

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Hanham Woods Academy

Date: December 2017

Detailed below are the arrangements for ensuring that the aims and objectives of the academy's Health and Safety Policy are implemented, to secure a safe and healthy working environment. Additional detailed guidance on arrangements can be found in the Health and Safety Manual which can be found on the CLIF

<https://clifacademies.sharepoint.com/CentralServices/ProjectsandCompliance/Healthandsafety>

However, the following are the academy's specific arrangements that have been identified.

It is important to remember that the guidance of arrangements in the Health and safety Manual is 'guidance'. The academy needs to ensure the guidance fits the academy's policies and procedures if it is to be appropriately used.

Law Poster

The Health and Safety Information for Employees Regulations requires the academy to display an approved law poster in an obvious position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in a number of locations, including the main Reception area.

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the Principal and ABM.
- All accidents should be recorded in an accident book. The student accident book is located in the front office behind reception. The staff accident book is located in the front office behind reception.
- The accident forms are held electronically in the admin G drive.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Academy Business Manager or in their absence, the Principal.
- Fatal or major injuries must be reported immediately by telephone to Central H&S on 07928 668789. When necessary, parents / carers or other persons should be notified of the pupil's / staff accident.

- Details of all accidents are brought to the attention of the academy's health & safety committee where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to central Health & Safety Department (07928 668789).

Please refer to the Health and Safety Manual for further information and guidance

2. Asbestos

- The asbestos survey is located in the Site Office.
- Key staff (Steve Stone, Building Services Manager; Steve Moreton, Assistant Caretaker; Phil Crew, Groundsman; Mike Evans, Network Manager; Andrew Jamieson, IT technician) have attended Asbestos Awareness Training, and will undertake regular refresher training. New members of the Site Team and IT teams will undertake training as they join the academy.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet is located in Reception.
- An asbestos management plan is located with the asbestos survey in the Site Office.
- Staff responsible for monitoring and inspecting asbestos containing material are Steve Stone, Building Services Manager with support from Central H&S Manager, Jo Crickson.
- Staff will report any damage to identified areas immediately via the online reporting tool, or directly to the Site Team where urgent action is required.
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access. Emergency procedures as outlined in the Asbestos Policy & Management Plan will be complemented.
- Location maps of asbestos containing material are located in the Site Office
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

Please refer to the Asbestos Policy & Management Plan for further advice and guidance

3. Contractors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet. On leaving the site they will be required to sign out and inform the Building Services Manager, or in his absence another member of the Site Team of the work / actions that have been carried out and any further work that is required.

Before contractors are selected by the academy, the academy will check the CLF approved suppliers list to ensure they have completed a PQQ (Pre-Qualification Questionnaire) and have been approved.

The academy has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the academy or themselves.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the academy will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Principal, or academy representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the academy's Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the academy are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the academy and contractor.

4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the academy for the site team are managed by Building Services Manager. Deliveries are temporarily stored in the front office behind reception and the Site Team are contacted to immediately move the delivery to the appropriate designated storage area.
- Any new products that are brought into the academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- The Academy will use the COSHH module of the EEC software to manage COSHH risk assessments.
- Details of products used by the caretaker / site staff are kept by Steve Stone, Building Services Manager, with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the academy's arrangements.

- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the delivery, storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

5. Radioactive Sources

- Radiation Protection Officer – Rebecca David, Head of Science
- Radiation Protection Advisor – Somerset Scientific Services
- The member of staff in charge of radioactive sources – Rebecca David , Head of Science
- The Principal and Head of Science Department are responsible for ensuring all records in relation to radioactive sources are maintained.
- The CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources is followed.
- The Science departments will have their own departmental procedures and arrangements for the storage, use and handling of radioactive sources. Reference should be made to the Science Department Health and Safety Policy.

Please refer to the Health and Safety Manual for further information and guidance

6. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Site Team via the online reporting tool, or directly so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the Site Team via the online reporting tool, so it can be logged, actioned and monitored.

7. Display Screen Equipment (DSE)

- The academy has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the academy (and corrective lenses if required specifically for DSE use).

