

**HEALTH AND SAFETY POLICY**  
**HARRIS ACADEMY FALCONWOOD**  
**The Green, Welling, Kent DA16 2PE**

## HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The Harris Federation and the Principal of Harris Academy Falconwood believe that ensuring the health and safety of staff, students and visitors is essential to the success of Harris Academy Falconwood.

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** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:**  
**CEO, Harris Federation**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:**  
**Principal**

## **ORGANISATION**

### **1.0 INTRODUCTION**

1.2 In order to achieve compliance with the Statement of Intent the Harris Federation and the Academy management team will have additional responsibilities assigned to them as detailed in this part of the policy.

### **2.0 THE HARRIS FEDERATION**

2.1 The Harris Federation 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 students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these 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.

### **3.0 THE PRINCIPAL**

3.1 In his/her capacity as the key person responsible for the effective management of health & safety, the Principal 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) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Harris Federation Board on the health and safety performance of the Academy is completed termly.

#### **4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

- 4.1 This includes the Assistant Principals, Academy Business Managers, Senior Premises Officer, Catering Manager and Clerical Managers/Supervisors. They must:
- a) Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
  - b) Develop health and safety policies/procedures in accordance with the Federation's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
  - c) Carry out regular health and safety risk assessments of the activities for which they are responsible.
  - d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
  - e) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- f) Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.
- i) Include health and safety in the annual report for the Principal

## **5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

### 5.1 Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Teachers should not leave students 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 students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Assistant Principal on 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 Senior Premises Officer
- i) Report all accidents, defects and dangerous occurrences (including near misses) to their Assistant Principal or the Senior Premises Officer.

## 6.0 OBLIGATIONS OF ALL EMPLOYEES

- 6.1 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 well being of themselves, other employees and other persons.
  - b) Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
  - c) Act in accordance with any specific H&S 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.

## 7.0 OBLIGATIONS OF CONTRACTORS

- 7.1 When the premises are used for purposes not under the direction of the Principal e.g. the provision of Academy meals, then, **subject to the explicit agreement of The Harris Federation**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 7.2 All contractors who work on Academy premises are required to identify and control any risk arising from their activities and inform the Principal of any risks that may affect the staff, students and visitors.
- 7.3 All contractors must be aware of the Academy health and safety policy and emergency procedures and comply with these at all times.

7.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## **8.0 STUDENTS**

8.1 Students, 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.

## PROCEDURES AND ARRANGEMENTS

### INTRODUCTION

The following procedures and arrangements have been established at Harris Academy Falconwood 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

### ACCIDENT AND INCIDENT REPORTING.

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the Federation Accident Report Form and handed to the Administration Office who will be responsible for informing the Incident Control Centre (ICC) if the accident is a fatal or major injury as listed by the Health and Safety Executive. See below for contact details of the ICC.

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

- 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).

### Action to be taken by the Administration Office

- a) Inform Incident Control Centre (ICC) as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive.
- b) Complete RIDDOR form 2508 on line at [www.hse.gov.uk](http://www.hse.gov.uk).
- c) 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

## **ACCIDENT INVESTIGATION**

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

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- |   |         |
|---|---------|
| a) simple investigation (minor accident)        | 1 hour  |
| b) standard investigation (reportable accident) | 6 hours |

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.

## **ACCIDENT/ILL HEALTH EVALUATION**

Senior Administration 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.

## **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 Harris Federation are;

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

## **BEHAVIOUR MANAGEMENT**

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.



### **Security during an evacuation**

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

### **CRISIS POLICY**

The Federation has a separate policy 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

### **CATERING**

The Catering Manager is responsible for the safe operation of the catering facilities.

He/she 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 Senior Premises Officer or Principal 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 Principal and Catering Manager.

### **CLEANING & MAINTENANCE**

The Senior Premises Officer is responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds in accordance with the Harris Federation policies and procedures for maintenance

### **CONTRACTORS**

The Academy is responsible for the selection and management of contractors in accordance with the Harris Federation policy for the Management of Contractors.

Contractors should be 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 this policy and report any concerns regarding contractors' activities to the Principal immediately.

