



Lostock Hall Academy

Educating the Future

HEALTH AND SAFETY POLICY

Version 2.0

Associated policies include:

- Anti-Bullying/Cyber Bullying Policy
- Behaviour and Discipline Policy
- Code of Conduct for Teaching and Support Staff
- COSHH Policy
- Drugs, Alcohol and Illegal Substances Policy
- Educational and Off-site Visits Policy
- Fire Drill Procedures
- General Manual Handling – Risk Assessment
- Head Lice Policy
- Home Visits Policy
- Inclusion Policy
- Lone Working Policy
- Minibus Policy
- Outside Contractors Policy
- School Emergency Plan
- Security Policy
- Stress Management Policy
- Supply of First Aid Boxes and Contents
- Uniform and Appearance Policy
- Visitors On Site Policy

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Version History

Version	Date Effective	Changes	Consultation/Approval
1.0	01/02/2015	Revision	19.01.15 – 28.01.15

Context and Associations

This Health and Safety Policy summarises the key information necessary to deliver basic and effective health and safety within Lostock Hall Academy on a day-to-day basis.

However it is not comprehensive or exhaustive. For more detailed information, this document makes specific reference to, and should be consulted in conjunction with, the following associated documents:

- Anti-Bullying/Cyber Bullying Policy
- Behaviour and Discipline Policy
- Code of Conduct for Teaching and Support Staff
- COSHH Policy
- Drugs, Alcohol and Illegal Substances Policy
- Educational and Off-site Visits Policy
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1 STATEMENT OF INTENT

Statement of Intent

Lostock Hall Academy Trust and the Headteacher of Lostock Hall Academy believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

Name: Mrs Margaret Scrivens **Signature** _____ **Date:** _____

Position: Chair of Governors

Name Mrs Glynis Brimelow **Signature** _____ **Date:** _____

Position: Headteacher

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1 ORGANISATIONAL ROLES AND RESPONSIBILITIES

1 Introduction

In order to achieve compliance with the Statement of Intent Lostock Hall Academy Trust and the academy senior leadership team will have additional responsibilities assigned to them as detailed in this part of the policy.

2 Lostock Hall Academy Trust

The Trust has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The health and safety policy and performance is reviewed annually.

3 Headteacher

In their capacity as the key person responsible for the effective management of health & safety, the Headteacher will ensure the effective implementation of this policy by ensuring:

- a) This Policy is communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their representatives.
- d) All staff are provided with information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Emergency procedures are in place.
- g) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- h) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.

- i) Arrangements are in place to inspect the premises and monitor performance.
- j) Accidents are investigated and any remedial actions required are taken or requested.
- k) The activities of contractors are adequately monitored and controlled.

4 Teaching / Non-Teaching Staff Holding Posts / Positions of Special Responsibility

This includes the Deputies and Assistant Headteachers, Academy Business Manager, Premises Manager and Catering Manager. They must:

- a. Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b. Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- e. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- f. Ensure all accidents are investigated appropriately
- g. The Premises Manager to provide a copy of minutes of all Health and Safety meetings to the Headteacher and then to all staff.

5 Special Obligations of Class Teachers

Class teachers are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Teachers should not leave pupils unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- c. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to their line manager about health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation.
- h. Regularly check their classrooms for potential hazards and report any observed to the premises manager
- i. Report all accidents, defects and dangerous occurrences (including near misses) to their Line Manager AND the Premises manager.

6 Obligations of all Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a. Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for relevant aspects of health and safety.
- c. Act in accordance with any specific health and safety training received.
- d. Report all accidents and near misses in accordance with procedures appended to this Policy.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

7 Obligations of Contractors

- a. When the premises are used for purposes not under the direction of the Headteacher e.g. capital building works, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- b. All contractors who work on Academy premises are required to identify and control any risk arising from their activities and inform the Premises Manager of any risks that may affect the staff, pupils and visitors.

- c. All contractors must be aware of the Academy Health and Safety policy, relevant associated policies and emergency procedures and comply with these at all times.
- d. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will make arrangements for them to be removed from site in order to protect the safety of staff, pupils and visitors.

