 - where there is a 'significant' (undefined in the Order) change in the conditions in the workplace. The Academy council has delegated to the Head the responsibility to determine whether there is a 'significant change in the conditions in the workplace'.

10.9 Information for Employees

The Principal (through the FSM) must provide employees with relevant information on:

- a) the risks to them identified in the risk assessment;
- b) the preventive and protective measures;
- c) fire escape procedures
- d) the name of the person(s) responsible for fire fighting and fire detection equipment and for evacuation procedures.

10.10 Dangerous Substances

- a) No activity involving a dangerous substance may commence unless the risks have been assessed, and control measures applied.
- b) The Principal will ensure that the relevant staff (e.g. Fire Safety Manager, caretaking staff; science staff; ICT staff; maintenance staff) consider the following:
 - the hazardous properties of any substance(s) they are about to use;
 - information on safety provided by the supplier;
 - the circumstances of the work, including the type and amount of the substance(s) and the arrangements for handling and storage (e.g. cleaning agents kept in caretakers' stores, or chemicals used in teaching.)
 - maintenance activities where dangerous substances are often used, and a potential for high level risk;
 - the effect of the measures that have been or will be taken in view of the Order;
 - whether there is any likelihood of any explosive atmosphere occurring, and in what places;
 - whether there are any likely ignition sources, including electrostatic discharges, that may become active (e.g. it would be relevant to consider where students might smoke illegally, and where and how scenery for Academy drama is stored, or whether staff or students bring to the Academy untested electrical equipment, all of which have caused fires in Academics);
 - the scale of the anticipated effects; and
 - such additional safety information as the responsible person may need in order to make the assessment.

10.11 Hazards and Risks

The Fire Safety Manager (FSM) will compile and review periodically a list of potential fire hazards on the premises, and to use this as a checklist, amending it as necessary. It will include:

- sources of ignition; (e.g. heating and cooking appliances, electrical and electronic equipment).

- sources of fuel (e.g. combustible or flammable materials, solvents, paper used in lessons or in exhibitions of work, furniture);
- work processes – in lessons, during preparation, in maintenance and service areas, in non-teaching areas, in circulation areas;
- unofficial practices (such as students smoking).

The record will be kept on the HandSaM system.

10.12 Fire Safety Culture

The Principal, through the FSM, will ensure that fire safety is included in the development of a culture of health and safety amongst staff and students. Training for staff and students will include ensuring that relevant staff (and students where appropriate):

- follow safe practices for handling and storing flammable materials;
- follow the correct procedures when using machinery and equipment;
- only use machinery and equipment for which they have received appropriate instruction;
- are aware of the need for warning notices to indicate any likely fire hazards;
- are aware of the Academy plan showing safety routes, fire-fighting equipment, hydrants, safety doors, automatic detectors, main electrical and gas switches, and any other particulars that will help fire-fighters;
- plan maintenance and service work;
- identify any parts of the Academy that might pose particular risks because of the structure or fittings or use. (e.g. ducting, voids, boiler rooms, under-stage and back-stage areas, storage areas, stock cupboards, preparation rooms);
- identify specific persons/students at risk (e.g. disabled students or anyone who needs assistance to get off the premises, staff/students working in remote areas, technicians, cleaning staff).

The FSM will contribute to the fire safety culture by ensuring that:

- warning notices are posted in every room/area of the Academy;
- detectors and all appropriate fire fighting equipment are in place and working;
- warning alarms are in place and work;
- appropriate emergency lighting is in place, and works;
- all appropriate fire exit signs are in place and that routes are clear and without impediments;
- appropriate fire doors are in place, and are properly maintained and used;
- all staff and students know the fire safety arrangements;
- all staff/students know and practice the fire drill;
- fire drills are carried out regularly (at least once per term, with one drill taking place at an 'inconvenient time such as a lunch break); and
- lessons learned from the drills are noted and appropriate action taken.