**CURRICULUM SAFETY** (including out of Academy learning activities)

Assistant Principals are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

**DISPLAY SCREEN EQUIPMENT**

The Senior Administrator is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

**ELECTRICAL EQUIPMENT**

The Senior Premises Manager will ensure that testing, 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 students, 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 Senior Premises Officer who will arrange repair or replacement.

The Principal must ensure that all electrical equipment brought onto Federation 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 Principal.

**EDUCATIONAL VISITS AND JOURNEYS**

The Principal and the EVC of Harris Academy Falconwood are responsible for ensuring that all Academy trips are managed in accordance with the Academy policy for Educational Visits and Journeys

All teachers must be familiar with this policy.

## **FIRE EVACUATION PROCEDURE:**

Fire Drills are held every term in accordance with the procedure below. All staff students and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Principal and Premises Officer should be informed immediately. If there is a potential hazard, the room should be vacated and the Principal and the Premises Officer informed immediately

## **ON THE ALARM SOUNDING**

The Premises Officer on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.

The Academy is to evacuate on the alarm sounding. The priority is to evacuate the Academy to ensure the safety of students, staff and visitors.

The Premises Officer will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Senior Manager on duty (the alarm will be silenced at this point).

Students are to line up by tutor group at their assembly point. This will be in the area designated for that faculty (see attached plan). Subject staff should vacate the building with their class and supervise students at all times, ensuring they progress speedily to the appropriate assembly point.

Once at the assembly point, they should register their tutor group, all staff from a faculty should be with their faculty groups and assist as required (see Appendix for roles and responsibilities). Subject staff should note that they should have checked attendance at the start of each lesson.

Responsibility for individual visitors and their evacuation falls to the member of staff being visited.

The Cover Officer or Office Manager should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked. Support staff should report to the Office Manager.

Reception staff should evacuate any visitors from the Reception area, Conference Room and Interview Room and bring visitors signing in/out book to assembly point for checking evacuation of visitors.

Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

**Everyone is to remain at the assembly point, until the 'all clear' instruction is given.**

The Vice Principal will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Brigade will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

**Back Up Alarm**

In the event of a power cut, or an alarm failure, fire air horns should be used. These are positioned in the following areas:

- Premises Site Office
- Photocopying area next to small meeting room

In the event of a fire, the person finding the fire should sound the alarm, using the nearest air horn, and also contact the Main Office. The Main Office will alert the Fire Brigade and the most senior member of management on the premises.

**FIRE PRECAUTIONS**

The Senior Premises Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

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

**FIRST-AID AND SUPPORTING STUDENTS' MEDICAL NEEDS**

The Academy has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies/There is a separate policy for students' medical needs

**The following staff are trained First Aiders**

Name	Dept.	Location	Extension	Expiry Date
Jude Stapley	SIC	SIC	2715	Oct 2012
Jo Cawley	SIC	SIC	2743	Jan 2013
Sita Dawson	Data Mgmt	Nr SIC	2712	Jan 2013
Carli Smith	Food Tech	Food Tech	2749	Feb 2012
Denise Jones	SENCO	SENCO	2741	Feb 2013
James Colley	DT Workshop	DT Workshop	2766	Mar 2012
Jenny Rose	PE	PE	2730	Oct 2012
Donna Akiti	PE	PE	2730	Oct 2012
Martin Bingham	Site Maint	Site Office	2710	May 2013
Gary Weston	Site Maint	Site Office	2710	Jun 2012
Aba Ansah	Science	Prep. Room	2724	Apr 2013

**FIRST AID BOXES**

Responsible Person	Location
Jude Stapley	SIC
Carli Smith	Food Tech
James Colley	DT Workshop
J Rose/D Hughes	PE/Sports Hall Office
D Akiti	Kitbags
G Weston/M Bingham	Site Office
G Weston/M Bingham	Site Workshop/Minibuses

**STAFF WHO ATTENDED ANAPHYLAXIS TRAINING – February 2010**

Jude Stapley	
Jo Cawley	
Sita Dawson	
Gary Weston	

**GLAZING SAFETY**

The design of the Academies means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

## **HAZARDOUS SUBSTANCES**

The Senior Premises officer 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 Principal. The Senior Premises Officer 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 Assistant Principal is 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 students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Dust and fumes in the practical curriculum are controlled by LEV. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

## **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 on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the General Office to report any problem.