8 Pupils' Responsibilities

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

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

2 PROCEDURES AND ARRANGEMENTS

1 Introduction

The following procedures and arrangements have been established at Lostock Hall Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

2 Accident and Incident Reporting

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible to the Headteacher who will be responsible for informing the Health and Safety Executive.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form F2508. Such accidents include:

- a) Student/visitor is sent to hospital due to an accident.
- b) Employee is off work for more than three days due to an accident.
- c) Fatal accident or major injuries (as listed in the RIDDOR regulations).

2.1 Action to be taken by the individual staff member and identified Assistant Headteacher (see Appendix A: Roles and Responsibilities)

- Complete RIDDOR form 2508 on line at <https://www.hse.gov.uk/forms/incident/>
- Complete RIDDOR form 2508 and send off to ICC within 10 days by post, fax or by telephone.
- Contact address/telephone number:

ICC Caerphilly Business Park
Caerphilly
CF83 3GG
Telephone 0845 300 9923

Fax 0845 300 9924

3 Accident Investigation

All accidents, however small, should be investigated and the findings recorded.

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

4 Accident Health Evaluation

The Identified Assistant Headteacher will undertake periodic evaluations of all reported incidents, near

misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

5 Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at Lostock Hall Academy are;

- a. The termly Health and Safety Meetings.
- b. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- c. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Premises Manager and a Health and Safety representative.
- d. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- e. Safety tours, as above.
- f. Audits (Health and Safety audits, Fire Risk Assessment etc.), annually as above.
- g. Regular reports to management meetings (Lostock Hall Academy and Governors).
- h. Other measures (accident monitoring, Environmental Health visits, Ofsted).

6 Behaviour Management – also refer to Behaviour and Discipline Policy; Code of Conduct for Teaching and Support Staff; Anti-Bullying/Cyber Bullying Policy; Uniform and Appearance Policy.

All staff must be familiar with the Academy policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

7 Bomb Threat Procedure – also refer to Appendix I of the School Emergency Plan for full details

In Summary:

7.1 Action to be taken on receipt of a bomb threat or suspicious package(s)

The caller should be asked the following questions, whether the call is from the police or a suspect:

- a. Where is it?
 - (1) In which building?
 - (2) On which floor?

- b. What time will it go off?
- c. What does it look like?
(1) Size? (2) Colour of package?
- d. What kind of bomb is it (type of explosive)?
- e. Why are you doing this and do you have a code word?
- f. Who are you? Name
Address
- g. Time of call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Headteacher or in his/her absence the Deputy Headteacher. The Headteacher/Deputy Headteacher should be informed of the answer to the questions and should alert the Police and Chair of Governors (see Appendix A: Roles and Responsibilities).

The Headteacher will decide whether to evacuate the building.

7.2 Evacuation

The Academy's Fire Evacuation Drill will be instigated.

7.3 Security during an evacuation

- The security of the building during an incident is the responsibility of the School Business Manager and the Premises Staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s).
- The School Business Manager and Premises Staff are to be positioned at the gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by the emergency services.

8 Catering

The Catering Manager is responsible for the safe operation of the catering facilities. S/he must:

- a. Be familiar with the Academy Health and Safety Policy
- b. Prepare risk assessments for all catering activities.
- c. Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d. Inform the Premises manager or Headteacher of any potential hazards or defects.
- e. Be familiar with the current Food Safety legislation and the implications so far as the Academy is concerned.

Academy staff must not use the catering facilities and equipment without the prior agreement of the Headteacher; School Business Manager and Catering Manager.

9 Cleaning & Maintenance

The Premises manager is responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds in accordance with the Lostock Hall Academy policies and procedures for maintenance.

10 Contractors – also refer to the Outside Contractors' Policy

- The Academy is responsible for the selection and management of contractors in accordance with the Lostock Hall Academy policy for the Management of Contractors.
- Contractors should undertake an induction with the Premises Manager including being made aware of the Academy Health and Safety Policy and their obligations under it before commencing any work on site.
- Academy staff must be aware of the Outside Contractors' policy and report any concerns regarding contractors' activities to the Headteacher immediately.

