Dove House Academy

Together we inspire lifelong learning, perseverance, kindness and growth. We transform the lives of our children and families by harnessing the opportunities they deserve to thrive, as healthy and engaged individuals.

Health & Safety Policy

Scope	Academy Policy
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1. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health & safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate.

We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff, students, volunteers and visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters
- To ensure safe access and egress and working environment for staff and pupils.
- To ensure safeguarding policies are always adhered to.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Our online health and safety management system has been developed to ensure that the above commitments can be met. All staff; Academy Committee Members and trustees will be instrumental in its implementation.

2. Organisation

2.1 Employer Responsibility

The overall accountability for health and safety at Dove House Academy is held by Solent Academies Trust who delegate management and monitoring of health and safety to the Academy Committee to:

- Ensure the importance of health and safety awareness is maintained
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Consult staff regarding suitable health and safety training opportunities
- Periodically monitor and review health and safety arrangements
- Ensure all health and safety management personnel have the appropriate training to carry out their duties

This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, Pupils and others affected by the organisation.

2.2 Chief Executive Officer (CEO)
The Chief Executive Officer (CEO) holds overall responsibility for the effective management and implementation of the Health and Safety Policy across all sites within the Trust and is accountable to the Trust Board.

The CEO is responsible for:

- Ensuring that sufficient and appropriate resources are allocated to meet all statutory health and safety requirements across the Trust.
- Embedding health and safety considerations into all strategic and operational decisions.
- Promoting a positive health and safety culture where all staff understand and share responsibility for maintaining safe working and learning environments.
- Through operational oversight, the CEO ensures that effective systems are in place for monitoring compliance and performance, with regular reporting and reviews

2.3 Responsible Officer
The Responsible Officer for the premises is the Principal. They are responsible for the strategic leadership of health and safety ensuring that the academy operate in a safe, compliant, and supportive environment for pupils, staff, and visitors. or in their absence a member of the Senior Leadership Team will deputise.

The Responsibilities are:

- Providing strategic oversight of health and safety
- Ensuring that the academy meets its statutory responsibilities and adheres to Trust-wide policies
- Working collaboratively with the Vice Principal and Trust Estates Lead to ensure compliance and best practice
- Ensuring that health and safety is regularly monitored, as part of the H&S Academy Committee meetings
- Championing a proactive approach to safeguarding and wellbeing across the Trust
- Work within the limits of own competence, training and authorisation.
- Periodically update academy committee as appropriate
- Develop a safety culture throughout the academy/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure all new staff are given an appropriate health and safety induction
- Assess and control risk on the premises as part of everyday management of the school
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health and safety responsibilities
- Produce, monitor and periodically review all local safety policies and procedures
- Ensure staff are aware of relevant and up to date information with respect to health and safety guidelines.

Information relating to health and safety is located on the online compliance system, SharePoint, and the Health and Safety notice board in the staffrooms. Staff will also be signposted to the online compliance system throughout the year. In addition, Health & Safety updates, information and guidance is shared with staff in weekly staff briefings, this information is also share via email.

2.4 All Staff (including volunteers)
All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Read the Health and Safety Policy, and make note of any changes as notified
- Ensure all training that is assigned to them is completed and carried out as required
- Read all risk assessments within the school or that may be associated with their role
- Ensuring their own work area remains safe at all times, take remedial action or report any issues via the online compliance system,
- Not interfering with health and safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to the Responsible Officer
- Reporting any incident that has led, or could have led to damage or injury, including near misses and serious near misses (those that could have resulted in a serious injury) which must be reported immediately to the Responsible Officer and recorded on the online compliance system. Non-serious near misses must be recorded on the online compliance system.
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Will help keep the premises tidy and not obstruct fire exits or routes
- Ensure hot drinks are carried around the academy in mugs/cups with screw lids (the exception to this is within the staff room where pupils have restricted access).
- Wearing appropriate footwear that enables them to safely move quickly if necessary and does not pose a risk to themselves or pupils. Therefore, stiletto heels are prohibited.
- The wearing of flip flops, slip on shoes, open toe sandals, sandals without a back strap or similar style shoes are not permitted. Further detail can be found in the SAT Code of Conduct.

Any, member of staff expected to undertake regular physical work which would typically include significant moving and handling must complete annual Moving and Handling Awareness training. Site Team are required to undertake Moving and Handling Training provided by RW Safety Services.

Staff have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with the Principal/Vice Principal and Trust Estates Lead and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

2.5 Academy Site Lead (ASL)
The responsibilities are:

- Supporting the implementation of the academy Health and Safety policy.

- Ensure routine repairs are carried out promptly, prioritising actions in line with risk level and operational impact
- Maintain school buildings in a safe and serviceable condition, reporting any concerns to the Responsible officer/Senior Leader or Trust Estates Lead
- Ensure defects are identified, recorded, prioritised and resolved appropriately
- Ensure regular inspections and testing of fire alarms, fire-fighting equipment, emergency lighting, fire doors and signage are completed and accurately recorded.
- Carry out regular checks of water, gas and electrical systems, recording findings and escalating any concerns.
- Ensure all risk assessments relevant to site activities are followed, reviewed annually and updated as required if any changes occur
- Liaise with and supervise contractors working on site to ensure compliance with health and safety legislation, risk assessments and method statements.
- Ensure all works are completed safely and in accordance with agreed risk assessments, method statements and on-site safe working practices.
- Support the local management of contractors in partnership with the school office
- Local management of:
    - Legionella
    - COSHH
    - Asbestos
    - Fire
    - Working at Height
    - Moving and Handling
    - Minibuses
    - Trees
    - Safe contractor selection

- Maintain and update the online compliance system management system, ensuring all health and safety actions are planned, monitored and tracked.
- Manage internal compliance inspections within required timeframes through online compliance system.
- Ensure all inspection evidence is recorded and stored appropriately on SharePoint.
- Upload service reports, job sheets and evidence of remedial works for all external compliance contractors to SharePoint.
- Ensure all minibus drivers are MiDAS trained and training is refreshed every 4 years and records recorded

Delegated management of minibus responsibilities:

- Ensuring that a daily driver visual check is carried out of each minibus.
- All equipment on the bus is in safe working order.
- All damage/faulty equipment is reported.
- Any fault with the minibus is investigated and rectified as soon as practicably possible.
- Monitor the contract cleaning team to ensure the cleanliness of the academy buildings are maintained to a high standard
- They will liaise directly with the security contractor to ensure any amendments to the contract including changes in key holders is communicated efficiently
- Attend termly Health and Safety Committee meetings
- Work within the limits of own competence, training and authorisation.
- Seek guidance and direction from the Responsible Officer/ Vice Principal, Trust Estates Lead, and/or RW Safety Solutions as required.

- Ensure all work is undertaken in line with provided training, risk assessments and site-specific safe working practice

2.6 Caretaker

The caretaker is responsible for undertaking a wide range of health and safety related duties on behalf of, and under the support and direction of Academy Site Lead and/or Trust Estates Lead.

The Responsibilities are:

- Daily visual inspections of the premises, trees, play areas and equipment is carried out both morning and afternoon this is documented and recorded on SharePoint
- Supporting the ASL to ensure routine repairs are carried out promptly, prioritising actions in line with risk level and operational impact
- Maintain school buildings in a safe and serviceable condition, reporting any concerns to the ASL
- Supporting the ASL to ensure defects are identified, recorded, prioritised and resolved appropriately
- Supporting the ASL to ensure regular inspections and testing of fire alarms, fire-fighting equipment, emergency lighting, fire doors and signage are completed and accurately recorded.
- Supporting the ASL to carry out regular checks of water, gas and electrical systems, recording findings and escalating any concerns.
- Delegated minibus management to ensure security measures are in place so at the end of the day the minibuses are secured.
- Ensure appropriate procedures are followed for recording statutory safety checks and for monitoring and reporting incidents within the workplace.
- Ensure all risk assessments relevant to site activities are followed
- Ensure that all escape routes are kept free from obstruction.
- Work within the limits of own competence, training and authorisation.
- Seek guidance and direction from the ASL and/or Vice Principal. Ensure all work is undertaken in line with provided training, risk assessments and site-specific safe working practice

2.7 Operations Lead

The Operations Lead is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Principal and / or Trust Estates Lead. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Principal and / or Estates Lead and/or the School's Health and Safety Consultant as required.

The Operations Lead will:

- Identify day to day health and safety issues across the school site
- Liaise with staff to seek solutions and provide advice on items relating to health and safety
- Ensure all staff Health and Safety training is up to date and a training plan is in place
- Ensure all bring up diaries are a true and accurate record of the noted subjects
- Act as the fire marshal coordinator, further details surrounding this role can be found in the Emergency Evacuation Procedure
- Ensure all risk assessments are undertaken and are made available to all staff
- Complete the day-to-day management of the Health and Safety bring up diaries, this includes policies, Mechanical and Engineering (M&E) servicing, COSHH

assessments, risk assessments, statutory tasks and Health and Safety Committee information
- Act as secretary for the Health and Safety Committee, this includes formulating the meeting minutes and documenting the meetings existence and collating the agreed action points
- Compile the Health and Safety management report on a 6 weekly basis to be submitted to SLT, Governors and the Health and Safety Committee.
- Is the nominated person responsible for identifying and coordinating Health and Safety specific training on behalf of the Principal. They will ensure that a training needs analysis is undertaken, and appropriate training events made available to staff, normally help on the Health and Safety INSET day. All training is recorded and monitored via the CPD Spreadsheet located on SharePoint.
- Complete the first aid and medical needs assessment and review annually, or sooner if required.
- Ensure staff are adequately trained to minimum requirement as outlined in the first aid and medical needs assessment.