10.13 The risk reduction will either take the form of removing or reducing the sources of ignition, fuel or oxygen, or removing the persons on site from the fire.

10.14 Out of Hours Meetings and Events

In the event of meetings/events taking place out of Academy hours the person in charge of the meeting is responsible for:

- informing persons at the event of the evacuation procedures;
- raising the alarm;
- ensuring the safe evacuation of all those attending;
- liaising with the fire service if present;

- ensuring a full head count at the fire assembly point; and
- dismissing the gathering when it is safe to do so.

Lone Workers

- 10.15 It is Oasis Community Learning policy that as far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSC (or person delegated by the HSC) or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.
- 10.16 Lone workers should know the Academy's fire alarm system and means of evacuation.
- 10.17 Occasionally a member of staff may be alone in a building (e.g. the Caretaker making a night security check). They should always ensure that they can summon assistance.

Public Entertainment and Other Licenses

- 10.18 When the Academy invites members of the public to dancing, music, stage or film shows then a public entertainment, theatre or cinema license may be required.
- 10.19 Shows put on by amateur dramatic societies using the facilities will almost certainly require a public entertainment license.
- 10.20 Any function at which alcohol is offered for sale will need a license, application for which should be made to the Clerk to the local Licensing Justices.
- 10.21 Other licenses are issued by the Local Authority and will usually impose conditions, on amongst other things:
- the number of people to be present;
 - the type of seating;
 - the layout of the seating;
 - the marking of emergency exits; and
 - the provision of emergency lighting.

Responsibilities

- 10.22 The Academy Council will:
- ensure that the Principal takes into account the implications of the law;
 - support the Principal and FSM in ensuring compliance with the law;
 - ensure and monitor the fire safety systems;
 - following consultation with the local authority and the Principal, will appoint a senior member of staff as Fire Safety Manager (FSM);
 - ensure that he/she is appropriately trained;
 - consider regular reports on fire safety from the Principal.
- 10.23 The Principal will:
- ensure that fire safety risk assessments, policies and fire safety systems are in place, are known and implemented;
 - ensure that specific arrangements are in place to meet the requirements of the Order within the Academy in line with government and Oasis Community Learning guidance;
 - ensure that staff are kept informed of the safety management systems.
 - ensure that there is regular liaison with the local fire service to ensure compliance;

- liaise regularly with the FSM; and
- report to the Council and local authority as required.

10.24 The Fire Safety Manager (FSM) duties are to:

- minimise the incidence of fire (fire prevention). (This will involve good housekeeping and security);
- make risk assessments;
- determine safety management systems based on the risk assessments;
- be responsible for fire safety training;
- produce an emergency plan;
- conduct fire drills; (See Fire Drill Flow Chart in Appendix B)
- ensure that fire drills are monitored and any lessons learned are put into practice;
- ensure that staff receive appropriate information and support;
- check the adequacy of fire-fighting apparatus and its maintenance;
- conduct fire safety inspections at least once per term; (see Checklist in Appendix A)
- make more frequent informal checks to confirm that the fire safety rules are being followed;
- ensure that fire notices are displayed;
- seek appropriate professional advice from the LA, the fire service and others;
- put systems in place to ensure that fire escape routes and fire exit doors /passageways are unobstructed and doors open correctly;
- check fire detection and protection systems are maintained and tested and records kept;
- ensure close-down procedures are followed; and
- include fire safety in the regular health and safety reports to the Head and Academy council.

10.25 Responsibilities of Fire Marshals

- Fire Marshals will be appropriately trained and the Academy will undertake to provide marshals with regular retraining as required.
- This will include the use and application of Fire Fighting Equipment.
- They will be trained to determine in which circumstances the use of fire fighting equipment may be appropriate, but only where there is no personal risk.
- Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.
- Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.
- They will report to the member of staff appointed to be in charge of the Assembly Area.

10.26 Staff must know:

- action to be taken on discovering a fire;
- evacuation procedure;
- assembly area and checking of students;
- location and use of fire-fighting equipment; and
- location of escape routes.