In addition to this procedure, reports of hazards may be received via the Academy's Staff Health and Safety Committee, Departmental meetings/minutes or via risk assessment procedures.

## **HEALTH AND SAFETY COMMITTEES**

Arrangements for joint employer/employee discussions of Health and Safety matters have been set up for all staff.

Health and Safety is a standing item on the agenda of all meetings (Including all Governors' Sub Committees). The Governing Body's Finance and General Purposes Committee is the key forum at which Health and Safety issues are addressed and policies determined. In addition, the Academies' Staff Health & Safety Committee monitors HASAW issues and advises and reports regularly to the Governing Body. The Academy Staff HASAW Committee meets once a term and comprises the Principal, a representative from the Finance and General Purposes Committee, the Site Manager, Director of Resources and the Academy union and safety representatives.

## **INCLUSION**

The Principal 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 SENCO and Assistant Principals 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 Principal.

## **LONE WORKING**

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.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

- a) give prior notice to Senior Premises Officer if you intend working late and indicate you will be in the building;
- b) make sure your colleagues know;
- 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) if possible, take a telephone into the room in which you are working;
- f) if you are alone, consider locking yourself in;
- g) report your departure when you leave the premises.

### **MANAGING MEDICINES AND DRUGS**

No student is allowed to take medication on the Academy site without a letter of consent from his/her parent/carer.

Staff must notify the Principal if they believe a student to be carrying any unauthorized medicines/drugs.

The Academy policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

### **MAINTENANCE AND REPAIR OF EQUIPMENT**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Senior Premises Manager

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

### **MANUAL HANDLING**

The Harris Federation 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 Senior Premises Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The need for PPE has been identified in Risk Assessments. It is the Principal'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

## **RISK ASSESSMENT**

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Academy.

Risk assessments for offsite Academy trips, both residential and day trips are in a separate policy (Academy trips and visits policy)

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 Board who will prioritise issues and assign resources to undertake remedial control measures where required.

The EVC will ensure that risk assessments are completed by all staff who organise and lead Academy visits.

## **SECURITY**

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 regularly. Counting of accumulated cash must occur at an appropriate location on Federation 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.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Federation accepts no responsibility for items left unattended. In the event of a theft in the Federation, 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.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Federation equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Duty Principal. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

### **SEVERE WEATHER CONDITIONS**

In the event of severe weather conditions, it is the responsibility of the Principal in liaison with the CEO to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

### **SMOKING**

The Board and Principal have adopted a no smoking policy throughout Federation premises.

All Federation staff and parents will be informed and signs will be on display at main entrances to Federation buildings.

### **STAFF TRAINING AND DEVELOPMENT**

The Principal 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. This induction should take the form of a checklist and new staff should be clearly informed of the Federation'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 must also be given to all key staff and staff with special responsibilities, such as the Premises Officer, First Aid staff and Staff taking students on trips.

The Federation will keep a record of all staff who have been trained and the expiry dates of any certificates.

### **STRESS MANAGEMENT**

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; emotionalism; 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 the Principal's PA who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

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. Formal stress counselling may be arranged by the Academy doctor where appropriate.

On return to work for any period of stress-related illness, the Federation will take account of medical advice and the needs of the Federation when determining which duties are most appropriate.

**TRANSPORT**

The Senior Premises Manager is responsible for arranging 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.

The following staff hold the required licence and have undertaken specific driver training. Only these staff are authorised to drive the minibus.

Peter Wade	Gary Weston
Martin Bingham	Kevin Watson
Dinma Akiti	David Mills/Val Sutcliffe
Jenny Rose	Andrew Milford
Rouksana Fahim	James Colley/Kurt O'Brien

All drivers must complete the driver checklist before any trip. (see appendices)

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the Senior Premises Officer immediately

**VISITORS - HEALTH & SAFETY**

Under the provisions of the Health & Safety at Work Act 1974, Harris Federation 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 Federation 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 Senior Premises Officer).