2.8 All Teachers & Education support staff

Teachers & classroom leads are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the Responsible Officer, they will seek support and guidance from the Academy Site Lead and SLT where appropriate. They will provide adequate safety information to all staff working within their classroom, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, termly inspections are carried out, and necessary controls are implemented.

The responsibilities are:

- Ensure compliance with overall academy policies and procedures
- Conduct a visual inspection of the classroom at the beginning and end of each day, reporting any defects and safety concerns through online compliance system.
- Checking of equipment before use to ensure it is safe.
- Ensuring safe use of equipment by adults and pupils.
- Reminding pupils of safe behaviour in class and around the academy.
- Being vigilant when on playground and lunch duty and proactively support pupils to behave in a safe manner, especially when playing on the outside equipment.
- Following the 'Educational Visit Policy' and Risk Assessments when planning and risk assessing any external trip.
- To carry out risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, food technology and any other activities that could cause an injury.
- To make certain all internal risk assessments are to be completed using the Trust risk assessment template found in online compliance system and refer to CLEAPSS guidance.
- Liaising with the Responsible officer if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed, and any necessary precautions can be implemented.
- Recording any concerns re health and safety on online compliance system helpdesk.
- Ensure visitors/volunteers in your work area are aware of safeguarding and evacuation procedures.
- Turning off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site.
- Keeping classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.
- Ensure all new starters have undertaken the necessary Health and Safety induction training

- Work within the limits of own competence, training and authorisation.
- Seek guidance and direction from Responsible Officer. Ensure all work is undertaken in line with provided training, risk assessments and site-specific safe working practice

2.9 The Health & Safety committee

The Health and Safety Committee will meet at least termly to monitor and discuss on-site health and safety performance, recommend and discuss any actions necessary should this performance appear or prove to be unsatisfactory.
The responsibilities are:

- Review and recommend for approval all policies and procedures
- Review and discuss current and future site projects and developments
- Monitor compliance performance
- Review and discuss academy committee monitoring
- Review and discuss trust monitoring

The Health and Safety committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. Minutes to be shared with the CFOO and saved on SharePoint.

The Health & Safety Committee consists of:

- Trust Estates Lead
- Trust Estates Deputy Lead
- Operations Lead (minute taker)
- Academy Site Lead
- Principal
- Academy Committee member – to attend at least once annually

2.10 Fire Safety Co-ordinator

The Academy Site Lead is the nominated Fire Safety Co-ordinator, supported by The Trust Estates Lead. Both are trained as a fire risk assessor for the premises and act on behalf of the Responsible Officer. (Caretaker will deputise in the absence of the Academy Site Lead)

They will be trained as Fire Risk Assessors and are responsible for the local management and upkeep of the Fire Safety documentation and management. The Academy Site Lead will carry out weekly fire alarm tests, and co-ordinate under the direction of the Operations Lead termly a full fire evacuation drill. Any concerns will be actioned. Evidence of this process is retained and recorded on SharePoint.

They will carry out the annual internal fire risk assessment review on behalf of the Responsible Officer and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety, an action plan will be created from the report and the Academy Site Lead to ensure that any recommendations are action with the support of the caretaker as required.

Under the direct of Academy Site Lead the caretaker will undertake a visual daily check of firefighting equipment, and a full monthly inspection is carried out with any concerns being dealt with promptly.

The caretaker will complete Fire Risk Assessor/Marshall and Extinguisher training and will refresh not exceeding every 3 years.

The Fire Safety Co-ordinator are to work within their level of competence and seek appropriate guidance and direction from the RW Safety Solutions as required and from external fire risk assessor

2.11 Legionella Competent Person
The Academy Site Lead is the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Officer to safely manage Legionella in accordance with the detail in the legionella written scheme.

They will:

- Attend Legionella Management training at 3 yearly intervals and retain all training records, uploading all certification to SharePoint.
- Ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) on online compliance system and share point.
- Compliance with the Legionella written scheme
- Advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premise users.
- Work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

An external competent risk assessor will complete the initial review and thereafter every two years. The Trust Estates Lead will ensure that the Legionella risk assessment is reviewed internally by the Academy Site Lead and the Trust Estates Lead on an annual basis, or as soon as reasonably possible where there is a possible change in the water systems or Legionella safety risk or refurbishment which may affect Legionella management or risk.

All staff will have access to the Legionella Written Scheme and Risk Assessments via the school SharePoint.

2.12 Asbestos Competent Person
The Academy Site Lead is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Officer to safely manage asbestos, in accordance with the detail in the asbestos management plan.

The Caretaker is the deputy nominated responsible person and acts on behalf of the Responsible Officer in the absence of the Academy Site Lead to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan.

- Attend training 3 yearly and retain all training records, uploading all certification to SharePoint.
- Ensure that all staff have awareness of asbestos management and dangers.
- Ensure that the appropriate staff (admin team) are competent in the use of the asbestos register.
- Asbestos is managed in accordance with academy and trust requirements.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.
- They will advise the Principal of any condition or situation relating to asbestos which may affect the safety of any premise's users.

2.13 Educational Visits Co-ordinator

The Educational Visits Coordinator is responsible for overseeing and managing all events which involve the school's curriculum involving school education visits.

All trips and visits are managed through Hampshire County Council's Offsite Activities Management System (Evolve).

They must:

- Ensure that all proposed trips are planned, using Evolve and the appropriate documentation (based on the LA documentation) in full and that planning considers all aspects outlined in the academy's procedures.
- Raise any concerns with the Principal and relevant SLT members immediately to seek a resolution.
- Support Trip Leaders in ensuring that all procedures for trips as outlined in the procedures are followed.
- Assist in the induction of new staff to the trips planning procedures.
- Keep up to date with DfE and LA guidelines for off-site trips and act as staff advisor of same.
- Attend regular training on the area of educational visits and update EVC training once every three years, records will be kept.
- Signing off all school trips risk assessments for Principal approval.
- Work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or RW Safety Solutions as required.

2.14 First Aid Lead is the Specialist Health & Care Assistant

Under the direction of the Responsible Officer, they will act as the first aid lead and will manage and coordinate first aid for the provision.

They must:

- Complete the first aid equipment checks termly, and ensure they are restocked as required, ensuring records are recorded and maintained on SharePoint.
- Responsibility for meeting requirements as outlined in the First Aid Policy and for the administration of medicines
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date

2.15 COSHH Competent Person

The Academy Site Lead is the nominated competent person for COSHH on the premises and acts on behalf of the Responsible officer to safely manage COSHH, in accordance with the detail in the COSHH register and risk assessments.

The Caretaker is the deputy nominated responsible person and acts on behalf of the Responsible Officer in the absence of the Academy Site Lead, to provide the necessary competence to enable COSHH to be managed safely in accordance with the COSHH register and risk assessments.

The responsibilities are:

- Maintain COSHH register and ensure that a details COSHH risk assessment is carried out for all products identified as hazardous.
- All risk assessments unless stated will be reviewed at a frequency not exceeding annually.

- Ensure all COSHH risk assessments are shared with all staff
- They will ensure to advise the Responsible officer is aware of any situation relating to COSHH which may affect the safety of the premises users.
- COSHH risk assessors will receive external refresher training every 3 years and all staff are to attend annual awareness training; all training will be recorded on SharePoint.
- All products identified as hazardous are stored securely in agreed locations.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.16 Risk Assessor

The Responsible Officer has overall responsibility for risk management within the Academy; they will review and approve each risk assessment and ensure it is diarised for review annually or if a significant event happens with support from the Operations Lead.

The Academy Site Lead has responsibility to create, monitor and review all non-curriculum risk assessments which will be reviewed and approved by the Responsible Officer.

If a risk is identified as both educational and non-educational the risk will be managed by the Responsible Officer in collaboration with the Academy Site Lead.

Educational staff will create, monitor and review educational risk assessments.

The responsibilities are:

- Maintain risk assessment register and ensure that a details risk assessment is carried out for all identified risk.
- All risk assessments unless stated will be reviewed at a frequency not exceeding every annually.
- Ensure all risk assessments are stored on SharePoint and staff are regularly signposted.
- They will ensure to advise the Responsible officer is aware of any situation relating to a risk which may affect the safety of the premises users.
- Risk assessors will receive external refresher training every 3 years and all training will be recorded on SharePoint.
- Staff who create, monitor and review risk assessments will be signposted to the risk assessment procedure located in SharePoint.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

Other key staff will be trained (named in appendix) to conduct full and thorough risk assessments; the staff will work only within their area of knowledge and seek advice from the Responsible Officer or Academy Site Lead if they are unsure about any element within the risk assessment process.

2.17 Food Technology Lead

Dove House Academy has two cookery rooms to enable the pupils to prepare and cook food with the assistance of a competent adult.

All staff working with the pupils preparing or cooking food will adhere to the ‘Food preparation and cooking’ risk assessment.