10.27 All staff must ensure that fire safety notices are kept visible and report any instances where fire doors do not work or are in any way blocked.

10.28 All students must know how to handle safely any material or equipment that might be inflammable.

10.29 Students must also know the action to take when the fire alarm goes off.

Training and Support Requirement for the FSM

10.30 The FSM will need to:

- understand the fire safety legislation as it applies to the Academy;
- have appropriate education, training, knowledge and experience in the principles of fire safety;
- have an understanding of fire development and the behaviour of people in fire;
- understand the fire hazards, fire risks and relevant factors associated with occupants at special risk (e.g. young children, disabled students, or students and adults who are not familiar with the Academy layout) within the Academy;
- have a basic knowledge of appropriate fire-fighting equipment and how it should be used; and
- have appropriate training and/or experience in carrying out fire risk assessments and determining safety management systems.

10.31 Oasis Community Learning has agreed that the FSM shall undertake appropriate risk assessments once he/she has undertaken appropriate training, since an Academy employee is likely to know the propensities of the students and staff in the Academy, and the layout and potential problems of the premises, which even the most experienced external fire safety consultant cannot have.

10.32 Where the FSM is uncertain Oasis Community Learning has authorised the Council through the Principal to obtain appropriate professional help and support.

Recording and Monitoring

10.33 The FSM will record risk assessments and what fire safety measures have been taken to control risks.

10.34 The FSM will record on the HandSaM system:

- a) significant findings from the risk assessment;
- b) the safety measures and actions to be taken;
- c) the persons at risk; and
- d) arrangements for the control, monitoring and review of the measures.

Equal Opportunities

10.35 The Principal, through the FSM, will ensure that the needs of disabled students, staff and visitors in case of fire have been considered, and appropriate risk assessments carried out, and appropriate systems put in place.

Monitoring and Review

10.36 The Principal will monitor the system in liaison with the FSM.

10.37 The Principal will review the working of the policy annually and after there has been a change of use of premises, additions or alterations to the premises, changes in working practices, increase in equipment, or when there has been an incident.

10.38 The Principal will report on fire safety annually to the Council.

10.39 The Council will review the working of the policy following the Principal's report, and will review the policy itself every two years.

10.49 The Council will report annually to Oasis Community Learning on the working of the policy, and will review the policy at least every two years.

10.50 Date of next Academy Council review: _____

Signed: _____
Chair

Date: _____

Appendix A to the Fire Safety policy

Termly Fire Safety Checklist

- | | |
|--|----------------|
| 1. Is the Academy fire safety policy up-to-date? | Yes/No |
| 2. Does the policy include the latest fire precautions, fire appliances, guidance on fire practice, training of staff, and instructions of students? | Yes/No |
| 3. Is the FSM's training up-to-date? | Yes/No |
| 4. Does the FSM report regularly to the Principal? | Yes/No |
| 5. Are fire-fighting appliances in the correct places? | Yes/No |
| 6. Is the equipment regularly checked? | Yes/No |
| 7. Are relevant staff trained in its use? | Yes/No |
| 8. Are students instructed in what to do in case of fire? | Yes/No |
| 9. Are fire safety notices posted in each area, and visible? | Yes/No |
| 10. Is the alarm system regularly checked? | Yes/No |
| 11. Are all fire doors signed and kept closed? | Yes/No |
| 12. Are all exit routes free from obstruction? | Yes/No |
| 13. Are fire drills held at least once per term? | Yes/No |
| 14. Is a log kept of all fire drill practices? | Yes/No |
| 15. Are lessons from fire drills analysed and acted upon? | Yes/No |
| 16. Are the HandSaM tasks completed and recorded? | Yeas/No |
| 17. Are periodic reports made to the Council? | Yes/No |
| 18. Has the Council reviewed the policy? | Yes/No |

