

Health and Safety Policy



Believe, Succeed, Together

Author's Name:	Mr. N. Houchen
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Signature of Principal	
Signature of Chair of Governors	

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1.0 Introduction

This policy is produced in accordance with the [Health and Safety at Work Act 1974](#) and makes an unequivocal commitment to high standards of Health and Safety. Although the Principal has ultimate responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

Every line manager and supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action under the [Disciplinary Misconduct Policy](#).

2.0 General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the Academy.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substance.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards, contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate.
- Maintain all areas under the control of the Governors and Principal, in a condition that is safe and without risk to health.
- To provide and maintain means of access and egress that are safe and without risk.
- Formulate effective fire and evacuation procedures.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities and to make recommendations to the DfE as appropriate.

3.0 Responsibility of the Governors and Principal

The Governors and Principal are responsible for implementing this policy within the Academy. In particular they will:

- Monitor the effectiveness of the policy and the safe working practices described within it and shall revise and amend it, as necessary, on an annual basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff to this policy, departmental safety policies and procedures and of any relevant safety guidelines and information issued by the DfE.

- Make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff as necessary.
- Make arrangements for informing staff and pupils of relevant safety procedures.
- Ensure that regular safety inspections are undertaken i.e. once a term.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the inspection team.
- Report to the DfE any defect in the state of repair of the buildings, or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. The Governing Body will deal with all aspects of maintenance which are under their control and report to the DfE any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- Identify a member of staff having direct responsibility for particular safety matters and a member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the Academy.

4.0 Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Assistant Principal, Mr. S. Sterling, in consultation with the nominated Governor, Mrs. M. Gunn, shall:

- Assist the Principal in the implementation, monitoring and development of the Health and Safety Policy within the Academy.
- Monitor general advice on safety matters given by the DfE and other relevant bodies and advise on its application to the Academy.
- Co-ordinate arrangements for the design and implementation of safe working practices within the Academy.
- Investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds, subject to further consideration by the Governors and Principal.
- Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of health and safety information in regard to employees, pupils and visitors and make recommendations on the extent to which staff are trained.

5.0 Responsibilities of Staff towards Pupils and Others in their Care

All employees are responsible for the health and safety arrangements in relation to staff, pupils and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.

- Be aware of and implement safe working practices.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap and/or accident.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the matter to the Principal.

5.1 Safe Working Practices for the Protection of Children and Staff

The DfE have produced an advisory document - [Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings](#) with which all Academy staff should become conversant. The guidance includes information on dealing with:

- Infatuations.
- Social contact.
- Physical contact.
- Physical Education and other activities which require physical contact.
- Showers and changing.
- Pupils in distress.
- Behaviour management.
- Care, control and physical intervention.
- Sexual contact with young people.
- 1:1 situations.
- Overnight supervision and examinations.
- Transporting children.
- Educational visits and after school clubs.
- First aid and administration of medication.
- Intimate care.
- Sensitive areas of the curriculum.
- Photography, videos and other creative arts.

5.2 Responsibilities of all Employees

All employees have a responsibility under the [Health and Safety at Work Act 1974](#) to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the Principal, Governors, DfE and others in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal.
- Ensure that tools and equipment are in good condition and report any defects to the Principal.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, they must draw these to the attention of the Principal.

5.21 Occupational Health Services and Work-Related Stress

This is detailed in a separate policy - [Sickness and Absence Policy](#).

5.22 Staff Grievances

This is detailed in a separate policy - [Grievance Policy](#).

5.23 Staff Misconduct

This is detailed in four separate policies - [Code of Conduct Policy](#), [Disciplinary Misconduct Policy](#), [Whistle-blowing Policy](#) and [Safeguarding Policy](#).

5.3 Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all Academy rules relating to safety including: following the instructions of staff in the event of an emergency, not wearing unsuitable footwear and not bringing non-permissible items onto the premises e.g. aerosols, unnecessary electronic equipment and offensive weapons - [DfE Guidance -Screening and Searching for Weapons](#).
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Pupil Planner contains a plethora of information concerning -road, personal, internet and fire safety and a Code of Conduct covering the basic precepts associated with Health and Safety. This information is disseminated through assemblies and during form time.

