



# ASPIRE ACADEMY

## HEALTH and SAFETY

### POLICY AND PROCEDURES

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	July 2014
POLICY PRESENTLY UNDER REVIEW	

**Signature:** *Val Jones*

**Date:** 2<sup>nd</sup> November 2015

**Name:** Val Jones

**CHAIR OF GOVERNORS**

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## **1. Statement of Intent**

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the Academy provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the Academy and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the Academy.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Principal, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the Academy and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act 1974, and any breach of these could lead to prosecution of the Academy and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This policy has formulated in the light of the DfE's Health & Safety Advice on legal duties and powers June 2013.

## **2. Responsibilities - All employees**

All employees are responsible for:

### **Control**

- Looking after their own safety and the safety of others affected by their work.

### **Co-operation**

- Co-operating with the Academy, by following safe working practices and carrying out their health and safety responsibilities as detailed in the Academy's policies, risk assessments and health and safety standards.

### **Communication**

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

### **Competence**

- Taking part in any health and safety training and development identified as necessary by the Principal or their Line Manager.

### **Planning and Implementation**

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

### **Monitoring**

- Reporting health and safety incidents, in accordance with the Academy's health and safety Incident Reporting Procedure.

### **Safety Education**

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

## **3. Responsibilities - All managers and supervisors**

All employees with management and supervisory responsibilities are responsible for the implementation of this Health & Safety Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

### **Control**

- Ensuring this Health & Safety Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

### **Co-operation**

- Identifying opportunities to improve the health and safety within the Academy, and promoting risk awareness and the development of safe behaviours.

### **Communication and Consultation**

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

### **Competence and Capability**

- Ensuring the health and safety competence and capability of employees under their control.

### **Planning and Implementation**

- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

### **Monitoring and Review**

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Academy's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Principal or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

## **4. Responsibilities - Principal**

### **Control**

- Ensuring there are appropriate arrangements in the academy for implementing the Academy's Health & Safety Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

### **Co-operation**

- Ensuring systems are in place for consultation with all employees and that any Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the academy site and that, where necessary joint health and safety arrangements are recorded and agreed.

### **Communication**

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the academy's Infolink are made available to relevant employees.

### **Competence and Capability**

- Ensuring that all employees are competent and have the capability to carry out their role/function.

### **Planning and Implementation**

- Ensuring the Academy's health and safety standards are implemented.
- Ensuring there are arrangements in place for managing risks arising from the academy's activities or premises.

### **Monitoring and Review**

- Ensuring systems are in place for monitoring and reviewing health and safety in the academy.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting academy health and safety performance to the Governing Body.

### **Premises Management**

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

## **5. Responsibilities – Academy Health and Safety Co-ordinator**

The Health and Safety Co-ordinator for the Academy's responsible for:

### **Control**

- Establishing arrangements for the effective co-ordination of health and safety throughout the Academy.
- Supporting the Principal and Subject Leaders in co-ordinating the development, review and revision of the Academy's health and safety policy, standards and risk assessments.

### **Co-operation**

- Setting up arrangements for consulting with employees on health and safety.

### **Communication**

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Principal / academy senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.

### **Competence**

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the Academy's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the academy

### **Planning and Implementation**

- Supporting the establishment of adequate arrangements for:
  - First aid
  - Fire and emergency evacuation
  - Reporting of health and safety incidents, hazards and concerns
  - Other day-to-day health and safety procedures as needed.

## **Monitoring**

- Co-ordinating arrangements for monitoring of health and safety standards within the academy.

## **Premises Management**

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

## **6. Responsibilities - Governing Body**

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors' duties include:

### **Control:**

- Taking reasonable steps, to make sure that the academy buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

### **Competence and Capability:**

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the academy include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Principal.
- Ensuring that the Principal has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of academy activities.

### **Planning and Implementation:**

- Ensuring that anyone appointed to undertake construction and maintenance work on the academy premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

**Monitoring:**

- Taking an active part in monitoring health and safety standards in the academy, by requiring Principals to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
  - Academy health and safety inspections, monitoring checks and incident investigations.
  - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Principal or other member of staff.
  - Any surveys carried out by the academy, which provides data that relates to employee health, safety and wellbeing.
- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

**7. Responsibilities for Academy Visits**

The Academy undertakes educational visits and has appointed a senior manager as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the academy has any part in organising events, trips or activities beyond the academy gate it recognises that it has a responsibility. The academy's pastoral responsibilities cannot be delegated to other external providers.