Appendix B to the Fire Safety policy

Fire Drill Flow Chart

GIVING THE ALARM SIGNAL

1. Person discovering a fire rings the alarm (or shouts 'FIRE' as per instructions)

ACTION ON THE ALARM

- 2a. The Principal (or person with delegated responsibility) calls the fire service and gives known details to the operator. The Principal or FSM informs Oasis Community Learning and Chair of the Council;
- 2b. Simultaneously, staff and students vacate the building (as per the instructions on the Fire Drill Instruction sheet posted in all classrooms/labs/workshops and other working areas of the Academy) and go to the designated Assembly Area;
- 2c. Simultaneously the designated Fire Marshal takes charge of the Assembly Area;
- 2d. Simultaneously, if the fire is a small, local fire, a trained member of staff) is authorised to use the appropriate fire-fighting equipment to extinguish the fire;
3. The designated person gathers the class registers/staff list/visitor list/signing out book and takes them to the Assembly Area and operates there under the instructions of the Fire Marshal.
4. The designated Fire Marshal is responsible for actions in the Assembly Area, ensuring an orderly check.
5. The Fire Marshal will order the evacuation of the Assembly Area on the instructions of the Principal.

AT THE ASSEMBLY AREA

6. Staff check student registers, and the persons responsible for the staff list/visitor list and signing out book check the lists for persons present;
7. Each member of staff reports to the Fire Marshal on completion of the check;
8. If anyone is missing the Principal (or FSM if the Principal is not present) must determine what action to take;
9. The FSM liaises with fire service on arrival and takes instructions from the fire chief;
10. The Principal or FSM (in liaison with the fire chief) determines whether it is safe for staff and students to return to work, or whether to move the staff and students further away.
11. The Fire Marshal will control the Assembly Area and will act on the Principal's instructions (or FSM if so designated).

AFTER THE EVENT

12. The Fire Marshal(s) make a verbal followed by written report to the FSM;
13. The FSM makes a report to the Principal on the event and the Academy's response;
14. The Principal, FSM and Academy Leadership Team will discuss lessons learned, and determine any action to be taken;
15. The Principal will inform the Chair of Council and Oasis Community Learning of the event, and the Academy's response.

11 First Aid Policy

11.1 Introduction and Aims

The Academy will follow the policies and guidance of Oasis Community Learning, who are required by the Health and Safety legislation to have a first aid policy.

11.2 The aims of the policy are to:

- a) ensure that the Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid;
- b) ensure that the Academy's first aid arrangements are in line with Oasis Community Learning's policy;
- c) ensure that the first aid arrangements are based on a risk assessment of the Academy's likely requirements.

Responsibilities

- 11.3 Oasis Community Learning is responsible for the overall provision in the Academy. Oasis Community Learning will review the policy every three years.
- 11.4 The Academy Council has the general responsibility for all Academy policies. The Council must have regard to the Oasis Community Learning policy.
- 11.5 The internal management responsibility for first aid is delegated to the Principal.
- 11.6 The Principal is responsible for:
 - a) developing detailed procedures;
 - b) ensuring that parents are aware of the Academy health and safety and first aid policies.
- 11.7 The Council will appoint a person to be in charge of first aid provision, who will:
 - ensure that the first aid provision is adequate and appropriate;
 - carries out appropriate risk assessments in liaison with the Principal;
 - ensures that the number of first aiders/appointed persons meets the assessed need;
 - ensures that the equipment and facilities are fit for purpose;
 - regularly keeps the Principal informed of the implementation of the policy;
- 11.8 Teachers conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained.

- 11.9 However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.
- 11.10 Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.
- 11.11 If First Aid is required staff must not move the patient. A First Aider must be summoned.

Duties of a First Aider

- 11.12 A First Aider must:
- a) complete an approved HSE training course;
 - b) give immediate help to casualties;
 - c) ensure that when necessary an ambulance or other professional medical help is called.
- 11.13 First aiders and appointed persons will be expected to follow any LA or government guidance.

Number of First Aiders/appointed persons:

- 11.14 Guidance on the numbers is given in Appendix A.