11 Curriculum Safety - including off site learning activities

- Heads of Departments are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.
- The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- Guidance from CLEAPSS and other lead bodies should be adopted as appropriate.

12 Display Screen Equipment

The School Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

13 Drugs, Alcohol And Illegal Substances - also refer to the Drugs, Alcohol and Illegal Substances Policy

- No student is allowed to take medication on the Academy site without the completion of a consent form by his/her parent/carer. Both blank and completed forms are held in the main reception area.
- Staff must notify the Headteacher if they believe a student to be carrying any unauthorized medicines/drugs.

- Academy staff should also be familiar with the Drugs, Alcohol and Illegal Substances Policy.

14 Electrical Equipment

- The Premises Manager will ensure that PAT testing and inspection and maintenance of equipment is undertaken as required.
- Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.
- Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Premises manager who will arrange repair or replacement.
- The Headteacher must ensure that all electrical equipment brought onto Academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.
- Staff are reminded that they must not bring electrical equipment into the Academy without the permission of the Headteacher.

15 Educational and Off-site Visits - also refer to Educational and Off-site Visits Policy

- The Headteacher and the Educational Visits Co-ordinator (EVC) of Lostock Hall Academy are responsible for ensuring that all Academy trips are managed in accordance with the Academy policy for Educational Visits and Journeys via the Evolve computer software package.

All teachers must be familiar with this policy.

16 Fire Evacuation Procedure - also refer to Fire Drill Procedures

- Fire Drills are held every term in accordance with the procedure below. All staff pupils and visitors must participate in the fire drill and follow the correct procedures.
- Full details are included in the Fire Drill Procedures, which all staff should be familiar with.

17 Fire Precautions

The Premises manager is responsible for:

- a. The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b. The maintenance and inspection of the fire fighting equipment.
- c. The maintenance of exit/escape routes and signage.

d. Supervision of contractors undertaking hot work.

- All staff must be familiar with the Academy Fire safety risk assessment and the Academy emergency plan and evacuation procedures.

18 First-Aid and Supporting Pupils' Medical Needs

- The Academy has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies.
- A list of current First Aid trained staff is at Annex B of this policy.
- Details of staff who are trained in the use of a defibrillator are noted in the First Aider list at Annex B.

18.1 Anaphylaxis Training

All teaching and teaching assistants receive anaphylaxis training on an annual basis from the school nurse.

19 First Aid Boxes – also refer to the First Aid Box Policy

- The Academy has 2 main First Aid boxes, the contents of which are renewed and replaced regularly. They are available as follows:
 - On the wall adjacent to the Main Reception and
 - On the wall outside the PE office.
- The Academy also has a defibrillator held on the wall in the main reception area.
- Staff trained in the use of the defibrillator are noted in Annex B to this policy.

20 Glazing Safety

Glazing in doors and throughout corridors is strengthened safety glass, providing protection on fire routes.

21 Hazardous Substances – also refer to the Control Of Substances Hazardous to Health (COSHH) Policy

- The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Manager will complete an assessment for any authorised products.

- Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards.
- Where an appropriate Hazcard is not available the appropriate Head of Department and/or Catering Manager are responsible for ensuring that the substance is assessed.
- Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils under supervision. These will include such items as:
 - * Corrective fluid / * Aerosol paints / * Spirit-based marker pens
 All the above should be used in a well-ventilated area
- Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV). No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.
- Staff must familiarise themselves with the COSHH policy.

22 Hazard Reporting

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

23 Head Lice

Please refer to the Academy's policy on Head Lice.

24 Health And Safety Committee

- The Governing Body's Financial Management Committee is the key forum at which Health and Safety issues are addressed and policies determined.
- In addition, the Academy's Health & Safety Committee monitors HASAW issues and advises and reports regularly to the Governing Body.
- The Academy HASAW Committee meets once a term and comprises a Governor representative; the Premises Manager; School Business Manager (SBM), and a representative from each Department.