The Academy has developed a policy on visits beyond the academy gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the academy are subject to this policy.
- The visits system, including the academy approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

**Control**

- Developing and implementing an academy procedure for the training, support, planning, monitoring and approval of academy visits.
- Supporting the principal and governors as required with information, visits approval and other decisions.

**Competence and Capability**

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the academy visits policy, and must be updated as necessary.

- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that DBS disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Principals, visit leaders, employees and volunteers in relation to educational visits and the academy's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

### **Planning and Implementation**

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the Academy's inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each academy visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

### **Monitoring and Review**

- Monitoring all aspects of the planning of visits to ensure they meet the Academy's requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the academy, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

### **Access to Further Advice on Educational Visits**

- The Academy will commission the specialist advice on service of ECC's Education Visits Team. This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.

## **8. Competent Health and Safety Advice**

The Academy has appointed Essex County Council Risk Management Consultancy Services (RMCS) Health & Safety as their competent health and safety adviser.

The service offered by RMCS Health & Safety includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Academy's Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.
- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the Academy.

## **9. Health Protection**

The Essex Health Protection Agency [www.hpa.org.uk/essex](http://www.hpa.org.uk/essex) gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the academy nurse at you local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or e-mail [EHPTInfo@essexhpa.nhs.uk](mailto:EHPTInfo@essexhpa.nhs.uk)

## **10. Local Arrangements within Academies**

Local arrangements have been implemented in the academy covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

## **11. Health and Safety Competence and Capability**

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The Academy considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

**Performance management:** The Academy follows an approved performance management review system. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Principal, account is taken of the results of health and safety monitoring, Ofsted reports and other relevant data. Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Principal, manager and employee responsibilities in this policy document.

**Training (legal requirement):** There is a legal requirement to take account of an employees health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The Academy ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Academy keeps a record of Health & Safety training undertaken by employees.

## 12. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Academy;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe academy, by raising health and safety concerns.

The Academy ensures that health & safety information is communicated through the following ways:

Academy intranet, staff room notice board and staff meetings.

### **13. Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the Academy takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

### **14. Health and Safety Standards (Status)**

How we do things safely is detailed in the health and safety standards, generic risk assessments and Health & Safety Guidance. It is important that managers and employees follow these, as they are the way the Academy ensures it is meeting its legal obligations for health and safety. The Academy's contracts of employment (Conditions of Service) requires employees to co-operate with the Academy by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Academy, or individuals within the academy to the risk of prosecution.

The Academy has arranged for employees to be able to access these standards through access to ECC, Health & Safety website.

### **15. Health and Safety Risk Assessments**

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance are prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Principals and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

## 16. Health and Safety Monitoring and Auditing

The Academy has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The Academy will ensure that a health & safety audit of the establishment is carried out periodically by ECC RMCS Health & Safety or other competent accredited independent Health & Safety agency.
- **Internal Monitoring:** The Academy will ensure that the Health and Safety service internal monitoring checklists are completed annually. These will be reported to the Governing Body.
- **Health and Safety Incident Investigation:** The Academy has an internal system for reporting incidents. The incident numbers and details are reviewed by the Academy's Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a Senior member of staff and the findings reported to the Governing Body.
- **Other Monitoring:** There are systems in place within the academy which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the Academy's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

## 17. Health and Safety Performance Reporting and Review

The Governing Body and Principal review the health and safety performance of the academy at least annually. This takes the form of a health and safety performance report produced by the Principal which is presented to the Governing Body for review, comment and action and includes information and statistics on:

- Academy health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the academy, which provides data that relates to employee health, safety and wellbeing.

## **18. Consequences of Non Compliance with the Academy's Health and Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Academy's HR policies give full details on disciplinary and misconduct procedures.