(each Academy should check Appendix A and put in their own numbers – and names, too, if they want to)

Appointed Persons

- 11.15 Appointed Persons are not first aiders.
- 11.16 They:
- take charge when someone is ill or injured;
 - look after the first aid equipment;
 - ensure that medical help is called when necessary.
- 11.17 They should NOT give first aid treatment.
- 11.18 The Academy will, however, ensure that they are trained in coping with emergencies. The training will include:
- what to do in an emergency;
 - cardiopulmonary resuscitation;
 - first aid for the unconscious casualty;
 - first aid for the wounded or bleeding.

Number and Location of First Aid Containers

- 11.19 The minimum first aid provision is:
- a suitably stocked first aid container; (see Appendix B)
 - an appointed person in charge of first aid;
 - information for employees on first aid arrangements;
 - arrangements for off-site activities;

- out-of-Academy hours provision e.g. lettings.

Risk Assessments

- 11.20 The person responsible for First Aid must make suitable and sufficient risk assessments in the Academy to determine any extra provision required over and above the minimum provision.
- 11.21 The risk assessments must also cover the risks to employees and also any non-employees who may come into the Academy.

Insurance

- 11.22 It is Oasis Community Learning's responsibility to ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 11.23 The Principal and the Academy Council must be satisfied that adequate insurance is in place.

Training

- 11.24 The Academy will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.
- 11.25 The Council will ensure that there are sufficient trained member of staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

11.26 *Guidance*

National guidance is provided in the government's document 'First Aid in Schools'.

Equal Opportunities

- 11.27 The Academy will take particular care with the first aid provision for its disabled staff and students.
- 11.28 Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Principal.

Monitoring and Review

- 11.29 Monitoring of the first aid arrangements will be done via the HandSaM system.
- 11.30 The Principal will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders/appointed persons are in post, and that the appropriate standard are met.
- 11.31 The Council will receive an annual report from the Principal and will review the policy every three years.
- 11.32 The Council will report to Oasis Community Learning on the working of the First Aid arrangements as required by Oasis Community Learning.

11.33 Oasis Community Learning will review the policy every three years.

11.34 The Date of the next review is: _____

Signed: _____
Chair

Date: _____

Appendix A to First Aid policy

Number of First Aid Personnel

There are no national rules on exact numbers. The Academy will make a judgement based on local circumstances, having considered likely risks to staff, students and visitors.

The Academy will have regard to any advice from Oasis Community Learning.

The Health and Safety Executive (HSE) recommends:

- in low risk places including normally schools – 1 first aider to every 50 to 100 employees. In this Academy the ratio is 1 to every 50/100 students. **(Each Academy should change this to the actual number it requires.)**
- In a medium risk place, which might include some special needs and specialist engineering academies - 1 first aider for every 50 employees.

The Academy will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Wherever practicable the Academy will train lunchtime supervisors in first aid.

Appendix B to the First Aid policy

First Aid Boxes

The first aid boxes will be located as agreed by the Health and Safety Champion (HSC) in liaison with the principal.

All staff should know where the first aid boxes are kept.

The boxes must contain a 'sufficient quantity' of first aid material and nothing else.

The Academy requires the following items to be in the box as a minimum.

	Minimum for 51-100 employees
Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra large, sterile unmedicated dressings.	6

The person in charge of first aid in liaison with the HSC will determine whether there should be more than the minimum items.

12 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- 12.1 The Academy will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.
- 12.2 Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where Risk Assessments identify a need).
- 12.3 All employees and contractors must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the HSC.
- 12.4 An inventory of any chemicals in use (including those used by contractors) will be maintained by relevant Heads of Department, and the use for each chemical identified. These will be checked by the HCM using the HandSaM system.
- 12.5 Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance and will be kept for use by the relevant Head of Department and recorded on the HandSaM system.