The responsibilities are:

- Take and record fridge and freezer temperatures twice a day
- Monitor the use of sharp knives by pupils and staff.
- Ensure all sharp knives are accounted for at the beginning and end of the lesson and lock them away.
- Monitor the use of the hobs, ovens, microwaves and grills.
- Check the fridge is correctly filled, i.e. raw meat at the bottom etc.
- Check use by dates.
- Sort the delivery and ensure everything is put away correctly.
- Have L2 Food and Hygiene certification. This must be requested through The Trust Deputy Estates Lead.
- Attend training at required intervals and retain all training records, uploading all certification to SharePoint

2.18 Trust Catering Lead

Catering is and in house provision, The Trust Catering Lead holds responsibility supported by the Estates Team for ensuring the academy kitchens operate safely, hygienically and are in full compliance with statutory requirements and Trust policy.

The responsibilities are:

- To oversee all aspects of catering-related Health & Safety, ensuring that food preparation areas, equipment and working practices meet the required legal standards and reflect best practice.
- Monitoring and auditing all catering operations
- Ensuring robust compliance with the Food Safety Act, food hygiene regulations, allergen legislation and the academy's internal risk assessments.
- Ensure safety checks, cleaning schedules, temperature monitoring, equipment inspections.
- They will hold L3 Food Hygiene and refresh at intervals not exceeding 3 years. All training will be recorded on SharePoint.
- They will hold Fire Extinguisher Training, including to use of a wet chemical fire extinguisher.
- They will undertake COSHH Awareness Training annually and this will be recorded on SharePoint.
- Lead on external inspections, including environmental health, any notified actions are remediated in line with recommendations.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.19 Academy Kitchen Lead

Dove House Academy operate their own kitchen to provide daily hot meals for staff and pupils. All staff and volunteers working in the kitchen preparing or cooking food will adhere to the 'Food preparation and cooking' risk assessment.

The Academy Kitchen Lead, along with their assistant, are responsible for the following:

- Preparing and carrying out risk assessments.
- Taking and recording fridge and freezer temperatures twice a day. Ensuring the menu is compliant with the eat well plate.

- Ensure all foods are managed in respect of storage i.e. correct temperatures and rotations.
- Ensure all pupil allergies are known.
- Ensure food is ordered in a timely manner to meet operational demands. Ensuring the kitchen is kept clean in accordance with environmental health guidance.

The Kitchen Lead holds a Level 3 Food and Hygiene certification, and Kitchen Assistant holds a Level 2 Food and Hygiene certification, and this is regularly updated. Any assistance by any member of staff will be required to hold a minimum Level 2 Food and Hygiene certificate. All courses are undertaken via Highspeed Training.

2.20 Chief Financial and Operations Officer (CFOO) NEBOSH
The CFOO has delegated responsibility from CEO for Finance and Operation functions ensuring processes and guidance is available to support academies in meeting their legal responsibilities to protect pupils, staff, visitors and other stakeholders.

The responsibilities are:
- Assist Trust Estates Lead managing the estates across the trust
- Ensure strategic and operational goals are met
- Proactively working with the Trust Estates Lead to ensure safety and compliance is met
- Support the Trust Estates Lead ensuring policies are kept up to date with latest guidance
- Oversee the project management of all Academy estate improvements
- Provide support and guidance to individual academies to comply with internal and legislative requirements
- Monitoring the Trust Estates Lead processes and ensuring that all compliance checks are carried out termly.
- Ensure that the completion of the compliance tracker is carried out termly and reported to Audit and Risk Committee.
- Ensure sufficient capacity to effectively manage Health and Safety Compliance.
- To attend health and safety refresher training at intervals not exceeding **three years** and all certification to be uploaded to SharePoint
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required

2.21 Trust Estates Lead (TEL) IOSH
The Trust Estates Lead is responsible for ensuring process and guidance is available to support trust academies in meeting their legal responsibilities to protect pupils, staff, members of the public and other stakeholders.

The responsibilities are:
- Support the management of the estates within the Trust.
- Work alongside the CFOO to ensure that strategically the operational goals are met.
- Proactively working with the Trust Estates Team to ensure safety and compliance is met
- Support ASLs in the operational management of health and safety risks across the estates within the Trust.
- Lead on maintaining the Health and safety related policies, ensuring they are up to date in line with latest guidance in collaboration with the academy leaders to reflect current academy practises.
- Lead the project management of all academy estate improvements

- Provide support and guidance to individual academies to comply with internal and legislative requirements.
- Monitoring estates compliance on a termly basis.
- Liaise with trust Health and Safety consultant to keep academies up to date with Health and Safety changes and ensure these are disseminated effectively across the trust.
- Oversee the Academy Committee members monitoring to ensure it is carried out as per the schedule.
- To monitor the completion of the compliance tracker and share with CFOO.
- To attend health and safety refresher training at intervals not exceeding **three years** and all certification to be uploaded to SharePoint
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required

2.22 Trust Deputy Estates Lead

There is responsible for supporting the Trust Estates Lead and Academy Site Lead's to support trust academies in meeting their legal responsibilities to protect pupils, staff, visitors and other stakeholders.

The responsibilities are:

- Proactively work with the Academy Site Leads to ensure safety and compliance records are maintained
- Ensure all new staff are provided with the necessary H&S induction documents and guidance is given for the training on the online compliance system
- Assist on maintaining the Health and Safety policies, ensuring they are in line with trust branding
- Support the Trust Estates Lead to ensure that the monthly compliance tracker is complete, and any issues raised.
- Support the Trust Estates Lead to ensure that any Health & Safety changes are effectively communicated across the trust academies.
- Delegate minibus administration is to ensure pre-inspection journey checklists are collected and checked monthly.
- That Servicing and MOT for each bus is booked and carried out in accordance with the policy by the named contractor in Appendix.
- Ensure Section 19 permits are valid and renewed
- Taxing of the vehicles.
- Renewal of disability badges.
- Maintaining the trust vehicle records on SharePoint
- Maintain the preferred suppliers list, ensuing and contractor's checks are undertaken and records retained on SharePoint which is updated at least annually.

2.23 Executive Lead for People and Culture

The Executive Lead for People and Culture is responsible for shaping and delivering the Trusts strategic approach to workforce wellbeing, organisational culture, and staff development. This role ensures that the Trust remains safe, inclusive and supportive environment for all employees, aligned with its value and legal obligations.

The responsibilities are:

- Leading on the development and implementation of people – focused policies that promote wellbeing. Equality, diversity and inclusion
- Ensuring that staff health, safety, and welfare are embedded within the Trust strategic and operational planning
- Supporting leaders across the Trust to foster positive workplace cultures that prioritise psychological safety and professional growth

- Overseeing staff wellbeing initiatives and ensuring access to appropriate support services
- Monitoring workforce data to identify trends, risks and opportunities for improvement
- Ensuring compliance with employment legislation and best practise in HR and people management, arrangements made for completion of risk assessments for identified staff.
- Reporting regularly to the Executive Team and Trustees on workforce wellbeing, culture and engagement
- To ensure all staff who require reasonable adjustments have appropriate risk assessments in place.

2.24 Trust Safeguarding Lead
Mary Rose Academy's Executive Principal, acts as the Trust's Safeguarding Lead and takes responsibility for child protection and wider safeguarding across Solent Academies Trust

The responsibilities are:

- Advice and support to all DSL's across the Trust
- Oversight of safeguarding case management
- Compliance monitoring
- Reporting to Trustees at Standards Committee
- Update and develop the Child Protection and Safeguarding Policy for each academy
- Prepare trust wide staff safeguarding annual training
- Work within their level of competence and seek appropriate guidance from Local Authority Designated Officer (LADO) and/or RW Safety Solutions as required.
- Attend external refresher training every 2 years, all training will be recorded.

2.25 Designated Safeguarding Lead
The Vice Principal acts as the DSL for the academy takes lead responsibility for child protection and wider safeguarding in the Academy.

The deputy DSLs (named in appendix) are available when the DSL is absent.

DSL and deputies will initially receive full training and then after 2 yearly refresher training is undertaken, certification to be provided and uploaded to SharePoint.

Arrangements regarding child protection are set out in the Child Protection and Safeguarding policy.

2.26 Accident Investigator
The accident investigator for the academy is the Principal; Operations Lead and Academy Site Lead.

The on-site trained accident investigators will lead on all accident investigations in accordance with trust policy and procedures.

They will receive external refresher training every 3 years and all staff are to attend annual awareness training; all training will be recorded.

They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

The Responsible Officer will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements. This information will be reported to the Audit and Risk Committee termly as part of the H&S tracker.

Assistant Principal – with training responsibilities

- To ensure all new staff have been given the appropriate Health and Safety Induction information – see section re Health and Safety Induction.

2.27 Academy Admin Lead

The responsibilities are:

- To ensure the emergency grab bag is replenished and all equipment is in date. A record of this check is kept, which is delegated to the Admin Officer onsite.
- To ensure that all staff carry out the necessary training in allocated time, and alert Operations Lead if staff fail to comply.
- To keep a training record for all staff on site, this is to include health and safety training and all expiry dates if applicable.
- To ensure all staff have access to any Health and Safety information via online compliance system, some staff may require paper copies.
- Ensure weekly briefings minutes are sent out by email which include H&S updates.
- H&S updates are sent out to all staff, via email or Bulletins
- And carry out other administrative procedures as directed by the Responsible Officer.
- They are to work within their level of competence and seek appropriate guidance and direction from the Responsible officer and/or RW Safety Solutions as required

2.28 Health and Safety / Assistance and Advice

The Chief Finance and Operations Officer and the Trust Estates Lead are NEBOSH & IOSH qualified and can provide local support where needed.

