



HEALTH AND SAFETY POLICY

**Longsands & Ernulf
Academies**

2017/18

Contents

SECTION 1 - ACADEMY POLICY STATEMENT	5
For Health & Safety at Work.....	5
SECTION 2 - RESPONSIBILITIES	6
2.1 Persons responsible for Health and Safety at Longsands Academy	6
2.2 Reporting of Hazards and Concerns	7
SECTION 3 - BASIC SAFETY RULES	8
3.1 Extracts from the Health & Safety at Work Act 1974	8
3.2 Health & Safety as applies to Longsands and Ernulf Academies	9
3.3 New staff.....	9
SECTION 4 - FIRST AID.....	10
4.1 Guide for the administration of first aid.....	10
4.2 Students who complain of feeling “unwell”	10
4.3 Serious accidents.....	11
SECTION 5 - VEHICULAR MOVEMENT & ROAD SAFETY	11
5.1 Restrictions on vehicle movement	11
5.2 Use of the back gate – Longsands Site.....	12
SECTION 6 - PROTECTIVE CLOTHING/EQUIPMENT	12
6.1 Issue and use of protective clothing	12
SECTION 7 - SAFETY GUIDELINES	12
7.1 Housekeeping - Support Staff and Teaching Staff	12
7.2 Use of Machinery/Hand-tools.....	13
7.3 Safe Use and Handling of Compressed Gas Cylinders	13
7.4 Electricity	14
7.5 Portable Electrical Appliance Testing (PAT).....	14
7.6 Fixed Installation Tests.....	15
SECTION 8 - FIRE.....	15
8.1 On discovering a fire.....	15
8.2 On hearing the Fire Alarm.....	15
8.3 If invigilating	16
SECTION 9 - WORKING AT HEIGHTS.....	17

9.1	Scaffolds.....	17
9.2	Steps and Ladders	17
SECTION 10 - LIFTING		17
10.1	Manual Handling.....	17
SECTION 11 - WORKING WITH CHEMICALS.....		18
11.1	Control of Substances Hazardous to Health (COSHH).....	18
SECTION 12 - NOISE.....		18
12.1	Noise at Work	18
SECTION 13 - GENERAL ENVIRONMENT.....		19
13.1	Warning Notices	19
13.2	The Environment	19
SECTION 14 - OFFICE & CLASSROOM SAFETY		19
14.1	Office and Classroom Housekeeping	20
14.2	Dangerous Substances in the Office & Classroom	20
14.3	Manual Handling in the Office & Classroom.....	20
14.4	Office & Classroom Fire Hazards.....	20
14.5	Office & Classroom Equipment & Furniture	21
14.6	Display Screen Equipment.....	21
SECTION 15 - RISK ASSESSMENT (YOUR RESPONSIBILITIES).....		22
SECTION 16 - TRIPS AND VISITS		22
SECTION 17 - USE OF THE ACADEMY MINIBUS		23
SECTION 18 - THE ASBESTOS REGISTER.....		23
SECTION 19 – E-Safety and Use of Equipment		24
Appendix 1 Muster Points and Floor Plan for Longsands Academy		25
Appendix 2 Muster Points and Floor Plan for Ernulf Academy.....		26
Appendix 3		27

PURPOSE OF THIS BOOKLET

1. The purpose of issuing this booklet is:
2. To sustain awareness of health and safety issues throughout the Academy.
3. To comply with the law which requires employers to provide employees with understandable information on health and safety in the workplace. (Management of HASAW Regulations 1992 – Reg 8).
4. To assist employees in complying with their legal duties in that they are not to endanger themselves or others by their acts or omissions and must co-operate with their employers in matters of health and safety. (HASAWA 1974 – Section 7)
5. To ensure that employees do not misuse or abuse anything that has been provided in the interests of health and safety. (HASAWA 1974 – Section 8)
6. To provide easy reference to safe practices in this Academy's workplace environment.
7. This booklet does not set out to be a definitive set of rules and regulations; it offers guidance on acceptable practices as agreed by the Trust Board in line with the Health and Safety at Work Act 1974 and associated regulatory documents.

The content of this booklet will be reviewed periodically and will be amended in the light of practical requirements at the time.