- 12.6 Where substances need to be disposed of this will be through an approved licensed company, and records retained.
- 12.7 Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitable, and correctly labelled.
- 12.8 The Academy will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

Responsibilities:

- 12.9 The relevant Head of Department is responsible for ensuring that:
- the COSHH assessments of all substances currently in use in the Department are carried out;
 - all COSHH records are maintained; and
 - records are updated when the inventory changes.

The HSC will periodically check via the HandSaM system that these tasks have been carried out.

13 Consultation with Staff

- 13.1 The Health and Safety (Consultation with Employees) Regulations 1996 require the Academy to consult with staff on matters relating to Health, Safety and Welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.
- 13.2 Health and Safety information is contained in the Staff Handbook and on the HandSaM system. The Health and Safety Law poster is displayed in the Academy Office.
- 13.3 Oasis Community Learning recognises the right of trade union health and safety representatives to form a health and safety committee, and encourages each Academy to form and develop an Academy Health and Safety committee to represent all staff interests.
- 13.4 Union safety representatives have the right to discuss health and safety issues with the HSC and Principal as appropriate. However, Oasis Community Learning and the Academy Council encourage all members of staff to take part in the spirit of the policy and regulations by actively taking part in discussions with the Academy Leadership Team. It is the responsibility of the Academy Leadership Team to ensure that adequate consultation takes place.

14 Health and Safety Representatives

- 14.1 Trade Unions have the right to appoint their own representatives and to form a Safety Committee should they so wish. If such a committee is formed then its role will be advisory.
- 14.2 It is the Academy's policy to establish and maintain Health and Safety Committee to represent all employees and students. The union representatives will be invited to be members of the committee.

- 14.3 Items affecting union members may be discussed by the Committee and recommendations will go to the Academy Leadership Team.
- 14.4 The staff union representatives also retain the right to bring union concerns to the notice of the Academy Leadership Team on an individual basis.

15 Manual Handling

- 15.1 The Oasis Community Learning policy is to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

Responsibilities

- 15.2 The HSC will ensure that:
- a) a suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks is carried out whenever necessary;
 - b) all staff in charge of manual handling operations know their responsibilities;
 - c) Lifting equipment will be regularly maintained, inspected, and certificated, this will be carried out as stated in the LOLER Regulations.
 - d) all operators of lifting equipment (i.e. Fork lift trucks, pulleys) are properly instructed and trained in their use, and their training documented, monitored and reviewed;
 - e) suitable and sufficient training is provided as necessary; and
 - f) all staff are informed not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

16 Mobile Phones

- 16.1 Oasis Community Learning takes the view that the use of mobile telephones when driving, even when using a 'hands-free' kit, is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.
- 16.2 The Academy's policy is that no member of staff should use a mobile telephone whilst driving on Academy business. Any person prosecuted for such an act may be subject to disciplinary action.
- 16.3 Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.
- 16.4 Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.
- 16.5 On the Academy site staff may use mobile phones, but are expected to respect the quiet and privacy of areas such as - common room areas, library, teaching areas.

17 Health & Safety Requirements for Pregnant Staff and New Mothers

- 17.1 Under the Management of Health & Safety at Work Regulations 1999 Oasis Community Learning has a responsibility to ensure that risk assessments are carried out and suitable controls are put in place.

- 17.2 Risk Assessments will identify any hazards being detrimental to new or expectant mothers. Examples are given on the HandSaM system.
- 17.3 As soon as a pregnant or a new or nursing mother notifies the Principal, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employees must consult with their own doctor, and let the Principal know what the medical opinion suggests.
- 17.4 The dangers:
1. Working with hazardous substances
 2. Stressful environments
 3. Movement around the site
 4. Inherent risks in certain departments e.g. PE, Science
 5. Manual Handling
 6. Confined working space
 7. Using an unsuitable workstation

Responsibilities:

- 17.5 The HSC is responsible to the Principal for assessing the risks in co-operation with the employee.
- 17.6 The member of staff is responsible for obtaining relevant medical advice.