RW Safety Solutions is the competent source of safety guidance for Solent Academies Trust as required under Health and Safety regulations.

Where incidents, issues or concerns arise beyond the level of understanding or knowledge within Solent Academies Trust, then advice from RW Safety Solutions must be sought.

2.29 Cleaning Contractors

Cleaning services are provided by an external contractor who operates in accordance with their own health and safety procedures. These procedures must align with, and not conflict with, the school's health and safety policies and arrangements.

The Academy will ensure that the contractor is competent, appropriately insured, and complies with all relevant health and safety legislation. Contractors are expected to follow site-specific rules, including safeguarding, fire safety, and emergency procedures
.
The Academy will monitor contractor performance and address any health and safety concerns in line with the Trust's contractor management procedures.

They are named in appendix A

2.30 Audit and Risk Committee

Delegated responsibility for Health and safety oversight on behalf of the Trust board to meet at least termly.

The responsibilities are:

- Monitor termly health and safety compliance, via the Health and Safety tracker reviewing data trends
- Review and monitor the Health and Safety audit reports
- Responsible for instructing internal auditors, in line with The Academy Trust Handbook

- To monitor implementation of the Estates Strategy and make recommendations for plans involving significant expenditure to the Board, in line with the Trust's scheme of financial delegation
- To monitor both compliance with, as well as the effectiveness of this policy and all other polices in place for the schools
- Provide strategic direction in health and safety matters.
- Ensure that Solent Academies Trust suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the Health and Safety monitoring is effective and its delegated responsibilities in terms of health and safety.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure that each trust/academy has an effective business continuity and emergency plan in place.
- Monitoring that a proportionate and prioritised risk management system for the Trust is implemented.

2.31 Health and Safety Link Committee member
A Governor will be elected to act on behalf of the Academy Committee and be responsible for the monitoring and evaluation of the Academy's health and safety policies and procedures. They will report their findings to the Academy Committee at least once a term. They will work closely with the Responsible Officer and seek guidance from Trust's Health and Safety Consultant as necessary.

They will meet at least termly with the Trust Estates Lead and complete the Health and Safety Monitoring Schedule subject areas allocated. They will report their findings at the next Academy Committee meeting, and a summary of findings is shared at least termly with the Trust Audit and Risk Committee.

They will attend Health and Safety Committee meetings at least once a year.

2.32 Health and Safety Trustee
The Health & Safety Trustee is a member of the Audit and Risk Committee who provides strategic oversight to ensure the Trust meets its legal and moral responsibilities for maintaining a safe environment for pupils, staff, visitors, and contractors. As a member of the Board, the Trustee champions a strong safety culture, offering appropriate challenge to the CEO and CFOO.

2.33 Mental Health and Wellbeing Leads
The Responsible Officer is the lead for Wellbeing.

Our Mental Health and Wellbeing trained staff are identified, and they will provide support and guidance to staff as necessary. They are required to attend the Mental Health and Wellbeing in the Workplace training provided by Solent Mind. Our trained staff are promoted around the site, and staff are available to contact them should they wish.

The responsibilities are:
- Promote positive mental health and work-life balance.
- Signpost staff and families to appropriate internal and external wellbeing support if needed.
- Monitor the effectiveness of wellbeing initiatives and adapt approaches as needed in collaboration with the senior leadership team
- Adhere to the Trust Wellbeing Policy and Wellbeing/Stress at Work Risk Assessment.

2.34 Personal Emergency Evacuation Plan (PEEP) Manager

The Responsible Officer, in collaboration with the Operations Lead is the nominated person undertaking PEEP management and will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period, in the event of any emergency.

They are responsible for:

- Assessing if any students need a PEEP
- Completing PEEP, with the identified Senior Leader, with support from teachers, parents and other relevant agencies
- Reviewing the effectiveness of the PEEP during and after evacuations and make any changes that are applicable.
- Reviewing PEEP on an annual basis, or earlier if the needs of the evacuee change.

2.35 Working at Height Lead

The designated working at height lead is the Academy Site Lead.

The responsibilities are:

- Adequate provision of suitable equipment
- Create, review and update risk assessments for specific tasks and share with staff on SharePoint if relevant
- Maintain a log of Work at height equipment
- Use of step stools, stepladders and ladders in accordance with their training.
- Carry out Termly inspections of all on-site ladders, stepladders and podium steps.
- Remove equipment from use if defective or considered inappropriate for use.
- will receive external refresher training every 3 years and all staff are to attend annual awareness training; all training will be recorded.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.36 Minibus Lead

The minibus lead is the Academy Site Lead and supported by the Operations Lead who has responsibility for ensuring minibuses are maintained and used according to the Trust Vehicle Policy.

The Responsibilities are:

- Ensuring Investigations are carried out if any damage occurs.
- Ensuring that the Academy undertake their minibus responsibilities
- Conduct a full daily check that is documented and recorded.
- Any damage or fault is reported immediately
- The Operations Lead will work with the Trust Deputy Estates Lead to ensure compliance.

2.37 Trust Board

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by delegating the strategic oversight to the audit and risk committee, who report back at on a termly basis. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors. The Trust Board in addition to holding overall responsibility will ensure that:

- Ensure that health and safety have a high profile and that this is always maintained.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- To identify a lead Trustee for health and safety (See appendix)
- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Solent Academies Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Solent Academies Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented. and monitored.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

2.38 Grounds Maintenance Contractor
The Grounds Maintenance Contractor is outsourced, and contractors must adhere to the schools safeguarding and Health and Safety policies and procedures.

The contractor's staff must hold valid DBS certificate, and their performance will be monitored throughout their contract with the school. They must also meet the required minimum insurance requirements.

The Grounds Maintenance Contractor is responsible for supplying and maintaining their own equipment and provide proof of work completed. They must produce risk assessments and associated control measures which are supplied to the Trust prior to any work commencing.

They will also undertake any tree maintenance and complete a tree survey as required and directed by the Trust Estates Lead, and in line with the Tree Management Plan.

They are named in appendix A

2.39 PE Subject Lead
A nominated Teacher is the designated PE Subject Lead. Their responsibilities are:

- Ensuring that all physical education activities are planned, delivered, and monitored in accordance with the Trust / academy Policy and relevant statutory guidance.
- Ensure overseeing the safe use of PE equipment, ensuring appropriate risk assessments are completed and reviewed.
- Promoting safe teaching practices across all PE provision.

2.40 Pupil Specialist Equipment Lead
The Responsible Officer is the designated lead for Pupil Specialist Equipment.

The Academy recognises that some pupils require specialist equipment to support their access to the curriculum, maintain safety, and promote independence.

The responsibilities are:

- Ensure they are only used within the accordance of the manufacturer's guidance

- Regular inspections are carried out at different intervals dependant on the type of equipment, and this is recorded
- Ensuring that specialist equipment is safe, well-maintained, and enables pupils to participate fully while minimising risk to themselves and others.

2.41 Mechanical & Engineering Term Contractor (M&E)
The Term Contractor is outsourced, and contractors must adhere to the Academy's safeguarding and Health and Safety policies and procedures.

The contractor's staff must hold valid DBS certificate, and their performance will be monitored throughout their contract with the Trust. They must also meet the required minimum insurance requirements.

The Term Contractor is responsible for supplying and maintaining their own equipment and provide proof of work completed.

They must produce risk assessments and associated control measures which are supplied to the school.

These are named in Appendix A.

2.42 Security Contractor
The security contractor is outsourced, and the contractor must adhere to the Academy's health and safety policies and procedures. The security company provides key holding responsibility, alarm monitoring and response.

These are named in Appendix A.

3. Arrangements

The following arrangements for health and safety have been developed in accordance with The Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Dove House Academy and are to be used alongside other current academy/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- Providing a healthy and safe working environment with adequate welfare facilities
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing and maintaining safe equipment and safe systems of work
- Implementing arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All staff have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Staff are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery via the use of the school's defect reporting system (online compliance system).

3.1 Health and Safety Management System

The Trust Health and Safety management online compliance system is used to monitor and schedule all aspects with regards to health and safety compliance. Daily/Monthly checks are recorded on SharePoint, so all site team and Responsible Officers, Operations Lead and the Trust Estates Lead can access.

It is the responsibility of the Site Team to update the online compliance system to ensure that compliance is met, this is supported by the Operations Lead and Trust Deputy Estates Lead.

The online compliance systems include:

- Incident/accident reporting
- Near miss reporting
- Defect reporting
- Policy signature log
- Risk assessments for site and curriculum
- Maintenance PPM / scheduling
- Compliance scheduling
- Minibus maintenance schedule
- Awareness training modules

Monitoring of both SharePoint and the online compliance systems are carried out monthly by the Operations Lead and Trust Estates Admin, and half termly by the Principal. The Academy Health and Safety Link monitor termly.