## **19. Review and Revision**

The Governing Body will ensure that this Health & Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

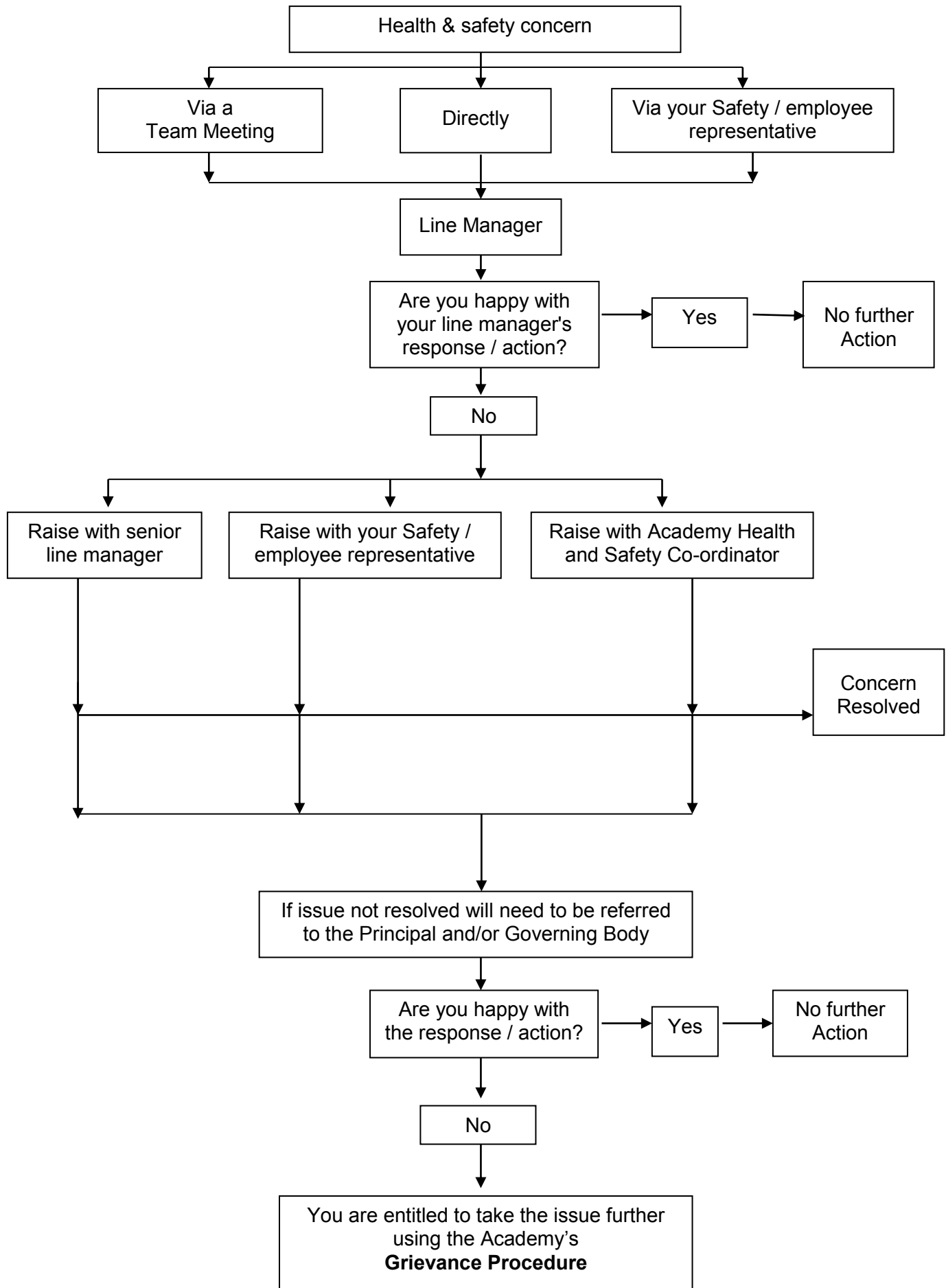
## Appendix 1: Health and Safety Arrangements Notice

<b>Academy:</b>	Aspire Academy
<b>Principal:</b>	Ms D Garfield
<b>Academy Health and Safety Coordinator:</b>	Mr A Crichton
<b>Educational visits co-ordinator:</b>	Ms D Garfield
<b>Report health and safety incidents to:</b>	Mrs T Waterhouse
<b>Report hazards to:</b>	Mrs T Waterhouse
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mr G Deller / Miss N Duncan
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mr G Deller / Miss N Duncan
<b>Fire marshals:</b>	Mr G Deller / Miss N Duncan
<b>Fire assembly point(s):</b>	Field at rear of school
<b>Day and time of weekly fire alarm tests</b>	Tuesday 7.30 am
<b>First aiders / appointed persons:</b>	Miss A Goder, Miss K Smith, Mrs A Ferguson
<b>Where to find:</b>	<b>Location:</b>
Incident / Accident report forms	Mrs T Waterhouse
Hazard book	Mrs T Waterhouse
Health and Safety Standards and Information relevant to academy / curriculum area	Teacher Resources / Policies