5.4 Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the School.

5.5 Lettings

This is detailed in a separate document - [Lettings Policy](#). The Governors and Principal must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Hirers using any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

5.6 Fire and Emergency Evacuation Procedures

- The Academy's procedures for fire and emergency evacuation are in **Appendix 1** and also posted in prominent areas.
- The log book for the recording and evaluation of practice and evacuation drills is available for inspection and resides with Mr. S. Sterling.

5.61 Fire Risk Assessment

The current Fire Risk Assessment is held with Mr. S. Sterling.

5.62 Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire and intruder alarm system.

5.7 First Aid

According to the [Health and Safety \(First-Aid\) Regulations 1981](#) employers need to ensure that they provide access to sufficient training, to allow the identified first aid personnel to perform their roles safely and adequately.

A qualified first aider at work is someone who holds a current first aid certificate gained from a course approved by HSE. There are currently 17 staff that hold this certificate (see table overleaf).

Name	Status	Position
Mrs. M. Chance (Lead)	Support Staff	Senior Science Technician
Mr. C. Clark	Teacher	Head of Science
Mr. S. Wheeler	Teacher	Head of Richmond
Mr. D. Bracknell	Teacher	Head of Kielder
Mrs. E. Chadbourne	Teacher	KS3 Coordinator in Maths
Mr. S. Alcorn	Teacher	AST (Maths)
Ms. A. Clark	Teacher	Teacher of English
Mrs. L. Randell	Support Staff	DT Technician
Mrs. G. Cassidy	Support staff	LSA
Mrs. M. Pacey	Support staff	Cover Supervisor/LSA
Ms. O. Stead	Support Staff	LSA
Mrs. L. Rutter	Support Staff	Cover Supervisor/LSA
Ms. A. Clark	Teacher	Teacher of English
Ms. K. Jones	Support Staff	LSA

For regulatory purposes, successfully completing a First Aid at Work (FAW) course or Emergency First Aid at Work (EFAW) course enables a person to act as a qualified first aider.

Safe Management of Medication in an Educational Setting

Name	Status	Position
Mrs. M. Chance (Lead)	Support Staff	Senior Science Technician
Mr. S. Sterling	Assistant Principal	Assistant Principal
Mrs. N. Lillywhite	Teacher	Head of Citizenship
Mr. D. Bracknell	Teacher	Head of Kielder
Mrs. E. Chadbourne	Teacher	KS3 Coordinator in Maths
Mrs. G. Cassidy	Support staff	LSA
Mrs. M. Pacey	Support staff	Cover Supervisor/LSA

5.71 Accident Reporting Procedures

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences, is Mr. S. Sterling.

All incidents and accidents are logged using *Smartlog*.

Injuries arising from incidents at work (including non-consensual violence to employees) must be reported to the HSE within 10 days, under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995- \(Appendix 2\)](#)

5.8 School Trips

Taking groups of pupils out of school is one of the most potentially hazardous things that any teacher may be called upon to do. In the first instance, staff are required to consult the EVC – Mr. N. Dunley and then complete all the relevant documentation through EVOLVE. For all trips, the Academy's [Behaviour and Discipline Policy](#) applies to all pupils and the employee [Code of Conduct Policy](#) applies to all staff.

6.0 The Workplace (Health, Safety and Welfare) Regulations 1992

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#) cover a wide range of basic health, safety and welfare issues that apply to most workplaces. Broadly the issues covered are ventilation; temperature; lighting; cleanliness; room dimensions; workstations/seating; floors and traffic routes; windows; doors; gates; escalators; sanitary conveniences and washing facilities; drinking water; accommodation for clothing and facilities for changing and facilities for rest and to eat meals.

[The Workplace \(Health, Safety and Welfare\) – a short guide to managers](#) provides a comprehensive overview of the issue outlined above.

7.0 Dealing with Health and Safety Emergencies - Procedures and Contacts

7.1 Influenza Pandemic

In terms of an influenza pandemic this is detailed in a separate policy - [Influenza Pandemic Policy](#).