The Trust Estates Team monitors all areas of compliance by completing a self-evaluation Health and Safety Compliance Tracker monthly which is shared with CFOO who termly reports this directly to the CEO and the Audit and Risk Committee on a termly basis this also captures all Health and safety compliance data.

3.2 Accident/Incident Reporting & Investigation

Accidents involving Adults

All accidents/ incidents involving staff, visitors or contractors is to be reported and recorded On the online compliance system as soon as practicably possible.

All accidents and incidents are monitored daily by the Operations Lead.

All such accidents/incidents meeting the RIDDOR criteria will be investigated and reported to Trust Estates Lead and the CFOO who will seek advice if required from our health and safety consultant RW safety solutions and complete a RIDDOR report to the Health and Safety Executive.

The Operations Lead and/or Academy Site Lead as trained investigators will conduct a documented investigation into major accident / incident. Definition of major is if the injured party has attended Hospital and or received treatment. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident / incident to be able to implement appropriate measures to prevent reoccurrence. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.

All accident reports will be monitored by the Health and Safety Committee for trend analysis in order that repetitive trends may be identified to prevent reoccurrences and the findings reported to Audit and Risk committee via the health and safety tracker at least once a term.

Accidents involving Pupils
In the event of an accident involving a pupil, it is our policy to always notify families of the pupil's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires first aid treatment
- Requires attendance at hospital

All accidents / incidents that involve a pupil of the academy are to be reported and if serious, reported directly to the Responsible Officer or a member of the senior leadership team.

Accidents / incidents of pupils are recorded on CPOMS and communicated with families.

If the pupil remains on site, all information will be shared verbally by the first aider with all whom will be working with the pupil for the remainder of the day.

The Operations Lead will conduct a documented investigation into major incidents, accidents or injuries. The purpose and intended outcome of the investigation is

to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.

Dysregulated behaviours that result in incidents that cause injury or significant damage will be recorded on the online behaviour system CPOMS. The numbers of these and patterns will be shared with the health and safety committee and the Audit and Risk Committee Members via the health and safety compliance tracker.

All accidents and incidents are monitored daily by the Operations Lead. If any accident, incident or injury to any adult fulfils the RIDDOR criteria which is:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

3.3 Additional procedures for specific incidents
The following procedure is to be followed in addition to the above, when the accident or injury involves a pupil's head.

A **major** bump to the head, which is when the accident or incident results in suspected concussion or dizziness and / or result in a lump appearing on the head. The admin office or a member of the Senior Leadership Team will be informed and will contact the parents/carers or other designated contacts to inform them of the injury. The parents/carers will be offered the opportunity to come to the academy and if necessary, take their child home for monitoring. Please see First Aid Policy.

If a **minor** bump to the head occurs which does not result in any of the above, the office will phone the parents/carers to inform them of the injury.

In the event of any head injury, parents/carers will be provided an information letter identifying any signs or symptoms in their child, which may indicate a more serious injury.

There will be a member of staff supporting the pupil on duty at both break and lunchtimes, they will share any incident verbally with the rest of the team initially, this will also be added to CPOMS.

3.4 Near Misses
Near misses or dangerous occurrences i.e. an accident waiting to happen, must be reported via online compliance system. Near Miss reporting is an important part of the management of health and safety and is key to reducing the risk of injury to staff, pupils and visitors. All staff are able to report Near Misses and are encouraged to do so.

Staff are required to attend annual Health and Safety Awareness training, and this provides training in how to identify near misses.

Near misses are monitored by the Operations Lead weekly and shared with the senior leaders and the Estates Team.

These are reported monthly to the CFOO via the Health and safety compliance tracker, which is shared termly with Trustees and Audit and Risk Committee members.

3.5 Child Protection
Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policy.

All visitors must sign in/out using the electronic signing in procedure on reception.

Visitors must tick a box on the sign in/out system to acknowledge understanding of the safeguarding and health and safety arrangements.

All staff will adhere to the academy's individual pupil risk assessment and the Absconding Policy.

3.6 After School Clubs
There are currently no after school clubs at Dove House Academy.

3.7 Asbestos Management
Asbestos management on site is controlled by the asbestos competent persons and the asbestos management plan.

The asbestos register (folder) is located on reception and is to be shown to all contractors, staff and others, and they are required to sign before commencing any work on site.

The contractors can also be provided access to digital versions of the asbestos register via email prior to arriving on site if requested.

Any changes to the premises' structure that affects the asbestos presence within the building detailed information will be recorded in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent persons, they are reminded of this during the annual refresher training and as part of their induction

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Academy Site Lead or a member of the site team who will immediately act to cordon off the affected area and seek appropriate advice.

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Academy Site Lead or member of the site team.

Annual inspection of all asbestos containing materials is carried out by an external contractor, and an updated Asbestos report will be provided, and any remedials will be actioned in line with the recommended time frames.

The asbestos register (folder) will be updated with the new report.

The Academy Site Lead, Caretaker and Operations Lead will undertake training three yearly to ensure they are competent in Asbestos Management and recorded on SharePoint.

3.8 Legionella Management
Legionella management on site is controlled by the Legionella competent persons who will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and the academies Legionella Written Scheme which will be reviewed and updated annually by the Trust Estates Lead and Academy Site Lead.

In house Legionella test equipment will be calibrated annually by a qualified contractor and evidence stored on SharePoint.

An annual review of the risk assessment is undertaken and recorded by the Academy Site Lead supported by the Trust Estate Lead and this review will also be recorded on online compliance system.

A Legionella risk assessment will be carried out every two years by an external competent contractor, if there are significant changes to the water system where the risk assessment will be carried out as soon as practicably possible. An action plan will be created from the findings of the Legionella risk assessment and managed internally by the Academy Site Lead.

The monthly TMV's and Sentinel Taps checks are undertaken by an external contractor (see appendix A) and temperatures are recorded and the report is uploaded to SharePoint.

The Academy Site Lead will manage any temperatures that are outside of the recommended (Cold <20ºC Hot >50ºC TMV 38ºC -43ºC) and be responsible for any remedial action where temperatures are consistently falling outside of the recommended range.

The Academy Site Lead or Caretaker will ensure infrequently used outlets are flushed weekly, and this is recorded on SharePoint by a member of the site team

The Academy Site Lead or Caretaker will ensure a full academy flush is undertaken at the end of every holiday period, flushing each outlet for 5 minutes and this is recorded on SharePoint.

The Calorifiers at Dove House Academy is un-vented, therefore limits maintenance on the unit.

We have one cold-water storage tank which is inspected and cleaned annually.

TMVs are serviced every 6 months by a nominated contractor and report provided and uploaded to SharePoint and the Academy Site Lead will be responsible for any remedials are actioned within the recommended timescales.

The Academy Site Lead/Caretaker is responsible for shower descaling including spray headed taps are all descaled at least quarterly and recorded on SharePoint.

The Academy Site Lead, Caretaker and Operations Lead will undertake training three yearly to ensure they are competent in Legionella Management and recorded on SharePoint.

3.9 Minibus Management
This is managed in line with our Trust Vehicle Policy.

3.10 Contractors on Site
Safe selection procedures are to be used to ascertain the competence of contractors prior to engaging their services.

Centrally approved trust contractors who carry out routine maintenance will only need to provide risk assessments / method statements at the time of being appointed for those specific jobs. Any work to be undertaken outside of routine maintenance will need to provide specific risk assessments, method statements and qualifications.

All contractors must have insurance in place and provide proof of competency.

The Trust Estates Deputy Lead will check all necessary documents for centrally approved contractors and will store these documents on Estates, Facilities and Health and Safety SharePoint site.

This procedure will be monitored by the Trust Estates Lead.

All contractors must sign in/out using the electronic signing in procedure.

All contractors will be asked to read and agree to a health and safety statement.

Safeguarding information is attached to the lanyard provided. Contractors must tick a box on the sign in/out system to acknowledge understanding of the safeguarding and health and safety arrangement.

All contractors will also be asked to read & sign the Asbestos Register.

Contractors may not carry out any work during the time that pupils are present at Dove House Academy unless it is an emergency, and this will only be allowed if permission has been sought from the Trust Estates Lead and Responsible Officer.

Contractors working outside of the time that pupils are present can carry out their duties with permission of the Academy Site Lead.

All academy staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their own, or any other staff/children's safety is at risk.

Contractors without a valid DBS will always be escorted by a member of the Site Team whilst pupils are present on site. This information will be recorded on our Single Central Records.

No tools will be left unattended by any member of staff or contractor.

3.11 Mechanical Maintenance
The academy's mechanical and engineering maintenance is carried out by our term contractor, who provides an annual schedule of works in accordance with our service level agreement.
These are named in the appendix.

3.12 Grounds Maintenance
The academy's grounds maintenance is carried out by a competent contractor, who provides an annual schedule of works in accordance with our service level agreement.
These are named in the appendix.

3.13 Tree Management Plan
A full tree survey is completed annually by a competent Arboriculturist in accordance with our Tree management plan.
These are named in the appendix.

3.14 Display Screen Equipment
The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

DSE users will be assigned an annual workstation self-assessment form via online compliance system.

All DSE assessments are reviewed by the Operations Lead and the Trust Deputy Estates Lead, any issues will be identified, and a face-to-face assessment will be carried out by the Trust Estates Lead.

DSE awareness is a module during the annual health and safety annual refresher training.