25 Inclusion - also refer to the Academy's Inclusion Policy

- The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.
- All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- The SENDCo and Premises Manager must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

26 Lone Working – also refer to the Academy's Lone Working Policy

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.
- Lone workers should not undertake any activities which present a significant risk of injury.
- Staff should avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
- Staff should familiarise themselves with the Academy's Lone Working Policy.
- If you are required to work early in the morning or after normal working hours at night:
 - a. give prior notice to Premises Manager that you intend working late, indicate you will be in the building and provide an approximate departure time;
 - b. make sure that your colleagues know you will be at work and where you will be;
 - c. check where they are likely to be in the building;
 - d. make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
 - e. ensure that you can be contacted or have the means to contact someone else e.g. take a telephone to the location where you will be working;
 - f. report your departure when you leave the premises.

27 Maintenance And Repair Of Equipment

- Service Level Agreements exist for the timely maintenance of the Academy's equipment, a full list of which is held in the SBM's office.

- All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

28 Manual Handling – also refer to General Risk Assessment on Manual Handling

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

29 Personal Protective Equipment (PPE)

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

30 Risk Assessments

- It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Academy.
- Completed Risk Assessments can be viewed following the link on the academy's intranet and in hard copy format in a lever arch file in the main staff room.
- Risk assessments for offsite Academy trips, both residential and day trips are held by the Assistant Headteacher/EVC
- There will be a regular programme of planned assessments to be completed in high risk areas such as Science, DT workshops etc. In other activity areas there will be annual risk assessments.
- Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Premises Manager who will prioritise issues and assign resources to undertake remedial control measures where required.

31 School Emergency Plan – also refer to the School Emergency Plan

- The Academy has a separate School Emergency Plan for managing a crisis, which should be followed in the event of:
 - a. People-related issues: major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
 - b. Premises issues: Fire, explosions, floods, subsidence
 - c. Technological: computer related issues

32 Security – also refer to the Security Policy

- All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Academy accepts no responsibility for items left unattended. In the event of a theft in the Academy, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.
- CCTV systems are installed throughout the Academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.
- Cash is kept in a safe and monies are banked daily. Counting of accumulated cash must occur at an appropriate location on Academy premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would-be assailant.
- It is the responsibility of the staff to take appropriate measures to maintain the security of any Academy equipment being used. If equipment is found to be missing or believed stolen it is important that this is reported immediately to the Headteacher. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

33 Severe Weather Conditions – also refer to the School Emergency Plan

- In the event of severe weather conditions, it is the responsibility of the Headteacher, in close liaison with the SBM; Premises Manager and Chair of Governors to make a decision on closure on grounds of health and safety.
- In the event of a decision to close the academy, governors will be informed.

34 Smoking

- A 'no smoking' policy operates throughout all Academy premises and grounds.
- Smoking is not permitted on or around school minibuses when being used for educational trips and journeys.
- All Academy staff and parents/visitors/external contractors will be informed and signs will be on display

at main entrances to Academy buildings.

- Staff and volunteers who accompany pupils on off-site education visits and journeys are expected to follow guidelines at locations and sites visited, in relation to their smoking policies and practices.
- Staff are also expected to set a positive example to pupils in their care on such visits and journeys and take steps not to smoke near to, or in sight of, pupils.

35 Staff Training and Development

- The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- Safety induction must be given to all new employees on the first day of employment, or as soon as possible after starting working for the Academy. This induction should take the form of a checklist and new staff should be clearly informed of the Academy's Health and Safety provisions e.g. Action to be taken in the event of a fire, fire exits and knowledge of first aid arrangements.
- Training is included in an Induction Booklet and is given to all staff and those with special responsibilities, such as the Premises Manager, First Aid staff and staff taking pupils on trips.
- The Academy will keep a record of all staff who have been trained and the expiry dates of any certificates.
- The Academy will ensure that at all times there are sufficient numbers of trained and experienced staff able to deal with first aid incidents and emergencies.