7.2 Inclement Weather

7.21 – Decision to Close

Inclement weather e.g. snow etc may cause the Principal to consider closure. The decision will be based broadly on the following criteria:

- *Pupil access and attendance* – would a decision to remain open unreasonably compromise pupil safety in their attempts to travel to school? Would the modified pupil population be sufficient or adequate on an operational level?
- *Staff access and attendance* - would a decision to remain open unreasonably compromise staff safety in their attempts to travel to school? Would the Academy have sufficient staff to operate safely and effectively?
- *Condition of school premises* – are caretakers able to quickly clear snow, grit icy areas and/or section off parts of the school with appropriate signage etc? Would sufficient staff be present to supervise pupils during recreational periods?
- *Weather forecast*- are conditions forecast to deteriorate further? If so, would a decision to remain open, unreasonably compromise pupil and staff safety in their attempts to travel home?

The decision to close ultimately resides with the Principal. In making a decision, he may consult the Chair, Vice Principal and Assistant Principal responsible for Health and Safety.

7.22 – Closure Procedure

1. The Principal notifies the LA and local radio stations listed overleaf **Ref: 882/5414**.
2. The Principal notifies all staff, via e-mail, around 6.15 am.
3. The Vice Principal arranges for a groupcall message to be sent to staff.
4. The Vice Principal directs SLT members to notify all staff in their lines via text and/or telephone call.

- The Vice Principal remains the named point of contact in regard to issues associated with the closure.

BBC Essex – open from 6:00am on weekday mornings.
Closures due to heavy snowfall – call **01245 348 348**
One-off closures for other reasons (e.g. no heating, etc.) – call the centre studio – **01245 495 050**.

Southend Radio Newsroom – open from 5:30am to 6:00pm Mon-Fri.
Closures due to heavy snowfall - call **01702 455 061** or **455 060** (studio number) or email: **news@southendradio.com**.

Heart Snowline – operates every day that schools are shut. Open from 5:00am for same day closures until 6:00pm for next day closures.
Newsroom – **01245 524 550**.

Please notify the **Department of Children & Learning** on **01702 21 20 20** so that your school closure is listed on the Council website which can be accessed by parents at: www.southend.gov.uk / Education & Learning / Schools & Colleges.

7.23 – Permission to Work from Home

In cases where the Academy remains open, but the Principal deems that certain staff would incur substantial delays in attempting to travel into work, and/or may unnecessarily and unreasonably risk their welfare, he may, in accordance with the [Leave of Absence Policy](#), permit them to work from home.

7.3 Acts of Trespass

The Governors have a responsibility to safeguard the welfare of pupils and staff on, or in, the immediate vicinity of the school premises. In the case of adults unlawfully entering the premises and, causing a nuisance or disturbance to the annoyance of the persons who lawfully use the premises, they are escorted off by the Principal and/or Vice Principal (and/or removed by the police) and banned in accordance with Section 547 of the [Education Act 1996](#), (as amended by the [Education Act 2002](#)).

7.4 Abusive, Threatening or Violent Conduct

In the case of pupils, these issues are dealt with under the [Behaviour and Discipline Policy](#) and [2012 Exclusion Guidance](#).

In the case of staff these issues are dealt with under the - [Code of Conduct Policy](#), [Disciplinary Misconduct Policy](#), [Whistle-blowing Policy](#) and [Safeguarding Policy](#).

In the case of adults visiting the Academy, the Principal and/or Vice Principal are called to tend to such incidents. If the matter cannot be resolved with equanimity and civility, then the adult is directed to leave the premises. If they refuse to leave, the police are contacted and arrangements are made for the adult to be removed.

8.0 Asbestos

8.1 What is asbestos?

Asbestos is a naturally occurring fibrous mineral which has been used for about 150 years, on a commercial basis, principally for fireproofing and insulation. It was used extensively as a building material from the 1950s through to the mid-1980s and it is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos and asbestos containing materials (ACMs) may be found in schools built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.