Trust Estates Lead and Trust Deputy Estates Lead are trained assessor's and will undertake annual training.

The Trust will refund the cost of a routine sight test and contribute £50 towards the cost of glasses for staff who qualify as a regular DSE user.

A claim form can be downloaded from share point. The completed claim form will need to be accompanied by an original printed receipt and signed by the place of purchase; this must be signed by your line manager and sent to finance for processing.

Staff can only make a claim once every two years unless recommended more frequently by an optician (evidence must be provided).

3.15 Working from home

Regularly (weekly) working from home will only be agreed in exceptional circumstances and when the employee can provide evidence that they have a suitable and sufficient workstation in line with the DSE Regulations 1992 and a suitable DSE assessment has been completed.

A DSE assessment will be required for all staff that regularly work from home.

If there is a requirement to work from home on an ad hoc basis, for periods not exceeding more than 2 hours at any one time, you will not be required to undertake a DSE assessment however, your workstation must be suitable and sufficient for the activity being undertaken.

3.16 Electrical Equipment

Electrical equipment is managed as follows:

- All staff attend annual awareness training during an inset day
- Personal electrical equipment not belonging to the Trust **MUST** be PAT tested and approved by a member of the Site Team before it is used on site.
- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable earthed electrical equipment will be inspected/tested annually by the nominated contractor.
- All portable double insulated, and IT electrical equipment will be inspected/tested 12 monthly by the nominated contractor.
- Ad hoc testing of items will be carried out by a member of the site team who are trained PAT testers.
- All fixed appliance testing will be carried out annually by an external competent contractor.
- New equipment must be advised to the Academy Site Lead in order that it can be and added to future PAT testing schedules.

- Only one extension is to be used. No linking together of extension leads. If a reel extension lead is used it must be extended to its full length when in use. This includes reeled vacuum cleaner cables.
- Battery operated equipment can be used providing a visual check has been carried out by the Academy Site Lead.
- PAT testing equipment is sent off for annual calibration and records are maintained.
- The Academy Site Lead is PAT Test trained and this will be refreshed at intervals not exceeding 3 years and records will be recorded on SharePoint.

3.17 Dress Code

Appropriate footwear must always be worn; this includes inset days and half term working on site.

- Teaching staff: must wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no backless footwear or stiletto heels will be worn if staff are working with children.
- All staff: - the wearing of flip flops, no backless footwear, open toe sandals, sandals without a back strap or similar style shoes are not permitted due to risk to the wearer.

The Trust's full-dress code arrangements are detailed in the staff handbook.

3.18 Risk Assessments

Non-educational Risk Assessment management will be co-ordinated by the Operations Lead and Academy Site Lead.

Risk assessments must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work.

- Risk Assessments will be created by the Operations Lead and Academy Site Lead
- Specific curriculum risk assessments will be created by the Academy trained staff
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for academy activities will be created by the activity leader and approved by the Responsible Officer.

All Risk Assessments and associated control measures are then to be approved by the Responsible Officer or their delegated member of Staff prior to implementation.

Completed Risk Assessments are listed in the Risk Assessment Register by the Operations Lead and will be reviewed periodically in accordance with each Risk Assessment's review date and uploaded on SharePoint.

Risk Assessments will be issued to relevant staff and made available on the SharePoint.
The Responsible Officer, Operations Lead and Academy Site Lead will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly and records will be retained on SharePoint.

3.19 Hot Drinks

All hot drinks/liquids taken out of the staff room/kitchen whilst pupils are on site are to be in a screw top cup this must be adhered to by all stakeholders.

This applies throughout the academy, with the exception for the staff room as access to this area is only accessible by using access control and the door is always kept locked.

Hot drinks are permitted in classrooms, playgrounds or anywhere that pupils have access providing they are in screw top cups.

For the purposes of this policy, the term 'hot drinks' refers to tea, coffee, hot chocolate, soup, water or any other liquid which may be considered as a hazard.

3.20 Emergency Procedures
Dove House Academy has an Emergency Evacuation Plan which is located on SharePoint.

There are fire action notices displayed in all rooms which detail the nearest fire alarm call and fire assembly points along with evacuation route details.

All staff can view a copy of the Emergency Evacuation Plan via SharePoint and the staffroom health & safety noticeboard. This will be periodically reviewed by the Health and Safety Committee and amended as necessary. A bulletin to notify all staff of the amendments to the Emergency Evacuation Plan will be sent.

Personal Emergency Evacuation Plans (PEEPs) are to be completed by the class teacher/tutor, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident and are recorded on SharePoint.

Lockdown and Invacuation Procedures are contained within the Invacuation, Lockdown and Communication Procedure which is available on SharePoint.

Dove House Academy also has an Academy Business Continuity and Disaster Plan (BCDP) which details the evacuation plan if the staff and children need to evacuate to a location away from the academy. The evacuation site is Maple Ridge School playground, Maple Crescent, Basingstoke RG21 5SX. Telephone 01256 323629

3.21 Fire Safety
Arrangements regarding fire safety are set out in the Fire Management Plan.

The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. They will attend Fire Marshall and Fire Extinguisher training courses and refresh this training every **three years.**

The Responsible Officer will ensure through the Fire Safety Co-ordinator that:

- Fire Marshall Training be refreshed every three years and this is monitored by the Academy Admin Lead
- Fire Extinguisher training be refreshed every three years and this is monitored by the Academy Admin Lead.
- Fire safety procedures are readily available for all staff to read and this is reviewed annually and any updates are shared via online compliance system.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire action notices are displayed in all rooms and/or at all call points.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits.

- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked "*flammable".*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with Trust policies and procedures.
- A fire risk assessment is carried out every three years by external trained fire risk assessor which will be reviewed annually by the Trust Estates Lead and Academy Site Lead. If any new hazards are identified a full external review of the Fire Risk Assessment will be commissioned.
- The Assembly points are as follows:
- The rear right-hand side of the school field, or if a secondary assembly point is required, the main playground.
- The necessary checks for fire doors, firefighting equipment and emergency lighting are carried out by the Academy Site Lead and by external contractor when appropriate or at least annually. These records can be found on SharePoint.
- Sweeping of the building will be carried out by trained fire marshals. Please refer to Fire Evacuation Procedure. Fire Marshall provision will be reviewed annually, and Fire Marshalls will receive refresher training not exceeding 3 yearly.

Further information is detailed in the Emergency Evacuation Procedure.

3.22 First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy, written in accordance with the first aid needs assessment.

The names and locations of the first aid trained staff are displayed on the Health and Safety notice board and in areas of the academy including the staffroom, a copy is also kept on SharePoint.

First aid supplies in the first aid room are checked termly for expiry dates and quantities by the Specialist Health and Care Assistant and refilled/reordered as necessary. The Specialist Health and Care Assistant will check travel first aid kits termly.

Staff responsible for the offsite activity are responsible for checking kits prior to going off site and replenishing upon return.

The admin team are responsible for checking/replenishing the grab bag located in the main office.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

All first aid incidents are recorded via our online recording system for staff, visitors, and pupils.

There are two defibrillators onsite at Dove House Academy, one is in the admin office at the front area of the school and the other in the sports hall.

All first aiders are trained in the use of this equipment as part of their first aid training, and this is refreshed no more than 3 yearly.

Quality checks are carried out by the Specialist Health and Care Assistant, ensuring pads and batteries are checked and replaced.

3.23 General Equipment

Outdoor gym on main site, a visual check will be carried out by a member of the site team during term time, it is also inspected on an annual basis by a competent contractor, inspection information will be available on SharePoint.

PE equipment is visually checked by staff and annually by an external competent contractor, inspection information will be uploaded to SharePoint along with any remedial work evidence.

Trampolines including bouncers are inspected by our nominated contractor annually. Please refer to the risk assessment.

Dove House Academy is committed to ensuring that all lifts and vertical transportation systems are managed, operated and maintained in a manner that protects the health, safety and welfare of pupils, staff, contractors and visitors. This includes passenger lifts, platform lifts and any other mechanical lifting devices used on the premises. Please refer to the risk assessment.

Boilers are inspected by our nominated contractor annually and recorded on online compliance system. Evidence of inspections are stored on share point and job logic (contractor specific records).

Please refer to Fire Management Plan for all fire related checks. Records of these checks are stored on share point.

Lightning conductor is inspected by a competent contractor annually; records will be available on share point.

Thermostatic mixing valves (TMVs) receive monthly temperature checks and are serviced by the nominated contractor every 6 months. Records of these are available on SharePoint.

Food technology appliances are to be checked monthly by site staff and annually by external contractor, records of these checks are stored on SharePoint.

All DT hand tools are stored appropriately based on size and risk. All equipment is checked and monitored by a member of staff. Any mains powered equipment will be serviced annually and PAT tested when required. And training provided to ensure correct use.

Art Equipment:

- All paint and some brushes are stored in a locked cupboard when not in use. Other brushes are stored in an unlocked cupboard when not in use and on the windowsill throughout the day to allow students free access.
- General art equipment, i.e. pens, rubbers, rulers etc are stored in accessible drawers.
- Ink, scissors, cutters, wax melter, glue gun etc, are stored in a locked cupboard and are accounted for after use.

All mains powered equipment will be serviced and PAT tested annually.

All glue guns used are low voltage and will be replaced annually.