## Appendix 2: Getting help on health and safety

Contacts	Name(s)	Contact No. / email
Risk Management Consultancy Service – Health & Safety	Essex County Council	
Health and Safety Champion for academies	ECC Risk Management Consultancy Services (RMCS) Health & Safety	
Work-life balance / well-being	Mrs K Webb	<a href="mailto:kwebb@aspire-academy.org">kwebb@aspire-academy.org</a>
Asbestos / legionella / contractor management advice	ECC Risk Management Consultancy Services (RMCS) Health & Safety	
Educational Visits Adviser	YCT/CAMHS	
Counselling Service (Confidential service)		
<b>Other contacts</b>		
Academy nurse	Maxine Burke - PROVIDE	
Essex Health Protection Agency (Infection control advice):	Tel: 0845 155 0069 or email: <a href="mailto:EHPTInfo@essexhpa.nhs.uk">EHPTInfo@essexhpa.nhs.uk</a>	

### Appendix 3: How to raise a health & safety concern



## Appendix 4

### ANNUAL HEALTH AND SAFETY INTERNAL MONITORING

#### Health and Safety Management

QUESTION	ANSWER
<b>Health and Safety Policy</b>	
<b>HSM1</b> – Has the 'Health and Safety Arrangements Notice' from ECC's health and safety policy pages of the intranet been downloaded, completed and displayed it in a prominent position?	Yes/No
<b>HSM2</b> – Are systems in place which ensures health & safety training records, (including copies of certificates of attendance) are kept by the relevant manager?	Yes/No
<b>Risk Assessments</b>	
<b>HSM3</b> – Has a written Occupational Stress Risk Assessment been produced?	Yes/No/Bought into Wellbeing Programme
<b>If Yes HSM3a</b> – Date stress risk assessment last reviewed:	/ /
<b>If Yes HSM3b</b> - Has an action plan been produced as a result of the assessment?	Yes/No
<b>HSM4</b> – Have individual employees had assessments carried out for their VDU workstation (including laptops):	Yes/No
<b>If Yes HSM4a</b> – Date of last review of VDU assessments carried out for individual employees (including laptops):	/ /
<b>HSM5</b> – Are any staff required to work alone?	Yes/No
<b>If Yes HSM5a</b> – Has a Lone Working Risk Assessment been carried out?	Yes/No
<b>If Yes HSM5b</b> – Date lone working risk assessments last reviewed:	/ /
QUESTION	ANSWER
<b>Health and Safety Monitoring</b>	
<b>HSM6</b> – Are health and safety inspections of the establishment/premises/work area carried out?	Yes/No
<b>If Yes HSM6a</b> – Date of last health and safety inspection of the establishment/premises/work area?	/ /
<b>HSM7</b> – Are health and safety incidents (including accidents, violence and work related ill health) reported	Yes/No
<b>HSM8</b> – Are checks carried out and recorded on the driving documents (insurance, MOT certificate and driving licence) of employees who use their car for business?	Yes/No/NA
<b>HSM8a</b> – Date employee driving documents last checked?	/ /

# ANNUAL HEALTH AND SAFETY INTERNAL MONITORING

## Premises Management

QUESTION	ANSWER
<b>Portable Electrical Appliances</b>	
<b>PM1</b> - Are portable electrical appliances regularly inspected/tested?	Yes/No
<b>Fire Risks</b>	
<b>PM2</b> - Has a fire risk assessment been carried out?	Yes/No
<b>If Yes PM2a</b> – Date fire risk assessment last reviewed?	/ /
<b>Asbestos</b>	
<b>PM3</b> – Is there an asbestos register for the establishment? (If the establishment was built after 2000 it can be assumed there is no asbestos)	Yes /No/Premises built after 2000
<b>If Yes PM3a</b> – Has an asbestos management plan been completed?	Yes/No
<b>If Yes PM3b</b> - Do all counter/reception staff know where the Asbestos Register can be found?	Yes/No
<b>If Yes PM3c</b> – Is there a system in place to ensure that before work commences contractors are shown the Asbestos Register and sign the contractor's sheet?	Yes/No
<b>Legionella Control</b>	
<b>PM4</b> – Does the responsible person have a copy of the premises Legionella log book?	Yes/No
<b>If Yes PM4a</b> – Are water temperature checks being carried out in accordance with the log book?	Yes/No
<b>If Yes PM4b</b> – Are the premises water tanks inspected in accordance with the log book?	Yes/No/No Water Tank(s)
QUESTION	ANSWER
<b>Fixed Electrical Installation</b>	
<b>PM5</b> – Has the fixed electrical installation been inspected by a competent electrician within the last 5 years	Yes/No
<b>If Yes PM5a</b> – Does the certificate state that the overall condition is "Satisfactory"?	Yes/No
<b>If No PM5b</b> – Has remedial work identified as Priority 1 and 2 been carried out and a revised certificate issued?	Yes/No/No priority 1 or 2 actions