High-risk ACMs include:

- Asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers.
- Sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts.
- Asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts.
- Ceiling tiles.
- Asbestos insulation board (AIB).

Lower risk ACMs include:

- Asbestos containing floor tiles.
- Asbestos cement roofing and guttering.
- Textured coatings.

8.2 Employee Responsibility

The most likely way ACMs in schools are disturbed or damaged is through maintenance, repair or construction activities. If staff believe that such disturbance or damage has occurred and, corrective action is necessary, they have a responsibility to promptly notify the Principal.

8.3 Employer Responsibility

Under Regulation 4 of the [Control of Asbestos at Work Regulations 2002 \(CAW\)](#) the employer (Governing Body) is the designated 'duty-holder' and is required to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers.

The regulation **does not** require the automatic removal of ACMs. If the material is in good condition, and is likely not be disturbed, then it is usually left in place and managed.

If the material is damaged or disturbed, and cannot be repaired or protected, arrangements are made to remove it. The Academy ensures that any contractor undertaking any sort of work on ACM's is licenced, competent, adequately trained and use safe working methods.

A full asbestos survey report can be obtained from Mr S. Sterling. A copy is held in front reception, as does the asbestos file (red folder) which is a record of the Academy's compliant actions and is made available to all contractors who undertake work on the site.

9.0 Control of Substances Hazardous to Health Regulations 2004 (COSHH)

Using chemicals, or other hazardous substances at work, can put people's health at risk, causing diseases including asthma, dermatitis or cancer. The [Control of Substances Hazardous to Health Regulations 2004 \(COSHH\)](#) requires employers to control substances that can harm workers' health.

The above regulations came in to force on 6 April 2005 and they focus on good practice that help employers protect their employees' health from being harmed by chemicals or hazardous substances that are used in the workplace.

Eight principles of good practice have been introduced by the regulations which apply regardless of whether a substance has an Occupational Exposure Standard (OES) or Maximum Exposure Limit (MEL) – now replaced by the Workplace Exposure Limits' (WELs').

As of 6 April 2005 employers are required to:

- Apply the eight principles of good practice to control substances hazardous to health.
- Ensure that the WEL is not exceeded - [EH40 \(the list of exposure limits\)](#).
- Ensure that exposure to substances which can cause occupational asthma, cancer or damage to genes that can be passed on from one generation to another are reduced as low as is reasonably practicable.

9.1 The Principles of Good Practice

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.

- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Further information and advice on good practice can be found on from the HSE web site at www.hse.gov.uk/coshh and HSE's COSHH Essentials web site at www.coshh-essentials.org.uk.

10.0 Electrical Testing

The HSE states that 25% of all reportable electrical accidents involve portable appliances. [The Electricity at Work Regulations 1989](#) places a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. This in effect requires the implementation of a systematic and regular program of maintenance, inspection and testing. The [Health and Safety at Work Act 1974](#) places such an obligation in the following circumstances:

- Where appliances are used by employees.
- Where the public may use appliances in establishments such as schools.
- Where appliances are supplied or hired.
- Where appliances are repaired or serviced.

The level of inspection and testing required is dependent upon the risk of the appliance becoming faulty, which is in turn dependent upon the type of appliance, the nature of its use and the environment in which it is used.

The Institution of Electrical Engineers' [In-service Inspection and Testing of Electrical Equipment](#) forms the basis for portable appliance testing (PAT) in the U.K. The Senior Science technician is currently responsible for PAT although it is likely to be outsourced once he retires.

11.0 Security

11.1 Boundary Fencing

Secure, reinforced boundary fencing is erected along the Academy perimeter, with the exception of the front gate entrance which is supervised by senior staff when pupils enter and leave school.

11.2 Locks

The Academy operates an extensive system of electronic maglocks which are automatically disabled in the event of a fire evacuation.

No internal doors to classrooms are locked whilst pupils are present in these areas.

11.3 Electronic Passes

All staff have photo identity electronic passes and are required to wear these whilst on site. The pass allows access in areas controlled by electronic maglocks.