Defective equipment **must not be used**. All defects are to be reported on online compliance system and immediately taken out of use until repairs can be carried out.

3.24 Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be always adhered to:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.
- Any excess rubbish created during the day is placed directly outside the classroom door, larger items are placed on the online compliance system helpdesk to be removed.

3.25 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, Trust Compliance and Support Lead or Academy Site Lead and the product has been approved for safe use on site by the Responsible Officer or Academy Site Lead. The premises COSHH assessor acting on behalf of the Responsible Manager is detailed in Appendix A.

The Operations Lead, Academy Site Lead and Site Team will undertake necessary COSHH assessor training every three years.

At Dove House Academy COSHH assessments are stored in the site workshop and the cleaning cupboards. Copies are available on SharePoint and recorded on the Diary Management System.

Except for cleaning products used in the staff rooms, restricted to staff only, all other hazardous substances are stored in locked area's as per as above.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

With the exception of cleaning products used in the staff rooms, restricted to staff only, all other hazardous substances are stored in the COSHH cupboards, which are located in the garage in the main car park and main school kitchen. The container and the cupboard are kept locked at all times with access restricted to the site team only. All storage is marked with the appropriate signage in accordance with the COSHH regulations.

The cleaning cupboards are located in the main hall at A block and C block in the main entrance The cupboard is always kept locked with access restricted to the cleaning team and site team. Flammable liquids are stored in a locked metal container located in the garage.

Access to the workshop is restricted and only accessible to the site team. Cleaning products will only be purchased through the academy ordering system and authorised by the Academy Site Lead.

3.26 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported using the defect reporting procedure.

All teaching staff will complete the classroom checklist each term, issued by the Trust Estates Lead and forwarded to the Academy Site Lead for any remedial actions.

Inspection and monitoring reports will be recorded on SharePoint.

Routine, documented inspections of the premises will be carried out on a:

- Daily visual checks by the Site Team, as detailed on SharePoint
- Monthly checks by the Site Team, as detailed on SharePoint
- Termly full premises inspections with various stakeholders as detailed in the schedule detailed on SharePoint.

All inspection findings are to be recorded on SharePoint, and any identified defects will be logged within online compliance system. issues flagged as maintenance issues: overdue tasks, compliance issues and remedial work, these will be regularly reviewed by the Trust Estates Lead.

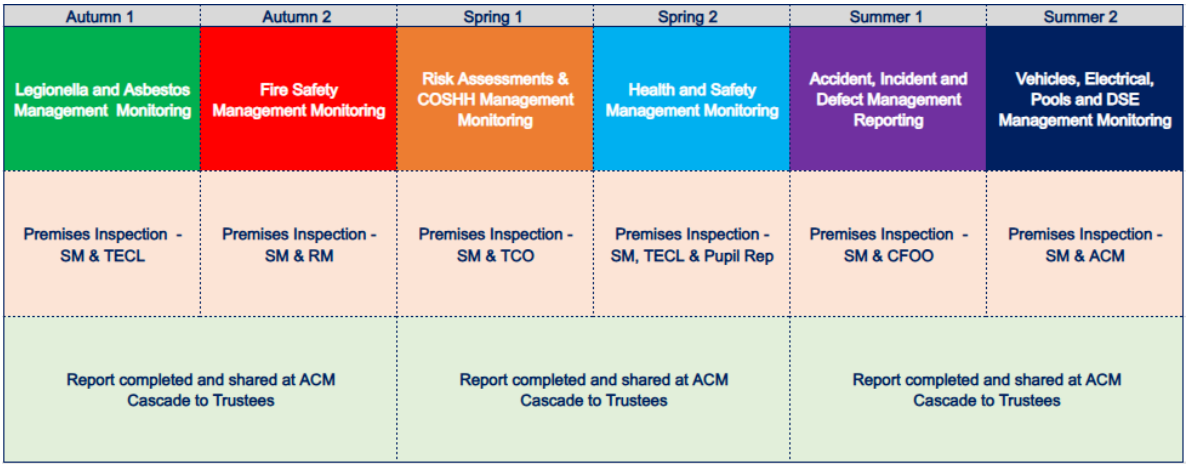
The Trust Estates Lead will share the reports with the CFOO via the health and safety compliance tracker and termly shared by the CFOO at Audit and Risk Committee meetings.

The online compliance system premises compliance will be reviewed periodically by the Trust Estates Lead. Any concerns or issues identified during these reviews will be escalated and discussed with the Academy Site Lead and Operations Lead to ensure timely resolution and continued compliance with safety standards.

The Trust Deputy Estates Lead undertakes a monthly review of compliance undertaken on site; this is recorded and shared with the Academy Site Lead and Trust Estates Lead. Any actions are to be followed up and remediated as quicky as practicably possible to ensure the site is compliant.

Trust Estates Lead monitors all areas of compliance by completing a self-evaluation Health and Safety Compliance Tracker monthly which is shared with CFOO who termly reports this directly to the CEO and the Audit and Risk Committee on a termly basis this also captures all Health and safety compliance data.

The Health and Safety link Academy Committee Member will make termly visits to review safety management and complete a Health & Safety schedule and all aspects of compliance will be checked in the academy year.



3.27 Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Solent Academies Trust manages procedures for local management of the main kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry by the competent person and must strictly adhere to the kitchen safe working practices. Main kitchen lead is trained to Level 3 in Food and Hygiene, and the Kitchen Assistant is trained to a Level 2 in Food and Hygiene. Anyone else should have a Level 2 Food and Hygiene certificate.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

The Trust Catering Lead is responsible for providing risk assessments which will be reviewed by the Trust Estates Lead and then on an annual basis.

The academy has two cookery/food technology rooms to enable the pupils to prepare food and cook food with the assistance of a competent adult. All staff and volunteers working with the pupils preparing or cooking food will adhere to the 'Food preparation and cooking' risk assessment.

Any member of staff working in the food technology room will hold a Level 2 Food and Hygiene certification. This is available on our online learning platform.

All equipment in the cookery kitchen will have annual safety checks carried out by an external contractor and recorded; records of these inspections will be held on SharePoint.

There are 2 Staff Kitchenettes on site with basic equipment, microwave hot water boiler, toaster, and dishwasher. These rooms are access control and are not accessed by the pupils. All equipment will have annual safety checks carried out by an external contractor and recorded; records of these inspections will be held on SharePoint.

3.28 Lone Working

Lone Working is managed in accordance with the Security and Lone Working Policy.

3.29 Moving and Handling

All staff must complete moving and handling awareness training at periods not exceeding annually.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

The site team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years and recorded on SharePoint.

All staff will be given access to and asked to read the HSE guidance concerning Moving and Handling which can be found on online compliance system.

Specific Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.

3.30 Offsite activities
Arrangements regarding off-site activities are managed in accordance with Evolve and following the Trusts Educational Visit Policy. This is overseen by the Educational Visit Co-ordinator (EVC) and the Responsible Officer.

Evolve also details the storage, handling and control of prescribed medication for pupils whilst taking part in off-site activities.

3.31 Physical Intervention
Arrangements regarding physical intervention are set out in the Positive Behaviour Policy, including the Physical Intervention.

3.32 Provision of information
The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

Online compliance system and SharePoint will hold all Health and Safety information; staff will be sent a bulletin from online compliance system to review information held within online compliance system and SharePoint when new documents are added.

Health and Safety information is emailed to staff throughout the year to relevant members of staff.

The Academy Admin Officers will ensure those without access to a computer will have paper copies of the necessary information they require concerning Health and Safety.

The Operations Lead will update the Health and Safety Notice board Termly to share information and notification of any changes to any information.

Health and Safety / Safeguarding will be a standing item on staff meetings, and information shared when required.

Local health and safety advice is available from the Trust Estates Lead, Academy Site Lead, the Trust Deputy Estates Lead and RW Safety Solutions who can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the staffroom and in the reception area.

3.33 Security
Arrangements regarding security are based on the Security and Lone Working Policy and are set out in the security and lone working risk assessment which include emergency unlock routines.

3.34 Smoking / Vaping
Smoking (including vapour cigarettes) is not permitted on the premises at any time. Staff are requested to walk away from the premises whilst smoking or vaping.

All rubbish resulting from smoking will be fully extinguished correctly and disposed of and not left on the floor.

3.35 Stress and Wellbeing
Please see Staff Wellbeing Policy for more details.

Solent Academies Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress.

Staff wellbeing is a focus for Solent Academies Trust. Staff wellbeing will be monitored through formal (anonymous) surveys no less that annually, formal and informal open conversations between senior leaders and staff and during staff appraisal meetings. To support these approaches all members of the Senior Leadership Team have an 'open door' policy, allowing staff to access the leadership team when needed.

There is a suggestion box in the staffroom and a wellbeing notice board in the staff room for ideas and reference. There is also a wealth of information on the SAT intranet.

Furthermore, our site arrangements to monitor, consult and reduce stress situations are as follows:

- Periodic wellbeing questionnaire completion by all staff
- Health and Well-being action plan reviewed and monitored by Academy Committee Members throughout the year
- Ongoing improvements made to site environment, specifically staff areas
- New staff induction programme
- INSET sessions specifically tailored to Staff Health and Wellbeing
- Improved performance management scheme for all staff
- Free flu vaccine offered to all staff
- Staff shout out board celebrated every week
- Open door policy for discussion at any time
- Emergency Support Line, counselling sessions available to all staff for any stress and well-being reason - 08000 562 561
- Weekly community circles at the beginning of the school day to bring team together and engage
- Staff Nominations half termly

3.36 Traffic Management
Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

Arrangement for where staff may use their own vehicle for business use are outlined in the vehicle policy.