All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

By implementing a Visitors' Policy which is monitored and kept continually under review, it is intended that entertaining visitors should not become a chore, but should be seen by everyone in the Federation as a continuing and valuable opportunity to illuminate our guests with our "beacon of excellence". Academy Principals continue to report how confident, trustworthy and self-assured Academy students have become in their inter-action with visitors.

There are five categories of visitors to Harris Federation:

1. VIPs/Educational Visitors
2. Casual Visitors
3. Ex-students
4. Intruders
5. Troublemakers

### **VIPs/Educational Visitors**

There is every reason to suppose that Harris Federation will experience high levels of VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the Academy should be cleared by individual members of the support and teaching staff who are approached through the Administration Manager.

When the Principal has authorised a visit to an Academy, the initial welcome will be made on the day of arrival by the Duty Principal, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact. The individual member of staff should also publish the approved visit in the appropriate weekly Staff Bulletin.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the Academies into various categories and accord them varying levels of priority. Requests by colleagues from other Academies and the Academy Trust would normally be given high priority, as would visits by members of the Board.

### **Casual Visitors**

As with all busy work places, there is a high level of casual visitors to the Academies during the course of a normal working day. These could be parents visiting the Student Information Centre or engineers or commercial representatives going to particular areas within the Academy. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be entered into the Reception Diary (located behind the Reception Counter), so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a Student Receptionist will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the Federation premises. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge (white for general visitors and yellow for contractors) and sign the Visitor's Book.

### **Ex-students**

Often ex-students make social calls to the Academy. The Duty Principal should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

In all three cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

### **Intruders**

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the Academy premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the Duty Principal to be called. It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person. When you have identified the intruders to the Duty Principal, please remain present whilst the Duty Principal asks them in a friendly way their reasons for being on site. The Duty Principal should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk in the front foyer and obtain a visitor's identity tag should be displayed at all Academy entrances. If the person is unable to offer an acceptable reason for remaining, the Duty Principal should politely ask them to leave in a clear and firm way.

NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Duty Principal should not attempt to force them to leave but dial 999 to call the police. Note that the Duty Principal can be called by radio from the Front Reception Desk.

In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the Director of Resources

Some “Intruders” are ex-students, merely making a social call. Help them to obtain an official Visitor’s Pass, available from Reception.

**REMEMBER**, the Governors of Harris Federation will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

### **Troublemakers**

New guidance, “Academy Security: Dealing with Troublemakers”, was issued by the DCSF on 16 December 1997 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, Harris Federation has banned all knives, regardless of the length of the blade.

The Federation Board has authorised the Principal (or nominee), in exercising day to day management of the Academies, to determine who should have access to the premises. The Board have determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to the Federation premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the Academy as determined by the Principal (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Senior Premises Officer (or his representative).

Harris Federation buildings and their grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Principal (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off Federation premises, could be an offence. The Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the Principal (or nominee) has determined that an individual is trespassing, the Board have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a “troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises (See attached sample warning letter in Appendices).

### **General precautions**

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the Academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the Federation are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the Premises Manager.

### **Working at Height**

The Senior 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 Senior 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 Senior 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.

## **WORK EXPERIENCE PLACEMENTS - Students**

In the event of an incident or situation that puts students at risk whilst on Work Experience, the Work Experience Co-ordinator will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

In the absence of the Work Experience Co-ordinator, the Head of Faculty will ensure contact is made with Work Experience Students and/or providers, to ensure their safety.

For safety reasons, students must contact the Academy if they do not attend a placement.

If a student cannot be contacted, the Academy/Work Experience Co-ordinator will make initial contact with the parents. In the absence of the Work Experience Co-ordinator, contact will be made by Head of Faculty.

The Academy will maintain student mobile phone numbers, where possible, on the database for Work Experience.

In the absence of both HOF Post 16 and Work Experience Co-ordinator, all addresses and contacts are on the Work Experience boards in the Staff Work Room. The Vice Principal of the Academy will initiate in this event, failing this, in the last resort the Principal.