Authorised visitors to the Academy are logged into and out of the premises and are asked to wear Academy visitor badges. Unidentified visitors are challenged by staff and reported to the Principal.

11.4 CCTV

The Academy maintains a Data Protection compliant security camera system, the prime roles of which are both deterrence and detection. CCTV cameras are used to cover external aspects of the school grounds and key entrance points.

11.5 Academy Assets

The Academy maintains a register of all major items of equipment as well as any item thought to be “valuable and attractive.” All such assets are marked indelibly with the Academy’s security labelling.

11.6 Personal Property

The Academy accepts no responsibility for the safety of individuals’ personal property (including motor vehicles and other means of transport), whether they be staff, pupils, parents, contract workers or visitors. Where it is practical, the Academy will make available enhancements to security that can be used by individuals to assist in the protection of their property. The Academy will endeavour to ensure such facilities are effective, but accepts no liability for any breach of the system.

11.7 Data Protection

The Academy has a firm commitment to abide by the **Data Protection Act**.

Staff with access to ICT systems containing confidential data (i.e. all SIMS applications including Finance, and Reports Manager) have to ensure that such data is properly protected at all times. As a rule of thumb, where data is displayed on screen, either the room should be occupied by a member of staff, or the access points to the room secured.

During lesson times, the internet will normally be continuously available to pupils, but filtering software is in place to prevent access to unsuitable sites. The ICT technical staff will monitor the sites accessed by pupils and filter out any additional unsuitable sites as necessary.

In the case of defunct ICT hardware, authorised companies are commissioned to wipe hard drives and provide the relevant certification.

Staff and pupils’ private addresses and telephone numbers will be withheld from people and organisations outside school, unless specifically authorised, (e.g. the police). In the event of an enquiry, the enquirer will be asked for their name and telephone number, which will be given to the relevant member of staff, for them to return the telephone call.

Staff personnel files are kept in lockable cabinets, which are secured when not in use. All confidential wastepaper is shredded on a cyclical basis.

Parents have a right to see, on request, the curricular records of their children, and can apply to the Governors, through the Clerk, for access to any other records, which may be held on their children. The Academy will abide by the legislation on this matter.

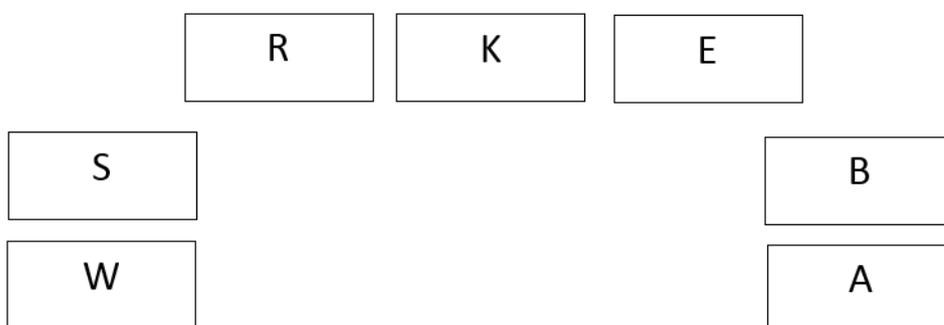
Appendix 1- Emergency Evacuation Procedures

In the Event of any Fire

- If you discover a fire activate the alarm using the nearest alarm point.
- The Fire Alarm is a continuous sounding of the lesson change signal.
- Do not attempt to fight the fire; lives are more valuable than buildings.
- Ensure the safe exit of any class or pupil under your supervision.
- Take with you only those items close at hand.
- Shut, but do not lock, any doors.
- Do not stay too close to windows.
- Check any classroom with an open door that you pass as you make your way out.
- Stay calm and be vigilant.

Emergency Evacuation Assembly Points

- The arrangement of the Houses is in the shape of a horseshoe (see below).
- Ashdown and Bowland line up at right angles to the west fence (The Bungalows).
- Elveden, Kielder and Richmond line up at right angles to the south fence (The BMW Garage).
- Sherwood and Whinfell line up at right angles to the east fence (The Astro Turf).
- All pupils face into the cup of the horseshoe.