<b>Boiler</b>	
<b>PM6</b> - Are the boilers serviced by a competent person (annually for gas or 6 monthly for oil)?	Yes/No
<b>Landlords Duties</b>	
<b>PM7</b> - Do you have landlord responsibilities for domestic housing?	Yes/No
<b>If Yes PM7a</b> – Have gas safety checks been carried out in the last year by a ‘Gas Safe’ registered engineer?	Yes/No/NA (not gas)
<b>Lifts</b>	
<b>PM8</b> – Is a passenger carrying lift installed in the establishment (this includes one person fold down stair lifts)?	Yes/No
<b>If Yes PM8a</b> – Date passenger carrying lift(s) last examined:	/ /
<b>External Play Equipment</b>	
<b>PM14</b> – Does the Academy have external play equipment?	Yes/No
<b>If yes PM14a</b> – Date the external play equipment last inspected by an external competent person/company? (note: evidence of the inspection must be kept on file at the Academy)	/ /

# ANNUAL HEALTH AND SAFETY INTERNAL MONITORING

## Educational Visits

QUESTION		ANSWER
<b>Educational Visits Co-ordinator</b>		
<b>EV1</b> – Does the Academy have a trained Educational Visits Co-ordinator (EVC)?		Yes/No
<b>If Yes EV1a</b> – Is the Academy's EVC a member of the Senior Management Team and appropriately experienced and competent to undertake the delegated responsibilities on behalf of the establishment.		Yes/No
<b>Name:</b>		
<b>Job Title:</b>		
<b>If Yes EV1b</b> – Date the Academy's EVC last undertook EVC training delivered by the ECC County Educational Visits Team.		/ /
<b>Staff Training</b>		
<b>EV2</b> – Does the academy's EVC provide formal training for staff on leading any type of visit beyond the academy date?		Yes/No
<b>If Yes EV2a</b> - Date Academy's EVC last provided formal training for staff on leading any type of visits beyond the academy date?		/ /
<b>Visits Policy</b>		
<b>EV3</b> – Does the Academy have a visits policy in place? (incorporating internal visit approval, monitoring of visits, staff training/evaluation, emergency procedures etc)		Yes/No
<b>Residential/Adventurous Visits</b>		
<b>EV4</b> – Is visit planning, including risk assessments undertaken for all visits beyond the Academy date?		Yes/No
<b>EV5</b> - Are all residential, adventurous (eg. mountain biking, assault courses, paintballing, karting etc) visits and those outside the UK approved by the County Educational Visits Team?		Yes/No

## Appendix 5

### ASPIRE ACADEMY

#### TERMLY PREMISES/HEALTH & SAFETY INSPECTION CHECKLIST

Check list to be completed three times per year. Any remedial action to be recorded in ACTION column.

CHECK DATE: \_\_\_\_\_ CHECK CARRIED OUT BY:

\_\_\_\_\_

GENERAL/INTERNAL	✓ OR X	NOTES/ACTION
Are floors clean and in good condition?		
Are floors non slip and free from trip hazards?		
Are stairs even and non slip?		
Are stairs provided with handrails?		
Are ceilings in good condition?		
Are asbestos materials in good condition and not damaged?		
Are there signs of damp on walls, floors or ceilings?		
Are rooms in good state of decoration?		
Is shelving/racking secure?		