SECTION 1 - ACADEMY POLICY STATEMENT

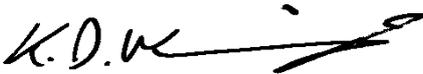
For Health & Safety at Work

We, the SNLP Trust Board , recognise and accept our responsibilities as employers, under Academy Status, for the establishment and maintenance of systems of health and safety management. We shall ensure, as far as is reasonably practicable, the health, safety and welfare of our staff, students and any visitors to our premises. The promotion of health, safety and welfare measures is a mutual objective for the Academy and for all employees.

To this end we have prepared this written statement of policy and a health & safety management plan which set out clearly the health and safety organisation, rules and procedures that are applicable to everyone in our Academies, and which are necessary if we are to discharge our responsibilities effectively.

Responsibility for the day-to-day implementation and monitoring of this health and safety policy rests with the Headteacher who will work closely with members of staff and the appointed safety representatives to ensure compliance.

The Trust Board, guided by advice from both Longsands and Ernulf Academy's Local Governing Committee's, will update and revise this Health and Safety Policy and Management Plan as is considered necessary.

Signed: 

Chair to the Trust Board

Date: September 2017

SECTION 2 - RESPONSIBILITIES

2.1 Persons responsible for Health and Safety at Longsands Academy

Whilst the Trust Board of the Academy has overall responsibility for ensuring that the health and safety policy is adhered to, in practical terms this is discharged on a day-to-day management basis by them through the Partnership Director (Developmental Priorities), who acts on behalf of the Headteacher.

Individual members of staff have health and safety responsibilities expressly written into their job descriptions but collectively the health and safety functions and responsibilities of all staff are outlined below:

Title of person/committee	Responsibilities	Persons responsible/representatives
Trust Board Context for Learning Committee	Whole-Academy Health & Safety Monitoring and Development of Good Practice	
Local Governing Committees	Address/deal with H & S issues on behalf of the Trust Board	SNLP CEO (Mr R Carroll) The Finance and Operations Director Mr D Riddick– both sites. The Premises Manager (Mr S Pledger) Mr D Moore – Site Longsands Mr G Lawson – Site Ernulf The membership of the H&S Committee may vary in each academy but includes representatives from Science, Technology and Professional Bodies/Unions.

Nominated persons in charge of H&S	Address/deal with long-term H & S issues including risks assessment, trips and visits and H & S planning around Academy	Mr D Riddick– Longsands and Ernulf
The Premises Manager Partnership Director COO	Day-to-day practical matters and buildings related issues	Mr S Pledger – Both Academies. Mr D Riddick– Both Academies.

“All teaching, support, supervisory and ancillary staff have day-to-day responsibility for ensuring that safe methods of work exist and are implemented. They must also ensure that Health and Safety rules and procedures are applied effectively. They should exercise personal responsibility and impart to their colleagues and to students an understanding that all accidents can be prevented.”

The table below shows the personnel involved in dealing with H & S issues in each Academy.

concerns that fall within the curriculum	to Department Heads for onward transmission if necessary to Mr D Riddick and/or Mr S Pledger or Mr G Lawson
concerns that fall within other activities	to pupil support Line Manager or, for premises matters, to Mr D Riddick and/or Mr S Pledger or G Lawson.

2.2 Reporting of Hazards and Concerns

Staff are asked to be vigilant and respond to potential hazards by reporting them as shown below.

Immediate Danger

In cases of immediate danger, appropriate remedial action should be implemented and the concern reported without delay to Dave Riddick, Steve Pledger or G Lawson or to a member of the Senior Leadership Team.¹

For all other matters:

Stage 1a

The normal in-school channels of communication should be followed.

¹ You can also use the on-line premises reporting system on the intranet to report H&S issues around the premises.

Stage 1b

Any member of staff who feels that their concern has not been appropriately dealt with by the Premises Manager (Steve Pledger) should first check with the person to whom the matter was first reported that the matter is satisfactorily in hand. If the employee feels unable to approach that person directly, the matter should be raised with the appropriate Senior Leadership Team link or with the Dave Riddick. Please note, H&S issues can be reported on the on-line reporting system which can be found on the intranet.

Stage 2

If the concern persists or is otherwise not resolved, a brief, factual note outlining the situation should be given to D Riddick with a copy to the Head teacher and the person to whom the concern was first reported. A union representative may also be informed. The nominated person in charge of H&S should, within two working days, acknowledge receipt of the notification; and provide a fuller response within 10 days.