Staff Assembly Points

- Unassigned staff and visitors assemble in the cup formed by the horseshoe and report to the Emergency Evacuation Administrator, Mrs. Susan Allen or Mrs. Paula Matthews*
- Form Tutors stay with their forms until instructions are given to return to the building.

Form Tutors

- Form Tutors check that all members of the form are present using paper copies supplied by the Emergency Evacuation Administrator.
- Form Tutors report any 'missing pupils' to the relevant Head of House.
- The Head of House reports any 'missing pupils' to the Fire Marshall, Mr. S. Sterling**

- Heads of House notify the Fire Marshall of any 'missing Tutors'. A check is made initially to determine if the Tutor is absent. The Head of House completes the register in this instance.

*Deputy Emergency Evacuation Administrator is Mrs Susan Lynn.

**Deputy Fire Marshall is Mr C. Niner.

Teaching Staff (who are not Form Tutors)

- Unallocated staff will be assigned to supervise a form.
- Unallocated staff report to the Emergency Evacuation Administrator, who will note their names and check them off on a staff register.
- Any obvious or suspected absence must be reported immediately to the Fire Marshall.

Non-Teaching Staff

- Technicians report to the Head of Department.
- Administrative staff in the front office assemble on the playground and report to Mrs. S Lynn.
- Caretakers, and any cleaners on site, report to the Emergency Evacuation Administrator
- Canteen staff assemble on the field and report the Emergency Evacuation Administrator.
- Invigilators and students during examinations evacuate to the astro turf and report to the Examinations Officer. Ms R. Haywood.
- Supply staff report to the Emergency Evacuation Administrator on the field.

The Fire Marshall, in the absence of the Fire Brigade, will decide when staff and pupils can return inside.

Scenario 1

1. Fire alarm sounds.
2. Evacuation begins.
3. Site of possible fire identified by lead caretaker and Health and Safety Officer.
4. Fire Marshall and Emergency Evacuation Administrator to the field.
5. Identify any missing persons.
6. Lead caretaker investigates site of fire, reports back and decides to call the Brigade.
7. Brigade arrives and takes over.

Scenario 2

1. Lead caretakers investigate site of fire.
2. No imminent threat of fire or spillage.
3. Report to Fire Marshall who makes a decision to return staff and pupils to rooms.
4. Alarm turned off.
5. Blakes called.

Appendix 2 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Injuries arising from incidents at work (including non-consensual violence to employees) **which must be reported to the Health and Safety Executive within ten days** under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**:

- (a) **The death of any person** as a result of an accident at or in connection with the University, whether or not they are at work.
- (b) **Any person suffering any of the following injuries** or conditions as a result of an incident at work:
 - Fracture of any bone, other than fingers, thumbs or toes.
 - Any amputation.
 - Dislocation of the shoulder, hip, knee or spine.
 - The loss of sight of an eye (whether temporary or permanent).
 - A chemical or hot metal burn to the eye or any penetrating injury to the eye.
 - Either injury (including burns) requiring hospital treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct current.
 - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - Either acute illness requiring treatment, or loss of consciousness, resulting from absorption of any substance by inhalation, ingestion or through the skin.
 - Acute illness requiring medical treatment, where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
 - Any other injury which results in the person injured being admitted to hospital for more than 24 hours, requiring resuscitation, or leading to hypothermia, heat-induced illness or to unconsciousness.
- (c) **Someone who is not at work** (e.g. student/visitor) suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment.
- (d) **Someone at work is unable to do their normal work** for more than three days as a result of an injury caused by an accident at work.
- (e) **The death of an employee if this occurs within one year** of a reportable injury which led to that employee's death.
- (f) **Someone at work suffers one of a number of specified diseases** connected with work activities, including:
 - Cramp of the hand or forearm due to repetitive movements (associated with prolonged handwriting, typing etc);
 - Traumatic inflammation of the tendons of the hand/forearm (associated with physically demanding work, frequent or repeated movements, constrained postures or extreme extension/flexion);