36 Stress Management – please also refer to the Stress Management Policy

- Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.
- Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; chest pains; palpitations; sweating and racing heart. If you suffer from these symptoms, you are advised to consult your GP without delay.
- If you consider you may be suffering from stress for reasons connected with your workload, you should approach your line manager or the HR Manager to seek further guidance.
- No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition
- On return to work for any period of stress-related illness, the Academy will take account of medical advice and the needs of the Academy when determining which duties are most appropriate

37 Transport – please also refer to the Minibus Policy

- The Premises Manager is responsible for arranging servicing and the annual maintenance and MOT of

the minibus/es. He is also responsible for ensuring that the buses are clean and in good condition at all times.

- All staff are responsible for reporting any damage or unsafe condition to the Premises manager.

38 Visitors' Health & Safety - please also refer to the Visitors On Site Policy

- Under the provisions of the Health & Safety at Work Act 1974, Lostock Hall Academy has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Academy they intend to visit. They are to obey all displayed warning notices and verbal instructions.
- Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the Premises manager).
- All visitors are to be made aware of the emergency procedures.

39 Working at Height

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

Key Health and Safety Personnel

School Role	H&S Role	Name	Contact Details
Headteacher	Health and Safety Lead	Mrs G A Brimelow	Tel 01772 336293 Ext.126
Chair of Governors		Mrs M Scrivens	
Deputy Headteacher	Pastoral Lead	Miss S Gill	Tel 01772 336293 Ext.158
Assistant Headteacher	Identified Assistant Headteacher: Health and Safety	Mr N Clitheroe	Tel 01772 336293 Ext.251
Assistant Headteacher	Educational Visits Co-ordinator	Mr N Clitheroe	Tel 01772 336293 Ext.251
School Business Manager	Oversight of day-to-day Health and Safety	Mrs Vanessa Ashford	Tel 01772 336293 Ext.100
Premises Manager	Day to Day Health and Safety	Mr B Pilkington	Tel 01772 336293 Ext.174
	Risk Assessments – Pupils with physical disabilities		
Assistant Premises Manager	Day to Day Health and Safety	Mr J Taylor	Tel 01772 336293 Ext.174
SENDCo	Risk Assessments – Pupils with physical disabilities	Mrs L Meechan	Tel 01772 336293 Ext.104

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Current First-Aid Trained Staff

Name	Ext No	Expiry Date	Certificate No	Refresher course attended	Defibrillator Trained
Archibald, Helen		Dec 2015			Yes
Ashcroft, Janet	124	Nov 2016	231123		Yes
Breakell, Holly	143	Nov 2017			
Budd, Paula	143	Nov 2016	231135	10/11/14	Yes
Clitheroe, Neil	251	Sept 2015			
Coop, Lorraine	101	Nov 2017			
Davies, Joanne (Kitchen)	139	Nov 2017			
Doyle, John	109	Nov 2016	231141	10/11/14	
Ellison, Lisa		Nov 2017			
Elston, S tacey	135	Nov 2016	231145	10/11/14	
Flynn, Rachel		Nov 2017			
Hardacre, Emma	108	Nov 2017			
Haven, David	150	Nov 2017			
Jones, Gwenno		Nov 2016	231137		
Kay, Angela		Nov 2017			
Parker, Helen	150	Nov 2016	231131	10/11/14	
Parsloe, Sarah	153	Nov 2017			
Pilkington, Bryan (Premises Manager)	174	Dec 2015			
Rennox, Angela	147	Sept 2015			
Roberts, Andy	514	Nov 2016	231127		
Roberts, Carol	514	Nov 2016	231129		
Schofield, Emma	147	Nov 2017			
Sloan, Stephen	147	Sept2015			
Sullivan, David	132	Nov 2016	231143		
Taylor, Emma	106	Nov 2016	231139	10/11/14	
Taylor, John (Site Supervisor)		Nov 2017			
Taylor, Sharon		Nov 2017			Yes
Wade, Lindsay		Nov 2016	231133	10/11/14	
Williams, Margaret		NA	NA	NA	Defib only
Wilson, Paul		Nov 2017			

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