Please refer to the Health and Safety Manual for further advice and guidance

8. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the academy and the Principal, with the support of Governors, aims to embed safe practices into the culture of the academy. The Principal ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the E-Safety Policy for further information

9. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the academy office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually / on a risk assessment based upon the type of equipment and the environment it is used.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the Site Office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years – Date of last inspection: 03/05/16.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the academy's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

10. Fire and Emergency Procedures

- The academy has separate Fire Procedures.
- The responsible person is the Principal.
- The assembly point is on the KS4 field.
- Fire wardens are teaching staff and any support staff in charge of a group of pupils / students. The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
- Fire warden training will be provided via a training leaflet to all staff and via the annual induction/refresher presentation.
- Each week the alarm will be tested by the Site Team to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.

- There is a 3 minute delay between a call point being set off and the alarm being fully activated. When a call point is set off, a call goes through to the Site Team for investigation. All fire panels also go into standby.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Mannings Facilities Management. Weekly and monthly checks should be undertaken by the site staff / caretaker. Details should be recorded in the fire log book.
- The fire log book is kept in the Site Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils academy work along emergency exit routes should be controlled.
- Decorations, display materials or pupils academy work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the academy should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the academy in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

If you discover a fire:

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the Principal OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm:

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the KS4 field
- Walk quickly – Do not run

- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by the Administration team, or in their absence the Heads of Houses and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services.

Please refer to the Fire Procedures for further advice and guidance

11. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in Reception and the Staff Room. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is adjacent to the front office behind Reception.
- First aid boxes are located at the following points:
- A designated member of the admin team, the lead first aider, (Angie Mathews), ensures that there are sufficiently stocked first-aid boxes and ensures that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)
- Biohazard Spillage Clean-up Kits: Bodily fluids clean-up kit (i.e. blood, vomit, urine) is located in the First Aid room. Chemical clean-up kit is located in the Site Office.

Please refer to the First Aid Policy for further advice and guidance

12. Glass and Glazing

It is the responsibility of Steve Stone Building Services Manager to arrange or carry out a glazing survey of glass in 'critical locations' around the academy and to action any findings.

Please refer to the Health and Safety Manual for further advice and guidance

13. Infectious Diseases

The Health Protection Agency poster on guidance on infection control in academy's and other childcare setting is located in Reception. It is the lead first aider's responsibility to keep this up to date.

14. Lettings

- All lettings must be approved by the Academy Business Manager.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the academy's emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the academy of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

15. Lone Working

Please refer to the Health and Safety Manual for further advice and guidance

16. Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to academy staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

Please refer to the Health and Safety Manual for further advice and guidance

17. Medication

Please refer to the Medications Policy for further advice and guidance

18. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

19. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the EEC Risk Assessment software and on the H&S server space for high risk departments and general use.
- Risk assessments should be carried out using the EEC Risk Assessment Software or recommended template.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendment or addition to risk assessments.
- Risk assessments will be reviewed annually as a minimum unless agreed in advance otherwise.
- A specific risk assessment for expectant mothers will be undertaken.
- All academy trips or learning outside the classroom activities will have recorded risk assessments. (See academy trips section). All trips will be registered on EVOLVE and the relevant approvals gained before the trip is considered to have been confirmed.
- Every off site visit taking place after academy hours, of a medium/high risk or for residential will be assessed.

20. Safeguarding

- The Academy Council fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our academy to identify, assess, and support those children who are suffering harm.
- The academy has a Safeguarding Policy that was last reviewed in November 2017.
- The Safeguarding Officer(s) are Kathryn Shaw, Louisa Harris and Duncan Mathers.
- All staff have received safeguarding training

Please refer to the CLF Safeguarding (Child Protection) Policy for further guidance