18 Staff Welfare

- 18.1 Oasis Community Learning recognises its obligations and responsibilities under the Workplace (Health, Safety and Welfare) Regulations, which cover a wide range of basic Health and Safety issues. The Academy will ensure that the premises meets the Health, Safety and Welfare needs of all its staff, students, contractors and visitors.
- 18.2 The Principal through the HSC will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, traffic routes, house keeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.
- 18.3 The HSC will ensure that so far as reasonably practicable workplace facilities are maintained to an acceptable level.

19 Stress Management

- 19.1 Oasis Community Learning is required as an employer to take reasonable care to protect the psychological health and safety of its employees.
- 19.2 Oasis Community Learning aims to ensure that members of staff do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.
- 19.3 Oasis Community Learning recognises that:

- people react differently to the situations they have to face;
- showing signs of stress does not necessarily mean that members of staff are unable cope;
- signs of stress mean they are human like everyone else;
- some people have passive personalities whilst others may be very competitive;
- life experiences will vary enormously as will people's overall conditioning;
- the state of health of all staff will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell.

Oasis Community Learning and the Academy Council support systems to prevent, lessen and alleviate stress:

19.4 The Academy will use:

- Job Descriptions to bring certainty to the individual's tasks and responsibilities.
- Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.
- One to one interviews to assist in promoting good communications and a positive health and safety culture.
- Surveys to ascertain where staff feel improvements to stressful work can be made.
- Assessments of staff workloads and work/life balance.
- Collective discussion in the Health and Safety Committee (and when necessary full Staff Meetings) to consider developments and improvements.

Responsibilities

19.5 The Principal will ensure that:

- sufficient attention is given to considering the management of stress;
- for initiating programmes for improving staff welfare in general and stress management in particular, or responding to staff calls for any action;
- and for dealing sensitively with individual staff who are under unacceptable stress.

19.6 Members of staff are responsible for:

- their own health and safety;
- the health and safety of colleagues as far as is reasonably practicable;
- informing the Principal if they feel under stress;
- reporting to the Principal any concerns about colleagues' state of health
- participating in any programmes of action designed to improve staff welfare.

20 Induction Procedures

20.1 The capabilities of all new staff as regards health and safety will be taken into account before employment starts. Suitable and sufficient training and information must be given to new employees to ensure that they are aware of the Academy's health and safety policies and arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting procedures;
- location of electricity and gas isolation points'

- any other relevant emergency procedure.

21 Visitors

- 21.1 Visitors must 'sign in' and 'sign out' at reception to facilitate effective roll call in an emergency.
- 21.2 All visitors to the Academy will be given appropriate fire/emergency instructions when they arrive on site.
- 21.3 In the event of out of hours meetings, the person organising and in control of the meeting will be responsible for all visitors at that meeting and for ensuring that the Academy's security arrangements are used.
- 21.4 The organiser must inform the HSC via the Academy's usual procedures in order that the HSC can ensure that all the relevant persons are informed and the appropriate security arrangements are put in place.
- 21.5 All out-of-hours visitors must be accompanied upon entering and leaving the building with (the exception of workmen/contractors/maintenance people who need free access to all parts of the building).
- 21.6 At all times out-of-hours visitors are the responsibility of the member of staff organising the event.

22 Work Equipment

- 22.1 All staff and contractors will be trained in the operation of machinery and equipment specific to their function.
- 22.2 Oasis Community Learning employees are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations. Suitable records must be kept. These will be retained on the HandSaM system.
- 22.3 Members of staff will:
- Never remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
 - Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is effected.

23 Maintenance

- 23.1 The HSC will ensure that all staff in charge of work equipment keep a maintenance schedule on the HandSaM system
- 23.2 Staff using equipment will ensure that:
- it is maintained in an efficient state, in efficient working order and in good repair; and
 - suitable records of equipment and maintenance will be kept.