Do displays obstruct walkways/corridors?		
Do coats/shoes cause congestion or obstruction?		
Is furniture in good condition, stable and secure?		
Is furniture placed to allow easy movement within rooms?		
Are general housekeeping procedures followed?		
Are storage areas kept tidy?		
Are items stored in appropriate places?		
Is equipment provided to enable access to high storage?		
Are windows secure and in good condition?		
Do any windows obstruct walkways?		
Are doors in good condition and open easily?		
Are electrical appliances in good visual condition and inspected annually?		

Are extension leads in good condition and inspected annually?		
Are cables trailing across walkways?		
Are lights fitted with covers (diffusers)?		
Are radiators at correct temperature and not obstructed by furniture?		
Are all work surfaces clean?		
Are cleaning substances kept stored securely?		
Are light switches easily accessible?		
Is there a sink for first aid use only?		
Are any drinking water taps labelled?		
Are first aid supplies stored in locked boxes?		
Is all PE equipment stored and safely stacked?		
Is PE equipment in good condition and tested annually?		

Are there suitable signs for when floor cleaning is in progress?		
Is water at appropriate temperature?		
Is there sufficient supplies of paper towels/loo roll?		
Are there suitable sanitary disposable facilities available for pupils and staff?		
Are there any unpleasant odours?		
Are all drains covered and cleaned annually?		
Are basic food hygiene procedures in place?		
Are fridge/freezers at correct temp?		

<b>EXTERNAL</b>	<b>✓ OR X</b>	<b>NOTES/ACTION</b>
Is roof in good general repair?		
Is roof access restricted to authorised persons only?		
Are gutters/down pipes in good visual condition?		
Are there loose wires anywhere?		

Is external decoration in good repair?		
Are litter bins accessible and emptied regularly?		
Are external lights working and in good repair?		
Are paths even and in good repair?		
Are car parks well lit and if necessary restricted eg. "staff only"?		
Is vehicle access restricted and managed?		
Are fences in good visual condition and in good repair?		
Are gates well maintained and opened easily?		
Are playground surfaces in good repair?		
Are grounds sufficiently lit and well kept?		
Are grounds free from litter?		
Are all security measures taken as necessary?		

## Appendix 6

# ASPIRE ACADEMY

## WEEKLY HEALTH & SAFETY CHECKLIST

<b>FIRE PRECAUTIONS – Check the following</b>	<b>Yes</b>	<b>No</b>	<b>Action Notes</b>
Extinguishers are intact + on their hooks at fire points			
All Fire Alarm Glass Activators are intact			
Fire extinguishers have not been discharged			
Fire blankets are in place			
Fire exit routes are clear of obstructions			
Any fire or smoke doors are not held open by unauthorised methods			
Fire and smoke door closures are effective			
All relevant fire exit signs are in clear view			
Fire evacuation assembly point(s) clear and suitable			
<b>ARE FIRE PRECAUTION INSTRUCTIONS DISPLAYED REGARDING THE FOLLOWING:</b>			
How to raise the alarm			
What action should be taken			
Fire evacuation and exit routes			
Location of assembly areas			
List of Fire Wardens and Marshalls			
<b>OTHER HEALTH &amp; SAFETY PRECAUTIONS – Check the following:</b>			
Toilets in working order			
No dripping taps in building			
No scale build up on taps			
Old / broken equipment removed			
Trips Hazards – in the buildings			
Trips Hazards – external areas			
Waste Disposal Area – clear and safe			
Playground areas clear of hazards			
Pedestrian and vehicular access clear of hazards			
<b>FIRST AID REQUIREMENTS CHECKLIST – Check the following:</b>			
First Aid Box properly located and stocked			

<b>Checked by:</b>	
<b>Date:</b>	

## **Appendix 7**

### **1. Additional Section on Premises Management**

The Academy manages its property and premises in-house. The Governing Body and Principal have overall responsibility but have delegated general premises management task to the Site Manager who has received appropriate training.

The academy also has access to standards on general property issues and compliance through its subscription to ECC's Health & Safety pages on the Academy's Infolink.

Where major building or maintenance/improvement works are being carried out, academies will appoint a property consultant. Major work is work defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work.

### **2. Additional Section on Catering arrangements**

The Academy will manage and deliver its own in-house catering service and therefore will have access to competent food safety advice.

### **3. Additional Section on the provision of Occupational Health Advice**

The Academy has access to a competent occupational health service which offers the following:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work related absence through advising on health related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

## **Counselling**

The Academy's Occupational Health Service provider provides a counselling service which is available to all academy staff.