21. Academy Trips/off site activities

- The academy has an Academy Trips Policy that is currently being reviewed.
- The named competent person nominated as Educational Visits Coordinator (EVC) is Kathryn Shaw, Assistant Principal.
- Activities will be led by Group Leaders who will take responsibility for ensuring, that where necessary, pre-site visits are made and they will complete the necessary risk assessments before departing.
- The academy will use the EVOLVE on-line system for academy trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for academy trips or off site visits.
- For Category C trips, central H&S (Jo Crickson) will 'sign off' the trip. (Reference to the Academy's Trip Policy should be made.)
- Pupils will be briefed about the offsite visit, together with expected behaviour rules.
- Staff will be fully briefed about the offsite visit.
- Adequate staff to pupil ratios will be assessed.
- Parents/carers will receive relevant information about the offsite visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

Please refer to the Academy Trips Policy for further advice and guidance

22. Academy Transport / Minibus

- Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the CLF Expenses Policy. Any significant findings must be reported to the Principal who must ensure that remedial action is taken.
- Pre-use checks of the vehicle are undertaken and recorded on a log kept in reception.
- A record of staff who hold a current and valid driver's licence with D1 category and have undertaken MIDAS training is maintained in the admin office and only these drivers are allowed to drive the minibus.
- In order to claim mileage for using their car for business purposes the member of staff must confirm that they hold a current and valid driver's licence, have current MOT and Tax.

Please refer to the Academy Transport Policy for further advice and guidance

23. Smoking

The academy is a non-smoking site.

24. Staff Consultation

The Academy Council, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the academy. If a person wishes to represent staff, they should have been employed by the academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

25. Wellbeing

- The academy will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, managers, in consultation with the Principal, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The academy s will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department and Occupational Health are available to staff and should be contacted when required.

Please refer to the Attendance Management Policy for further advice and guidance

26. Violence to Staff

- The Principal and Senior Leadership Team are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Principal.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available on the CLIF website.
- Appropriate steps will be taken by the Principal to deal with such a situation.
- The academy may refer to their HR for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the academy's/CLF's position and any arrangements for sanctions or exclusions.

Please refer to the Health and Safety Manual for further advice and guidance

27. Water Hygiene

- A copy of the Legionella risk assessment is located in the Site Office.
- Zephyr is employed to carry out many of the requirements of water testing under L8 guidance
- The Site Team, under the responsibility of Steve Stone, Building Services Manager, carries out weekly flushing of little used outlets and monthly temperature recording.

28. Working at Height

- Activities which require working at height should be identified and eliminated where possible.
- Where it is not possible to eliminate working at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of Steve Stone, Building Services Manager, to ensure this takes place.
- Most academy department's academy should have access to kick stools or small steps.
- Steve Stone, Building Services Manager, carry's out regular inspections or the ladders and records these checks
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for academy related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the academy s equipment.

29. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

30. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the academy the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

31. Pond

- The pond is in an enclosed area
- The pond is fenced and access is restricted
- Gates to the pond will be locked during academy hours and access gained by authorised persons
- Children will only be allowed access with an adult to supervise
- Children and adults who have worked in/near the pond are required to wash their hands on leaving the pond

32. Workplace Inspections and Premises Risks

The Principal and Academy Business Manager will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. They will ensure that hazards associated with premises are monitored and controlled.

33. Health and Safety Committees

The health and safety committee is a standalone committee. The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee may include: -

- Chair of Academy Council
- Principal
- Site/Building Manager
- Academy Business Manager
- Trade Union Staff
- Safety Representative(s)
- Head of Science, Art, PE or D&T (or should have technical input).

The standard agenda items for an academy health and safety committee meetings are:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the health and safety implications of this project? Has all the necessary paperwork been completed?
3. Feedback from high risk departments
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.

7. Any academy trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.

34. Compliance

The academy's compliance arrangements are managed by the Academy Business Manager in conjunction with the Site Manager. A compliance contract has been awarded to Mannings Facilities Management Ltd. The contract is to undertake mechanical and electrical (M&E) planned preventative maintenance (PPM), statutory testing and reactive repairs in the academy.

35. Health and Safety Training

Health and safety training is managed, recorded and assessed by the Academy Business Manager / Head of Department. The academy recognises that while many people will already be aware of risks around their academy, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the academy to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

Please refer to the Health and Safety Manual for a training matrix.