24 Personal Protective Equipment

24.1 Oasis Community Learning and the Academy recognise that the Personal Protective Equipment at Work Regulations 1992 clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

24.2 All PPE issued must be stored as per the manufacturer's specification.

Responsibilities:

24.3 Health and Safety Champion (HSC)

The HSC will ensure that:

- relevant Heads of Department provide a sufficient supply of PPE where required;
- all staff are suitably trained in the correct use and maintenance of their PPE;
- suitable records are kept on the HandSaM system.

25.4 Heads of Department

Heads of Department will ensure that:

- all staff in their charge comply with the policy and directions.

25.5 Staff

It is the legal duty of employees and subcontractors:

- to comply with the policy and directions; and
- not to alter or misuse any Health and Safety equipment, including PPE, supplied for their safety.

26 Noise

26.1 The Academy has a legal duty to monitor noise levels and to keep noise within the legal limits.

26.2 The Academy will from time to time assess noise levels.

26.3 The first aim will be to reduce noise at source.

26.4 The Academy will also ensure that ear protection is freely available where required.

26.5 Oasis Community Learning's policy is that new tools and equipment purchased and used by staff must have noise reduction features built into the design.

Responsibilities:

26.6 The HSC will train as the 'Competent Person' under the Noise regulations.

26.7 The HSC in consultation with the relevant Head of Department will decide if a noise assessment is required, and will carry out the assessment jointly.

26.8 The HSC is responsible for ensuring that where the noise is above the accepted level, measures are taken to reduce the level.

27 Waste Disposal

27.1 The Academy will comply with all Waste Management Regulations. It will ensure that:

- all waste stored on the premises will be suitably protected and stored;
- all waste electrical equipment is disposed of according to the regulations;
- suitable bags for first aid disposal are supplied in order not to pose a Health & Safety risk either to staff, public or the environment; and
- any storage is in keeping with the current Fire Regulations.

Responsibilities:

27.2 The Site manager is responsible to the HSC for the discharge of waste.

28 Crises and Emergencies

28.1 For crises and emergencies the Academy will follow the guidance and procedures laid out in Oasis Community Learning's Critical Incident Policy.

29 Water Testing (Legionella)

29.1 The Academy will ensure that an employee is trained to carry out the relevant tests according to the HSE guidance (contained on the HSE website and accessible through the HandSaM system). Alternatively the Principal, with the agreement of the Council, may appoint a suitable contractor to carry out the relevant tests.

29.2 The trained person will record the testing results on the HandSaM system and will ensure that corrective action is taken as appropriate,

29.3 The trained person will inform the Principal if there is any concern over the results of the tests. The Principal will take any decision over the appropriate action to be taken, including closing the Academy.

29.4 In such cases the Principal will inform:

- the Council
- Oasis Community Learning
- HSE

30 Catering

30. The Academy will be registered with the relevant local Environmental Department, and will be regularly visited by the Food Hygiene inspectorate.

30.1 All recommendations of inspectors will be implemented to ensure suitable food hygiene standards.

30.2 Nutritional standards at the Academy will be maintained according to the current standards required by the government.

30.3 The Catering Manager is responsible for ensuring that the Academy conforms with all relevant standards, and keeping the HSC informed of inspectors' reports and recommendations.

APPENDICES

The following policies/procedures will form the Appendices:

Appendix 1: Template for the Departments' policies
Appendix 2: Template for risk assessment
Accident managing and reporting
Catering
Caretaking and Cleaning
Contractors
Crisis/Emergencies
Display screens
Electrical hazards
Fire safety
First Aid
Health and Safety representatives
Induction procedures
Learning Outside the Classroom (see separate Ed Visits policy)
Legionella/Water Testing
Lone Workers
Manual Handling
Mobile phones
Occupational health (see separate policy)
Personal Protective equipment
Pregnancy and Maternity
Reporting procedures
Safeguarding children (separate policy)
Security (separate policy)
Smoking, alcohol, drugs
Staff Welfare (see separate policy)
Stress
Work equipment