- Infections due to biological agents (when working near/on materials infected with anthrax, brucella, hepatitis, legionella, leptospirosis, tetanus, tuberculosis, etc)
 - Poisoning by: acrylamide monomer, arsenic(compounds), beryllium(compounds), benzene(or homologue), cadmium(compounds), carbon disulphide, diethylene oxide, ethylene oxide, lead(compounds), manganese(compounds), mercury(compounds), methyl bromide, nitrochlorobenzene(derivatives), oxides of nitrogen, phosphorus(compounds);
 - Cancer of the nasal cavity/sinuses (associated with work near wooden furniture manufacture);
 - Occupational dermatitis (connected with exposure to: epoxy resins, formaldehyde/resins, metalworking fluids, acrylates and methacrylates, colophony/rosin and products, biocides/disinfectants, organic solvents, strong acids/alkalis, soaps/detergents, and others);
 - Occupational asthma (where work involves exposure to: isocyanates, fumes/dust from hardening agents, fumes from rosin soldering, wood dust, and others);
- Further information on notifiable diseases can be obtained from the Health and Safety Advisor.

(g) **A dangerous occurrence** (if no reportable injury has occurred) listed below:-

1. The collapse of, the overturning of, or the failure of any load bearing part of:
any lift, hoist; crane or derrick; mobile powered access platform; access cradle or window-cleaning cradle; any excavator; pile driving frame or rig having an overall height, when operating, of more than 7 metres; or fork lift truck.
2. The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure, which has the potential to cause the death of any person.
3. Failure of any freight container or load bearing part thereof while it is being raised, lowered or suspended.
4. Any unintentional incident in which plant or equipment either:
(a) comes into contact with an uninsulated overhead electric line of voltage > 200 volts; or
(b) causes an electrical discharge by close proximity to such a line.
5. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours, and which has the potential to cause the death of any person.
6. Any unintentional ignition or explosion of explosives; the failure of demolition shots; projection of material beyond a site boundary; and injury caused by explosives/detonators.
7. The uncontrolled or accidental release or the escape of any biological agent likely to cause severe human infection or illness.
8. Malfunction of radiation generators or ancillary equipment.
9. Any incident where breathing apparatus malfunctions exposing the wearer to potentially contaminated air, or lack of oxygen, which poses a danger to health.
10. Any incident which puts a diver at risk, including: failure of lifting/life support equipment; dive platform failure; trapping; explosion; uncontrolled ascent.

11. A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or overturning; or near water where there would be risk of drowning; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall.
 12. Collisions between locomotives/trains and other vehicles at a factory or dock premises which might cause death or injury.
 13. Oil/gas well blow-out; operation of a blow-out protection system; detection of hydrogen sulphide; mechanical failure of safety critical elements.
 14. Bursting, explosion or collapse of a pipe-line; or unintentional ignition of pipe-line contents; damage resulting in shut down exceeding 24 hours; substantial change subsoil, seabed or pipeline position; failure of isolation device or other equipment which could lead to significant danger.
 15. The collapse, collision or failure of amusement devices or their safety arrangements at a fun fair.
 16. Any significant accident/incident involving a road tanker conveying a dangerous substance by road.
 17. Any incident involving fire or uncontrolled release of a dangerous substance from any other type of road vehicle.
 18. Any unintended collapse or partial collapse of:
 - (a) any building or structure under construction, alteration or demolition, involving a fall of more than 5 tonnes of material; or
 - (a) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition; or
 - (b) any false-work.
 19. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of any material.
 20. The sudden, uncontrolled release of:
 - (a) inside a building
 - (i) 100kg or more of a flammable liquid,
 - (ii) 10kg or more of a flammable liquid above its boiling point, or
 - (iii) 10kg or more of a flammable gas, or
 - (b) in the open air of 500kg or more of the above substances.
 21. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.
- (h) **Incidents on public roads –**
are only reportable to HSE under these regulations if a person is killed or injured as a result of:
- exposure to a substance being conveyed by a vehicle; or
 - the loading or unloading of a vehicle; or

- work on, under, above or alongside a road; or
- an accident involving a train.