Stage 3

If, after referral to the nominated person in charge of H&S (D Riddick/S Pledger/Glen Lawson) or directly to the Headteacher, the concern still persists or cannot be resolved, it should be referred to the Health and Safety Committee with appropriate notice in advance to persons to whom the matter has already been referred. The list of members of the Committee can be found on page 4 of this document.

Committee Protocol

It is open to any member of the Committee to raise matters of principle, action and evaluation at any Committee meeting. However, as a matter of common courtesy and to promote well-being and good relationships, care should be taken to inform, in advance, any other person who will be mentioned by name or position, so that a response can be prepared and the Committee's deliberations can be productive.

SECTION 3 - BASIC SAFETY RULES

3.1 Extracts from the Health & Safety at Work Act 1974

In compliance with the requirements of the Health and Safety at Work Act 1974, Section 2(3), we have prepared the Academy's safety policy. Copies of the policy are displayed on notice boards in the Staff Common Room, Main Kitchen, and the Site Office.

In addition, your particular attention is drawn to Sections 7 and 8 of the above Act. This states that:

- employees (including students and visitors) must not endanger themselves or others by their acts or omissions and must co-operate with their employers in matters of health and safety;
- no person shall intentionally or recklessly interfere with, misuse or abuse, anything provided in the interests of health, safety or welfare.

3.2 Health & Safety as applies to Longsands and Erulf Academies

The basic safety rules to be complied with by all Academy employees, students, visitors and contractors are:

- regard for the health, safety and well-being of self and others is an absolute priority;
- all persons within an area marked by safety signs which highlight the need to wear appropriate personal protective equipment, must do so;
- all electrical tools and equipment will be properly earthed. All such items are included in a preventative maintenance programme (PEAT) and any defective items must be returned immediately to the Site Office. These tests are to be carried out by the designated persons;
- good housekeeping standards must be maintained at all times. Everyone is responsible for keeping work areas clean and tidy, free from refuse or obstructions;
- waste material is not to be left on floors to await attention by cleaning staff; it is to be placed in the receptacle provided;
- the use of tobacco and drugs are strictly prohibited;
- compliance with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other applicable Health and Safety Legislation is a requirement upon all persons employed to work within the premises under the control of the SNLP;

Students should take only those non-prescribed drugs specifically agreed by their parents and must not give such drugs to others;

Alcohol may be made available at official Academy functions for guests aged 18 or over. However, this requires prior authorisation by the Headteacher/CEO.

All persons so employed shall also comply with the requirements of the Academy Health and Safety Policy, Procedures or Directives issued relating to safe working practices.

3.3 New staff

- all new members of staff employed by the SNLP will receive a copy of the H&S Handbook, a summary version of which is included in the Starter Pack which is distributed annually in September;
- heads of department are to ensure that new arrivals are clearly briefed on risks and hazards in their workplace.

Smoking - The Academy has a No Smoking policy anywhere on site.

SECTION 4 - FIRST AID

4.1 Guide for the administration of first aid

It is essential that all injuries suffered by employees, students and visitors on site receive immediate First Aid attention and that all injuries/incidents are officially recorded.

If it is determined that First Aid is required, the following should be taken into consideration:

- to receive First Aid attention, report the accident initially to Reception, a member of SLT or someone who is carrying a radio or by the most appropriate means available. The Receptionist will summon the Duty First Aider who carries a two-way radio;
- a list of First Aiders is available from Reception
- the injured person should be sent to the First Aid Room with an escort; when the First Aider arrives, inform him/her of the problems so that treatment can commence; the escort should then depart;
- following treatment, the First Aider will complete an Accident Form and sign it;
- if the injury is such that the patient needs hospitalisation, the First Aider will make a RIDDOR report by completing and on-line HSE Form; he/she should then pass it to the Chief Operating Officer, Mr D Riddick as soon as possible for assessment, investigation and further action as required.

4.2 Students who complain of feeling unwell

Each academy has limited facilities to deal with students who are feeling unwell. Therefore, students should not be sent to see a First Aider by a teacher with minor complaints such as headaches or stomach-ache. These students should be encouraged to sit in a quiet location in the classroom and their condition reviewed periodically by the teacher in charge.

Ernulf

If the student's condition appears to worsen s/he should be sent to Reception with a request for parents to be called to collect them. Before a student is sent home, the first aider must obtain agreement from a student support post-holder or SLT member.