If staff are driving at work and the reason for a journey is work-related (excluding commuting to and from the workplace) then staff must evidence that they have business car insurance and driving licence checks are carried out during induction and thereafter. These checks are undertaken by the Academy Admin Lead and recorded on the Diary Management System.

3.37 Training
Induction training will be provided and recorded for all new staff/volunteers; this is available via SharePoint in the form of video links and policies. Health and Safety training along with Safeguarding training will be available through online compliance system.

The induction process will be managed by the Trust's HR team and the nominated Assistant Principal.

The Operations Lead is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and information regarding their safety at work.

All staff will be provided with the following as a minimum training provision:

- Online Health and Safety induction PowerPoint – online compliance system.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities.
- Periodic refresher face to face or online training will be annually.

Training records are held by the Academy Admin Lead, they are responsible for alerting the Operations Lead for all training needs pertaining to health and safety training requirements.

3.38 Visitors
All visitors must sign in/out using the entry signing in procedure.

The guidance and advice of Public Health England, the Department for Education, our Health and Safety Consultant and/or insurers will be followed in drawing up the appropriate Risk assessments identifying hazards and the necessary control measures.

All visitors will be asked to read the health and safety and safeguarding information which is included as part of the sign in system. Visitors must tick a box on the electronic sign in/out system to acknowledge understanding of the safeguarding and health and safety arrangements.

Their acceptance will be recorded on the sign in/out log.

In addition, contractors are also required to read and sign the Contractors Induction Brief and will be provided with the leaflet 'Health and Safety Information for Contractors. Signed documents will be recorded on the online compliance system.

3.39 Working at height
Work at height is always to be undertaken in accordance with the specific risk assessments which details the piece of equipment to be used, location of the task and the training required to undertake the task. All risk assessments will be reviewed at least annually, unless there is significant change.

The Responsible Officer ensure that the site team:

- Carry out termly inspections of all on-site ladders, stepladders, step stools and podium steps
- Remove access equipment from use if defective or considered inappropriate for use
- All staff to have read the Working at height risk assessment relevant to the task undertaken

The site team will not access the roof at any time. Roof access is restricted to competent contractors using specialist equipment.

No member of staff/contractor is permitted to work at height if lone working, this includes if a member of staff is working in an isolated area of the building.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- (includes step stools)
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task or access equipment must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Access equipment used on site such as ladders and stepladders, must have passed the relevant inspections by the academy site team and subsequently abide by relevant regulations.
- Appropriate footwear must be worn at all times when using ladders.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Low risk work at height training is provided by the Academy's Health and Safety consultant as part of the Health and Safety annual refresher training or online as part of the induction process. Training for higher risk work at height equipment used by the site team and departments such as IT will be provided by the Health and Safety consultant on an as needs basis and reviewed every three years and records retained on SharePoint.

3.40 Animals on site (Therapy Dogs)

Animals should not be brought onto the Academy's grounds at any time unless they are an assistance animal, e.g. guide dog, or there is prior approval in place from the Responsible Officer, e.g. visiting speaker or petting zoo. For any animal onsite a risk assessment and appropriate liability insurance and training certification must be in place and records retained on SharePoint.

3.41 Pupil Specialist Equipment

We will ensure that specialist equipment is safe, well-maintained, and enables pupils to participate fully while minimising risk to themselves and others.

Is only used within the accordance of the manufacturers guidance and regular inspections are carried out at different intervals dependant on the type of equipment and this is recorded on SharePoint. A full inventory of equipment is maintained by the Operations Lead and inspections scheduled.

All bikes onsite are serviced termly by an external contractor who undertakes any remedials required. Is this evidenced by invoice and inventory maintained by the Operations Lead.

Risk assessments for specialist equipment are located on SharePoint.

3.42 Cleaning

Cleaning services are provided by an external contractor who operates in accordance with their own health and safety procedures. These procedures must align with, and not conflict with, the Academy's health and safety policies and arrangements.

The Academy will ensure that the contractor is competent, appropriately insured, and complies with all relevant health and safety legislation. Contractors are expected to follow site-specific rules, including safeguarding, fire safety, and emergency procedures
.
The Academy will monitor contractor performance and address any health and safety concerns in line with the Trust's contractor management procedures.

They are named in appendix A

Appendix A

Named Personnel

Role	Person(s) Identified
Principal (Responsible Officer)	Maarit Eben-Aimine
Vice Principal	Nikki Stevens Kate Read
Assistant Principals	Hannah Walsh Chrissie Nelson
CEO	Sharon Burt
Academy Site Lead	Paul Brownhill
Caretaker	Noel Fitzpatrick, Mark Baxter
Health & Safety Committee	Maarit Eben-Aimine, Jo Evans, Paul Brownhill, Mark Grove, Sarah Mills, Pete Quaite (Chair of Academy Committee).
Fire Safety Co-ordinator	Paul Brownhill / Mark Grove
Legionella Competent Person	Paul Brownhill
Asbestos Competent Person	Paul Brownhill
EVC	Helen Lee
First Aid Lead (Specialist Health and Care Assistant)	Stephanie Williams
Administration of Meds Lead	Stephanie Williams
Food Technology Lead	Martin Roemer
Trained COSHH Risk Assessor	Paul Brownhill Noel Fitzpatrick

	Eleanor Atkins
Risk Assessors	Maarit Eben-Aimine Paul Brownhill Noel Fitzpatrick Mark Grove Sarah Mills Stephanie Williams Aileen Austin Alison Smith Annie Hill Anthony Julian Caine Wilcox Charlotte Beeden Claire Cameron Gemma Meakin Harry Emery Helen Lee Janet Avent Janet Danato Julie Biles Kate Read Katia Da Silva Sullivin Kerrilee Purtill Laura Remnant Leigh Pearson Martin Roemer Niamh Horne Olivia Raven Penelope Fonseca Sophie Christian Sue Evans Teresa White Yosiah Pearce Zoe John
Trust Catering Lead	Eleanor Atkins
Academy Kitchen Lead	Donna O'Dee
Chief Finance and Operations Officer (CFOO)	Sam Galloway
Trust Estates Lead	Mark Grove
Trust Deputy Estates Lead	Sarah Mills
Executive Lead for People and Culture	Sarah Robb
Trust Safeguarding Lead	Faye Watton-Lawrence
DSL Designated Lead	Nikki Stevens
DSL Deputy	Maarit Eben-Aimine, Kate Read, Hannah Walsh, Sally Moore
Contractor Safe Selection Lead	Paul Brownhill, Mark Grove
Accident Investigator	Paul Brownhill, Jo Evans, Maarit Eben-Aimine
Operations Lead	Jo Evans
Academy Admin Lead	Aileen Austin
Health & Safety Assistance and Advice	TECL/CFOO and Ray West Safety Solutions

Audit & Risk Committee	Andrew Hill, Ray Mead, Gareth Morgan (CEO AND CFOO)
Health & Safety Link Governor	Peter Mitchener
Health and Safety Trustee	Gareth Morgan
Wellbeing Lead	Maarit Eben-Aimine
PEEP Lead	Maarit Eben - Aimine
Working at Height Lead	Paul Brownhill
Minibus Lead	Paul Brownhill
Offsite Activities	Maarit Eben - Aimine
Trust Board	Andrew Hill, Gordon Duff, Ray Mead, Phillip Slaughter, Sue Banger, Gareth Morgan, Murray Campbell, Ruth Sturdy, David Hunt
PE Subject Lead	Sue Evans / Harry Emery (maternity cover)
Pupil Specialist Equipment Lead	Maarit Eben-Aimine
Digital Innovation Lead	Glen Chivers
HR Team	Kerrie Wood, Lizzie Tappley, Claire Hind, Sophie Sanderson, Jenny Barefoot, Louise Cassidy

Nominated Contactors

Role	Person(s) Identified
Legionella/water management systems	AIRTECH
Mechanical Servicing	2Teck
PAT Test / Electrical	RH Foster
Fire Risk Assessor	Clarity Fire Safety
Firefighting equipment & Fire Alarm	Premier Fire & Security
Outside Play Equipment	ROSPA
Grounds Maintenance	Country Wide
Tree Survey	Southern Arboriculture
Internal Play Equipment	Universal Services
Lifts	Curti Lifts
Cleaning Contractor	Glen Cleaning
Asbestos	SLR Environmental
Doors & Shutters	Dennison Door

First Aiders

First Aid at Work (3 Day)	**Emergency First Aid** (1 day) **or Level 3 First Aid for schools**
Stephanie Williams	Aimee Foster
Anthony Julian	Alison Smith
	Charlotte Beeden
	Claire Goss
	Harry Emery
	Helen Lee
	Katrina Hudson
	Olivia Raven
	Sue Evans
	Tessa White
	Yosiah Pearce
	Zoe Johns
	Abigail Stephens
	Gayathri Kannan
	Hannah Fitzgerald
	Isha Rahman
	Karen Hale
	Tonia Keeping
Mental Health First Aider	
TBA	