Under no circumstances are students to be given any medication unless it has been prescribed by a medical professional and provided by parents with directions for the student to follow. Written evidence or telephone confirmation with the parent should be sought.

Longsands

If the student's condition appears to worsen s/he should be sent to First Aid for assessment, or if the student requires urgent attention, the First Aider will attend. The First Aider will contact parents if it is necessary and appropriate for the student to go home.

Under no circumstances are students to be given any medication unless it has been prescribed by a medical professional and provided by parents with directions for the student to follow. Written evidence or telephone confirmation with the parent should be sought.

4.3 Serious accidents

Teaching staff and support staff. In case of serious accidents:

- if you witness a serious accident the priority for any action must be your own personal safety and then that of the injured person;
- an injured person should not be moved unless s/he is in immediate danger from a further hazard;
- if a First Aider is not readily available, a message should be passed as quickly as possible to Reception who will summon the emergency services if necessary;
- do not touch or move anything until an investigation has been carried out.

SECTION 5 - VEHICULAR MOVEMENT & ROAD SAFETY

5.1 Restrictions on vehicle movement

The speed of vehicular movement on all roadways on site is restricted to 10 MPH.

**All vehicles without exception, whether commercial or private,
are to keep to this speed limit in the interests of safety.**

With reference to vehicles:

- speed restricting ramps are positioned on the perimeter road around the campus as a means of encouraging the observance of the speed limit;
- a one-way system is in force within the Car Park;
- there is to be no parking on or directly adjacent to, any double yellow lines which are positioned to ensure adequate pedestrian ways and vehicular turning circles.

With reference to the Longsands Site:

- students are not to walk along the perimeter road or through the Longsands Road Entrance staff car park (supervision is provided at key times during the school day to enforce this);
- parents should be encouraged to deliver students to, and collect them from, the parking bays adjacent to the field;
- students who drive motor vehicles onto the campus are to register the vehicle with the Head of 16-19 or other nominated person who will issue them with a parking permit, which should be displayed in the windscreen of the vehicle; any infringement of the vehicle safety rules will result in withdrawal of the parking permit.
- additional overspill car park spaces are available on the rear tennis courts. Cars are not allowed to enter or exit this area at peaks times of pedestrian traffic (between 3.00pm and 3.20pm). The gates to this area will be locked during this period. The Premises Manager Mr S Pledger is responsible for enforcing these times.

5.2 Use of the back gate – Longsands Site

The back gate provides an additional entrance and exit to the Academy site, but will be shut as a minimum from 3.05 – 3.20pm to allow students to leave the site in a safe manner.

With reference to the Ernulf Site

Gates are closed during the school day from 8.45 to 3.10pm. Students and visitors must use the main gate near reception and should sign in and out if they arrive or leave outside of these times.

SECTION 6 - PROTECTIVE CLOTHING/EQUIPMENT

6.1 Issue and use of protective clothing

- it is the individual employee's duty to ensure that s/he is wearing/using the protective clothing/equipment suitable for the work that s/he is undertaking;
- employees who have a responsibility for students, visitors or contractors are to ensure that such students, visitors or contractors wear and use protective equipment suitable for the work that they are undertaking;
- a complete range of appropriate protective clothing and/or equipment will be made available to all staff in the relevant workplaces and full use should be made of such items;
- any item of protective clothing or equipment that is found to be defective must not be used, the defect should be reported to the head of department or team leader immediately.

SECTION 7 - SAFETY GUIDELINES

7.1 Housekeeping - Support Staff and Teaching Staff

Poor housekeeping is a major cause of accidents in the workplace. Therefore, good housekeeping is essential to enable us to eliminate accidents and fire hazards and to promote a clean and healthy workplace.

The workplace includes:

- classrooms;
- workshops;
- cupboards;
- offices;
- crew rooms;
- network rooms;
- ICT rooms;
- gymnasias;
- sports fields.

The main points for consideration include:

- place rubbish in bins provided;
- report and avoid hanging cables;
- report and remove broken furniture;
- report defective equipment;
- report trip hazards (lifting carpet);
- avoid storing books or boxes on the floor;
- avoid storing boxes and heavy items on high shelving where they could fall;
- stairways to be kept clear of materials at all times;
- all access ways, passages and corridors to be kept clear at all times;
- use care and common-sense when storing materials;
- tools and implements should be returned to their proper storage place when not in use;
- encourage students not to drop litter;
- keep your workplace clean and tidy by getting students to clear the area around their desk at the end of the lesson.

The responsibility for the day-to-day condition of the workplace (including classrooms) is everyone's responsibility. Please do not leave it to someone else to report obvious faults.

7.2 Use of Machinery/Hand-tools

Extreme care must be taken when using any type of machinery or hand-tools on site. Ensure that you are wearing the appropriate protective clothing, are familiar with the equipment in question and that it is appropriate for the task undertaken. When using hand-tools:

- do not wear loose fitting clothing or jewellery;
- ensure that you are using the correct tool for the job and that you are familiar with its operating instructions. Consult your team leader or head of department if you are in any doubt;
- check with your Head of Department that you are allowed to use the equipment within the normal remit of your job and that no specialist training is needed to operate the machinery;
- all machine guards should be in place and the machine should be in perfect working order.; any defective item should be immediately labelled as unserviceable and the team leader or head of department informed so that necessary repair can be arranged.

You may not use a grinder or change an abrasive wheel unless you have attended the Abrasive Wheel Changer's course, and have received a "Wheel Changer's Certificate". Other equipment includes; band saws, circular saws and other specialist workshop equipment. Please check with the Head of Department.

When the job you are undertaking is complete, return the tool(s) to the correct store.

7.3 Safe Use and Handling of Compressed Gas Cylinders

This equipment requires specialist knowledge and training. Please check before use.

When dealing with cylinders:

- in storage, oxygen cylinders must be segregated from other gas cylinders and correctly labelled;
- full and empty cylinders should also be segregated and labelled;
- gas cylinders must always stand in the upright position and should be tied or otherwise secured; never roll cylinders along the ground, use trolleys or bottle racks for transportation;
- do not, on any account, apply oil or grease to cylinders or any of the fittings;
- keep cylinders a safe distance from hot work areas or other sources of heat; do not allow welding, cutting sparks or flames to make contact with any cylinder;
- never take gas cylinders into confined spaces; when welding or cutting in enclosed areas, ensure that adequate ventilation is maintained at all times; never leave lighted torches unattended; remove all your equipment when your work is complete;
- check your equipment, e.g. for the correct regulator, flashback arrestors fitted, and that hoses are in good condition;
- ensure that the cylinder is shut off and the equipment has been purged when work is complete.

Compressors must be checked and serviced annually.

7.4 Electricity

Electricity is a hidden danger. It cannot be seen, it cannot be heard but it can cause fatal accidents.

When using electrical equipment, you should always:

- visibly check the condition of the plug, cables and casing for any signs of damage, particularly items of equipment which are frequently moved between rooms or within a room;
- take extreme care with electrical tools and extension cables, ensuring that all the equipment is safe, sound and in good condition;
- keep all tools dry and away from water;
- ensure that all equipment in need of repair is labelled immediately as unserviceable and reported to your team leader, Head of Department or the Premises Manager (Mr S Pledger), so that necessary repairs by a competent electrician can be arranged;
- ensure that you do not apply tape to damaged cables; do not interfere with electricity; repairs and installation may only be carried out by a qualified electrician;
- ensure stage and theatre lighting is only handled by qualified persons.

If in doubt, please ask!

7.5 Portable Electrical Appliance Testing (PAT)

The user should visually inspect for damage, any item of electrical equipment before use. If damage or a fault is discovered, DO NOT USE. Label the item as unserviceable and inform your head of department or team leader as soon as possible.

All portable electrical appliances will undergo a safety inspection on a frequent basis according to the amount of significant movement that each item is subject to.

Any personal electrical equipment used on site should be PAT tested by a member of the premises team who has undertaken PAT training.

The following guide to formal inspections of mains powered equipment can be used for reference:

- | | |
|------------------------------------|---------|
| • Computers (Admin & Curriculum) | 3 years |
| • Computer peripherals | 3 years |
| • Photocopiers & Fax machines | 3 years |
| • Overhead projectors | 3 years |
| • VTP, VTR & Televisions | 3 years |
| • Dictaphones | 3 years |
| • Extension cables | 1 year |
| • Desk fans, lamps, kettles etc | 1 year |
| • Hand-held electrical power tools | 1 year |
| • Floor cleaning equipment | 1 year |
| • Portable heaters | 1 year |
| • Science equipment | 1 year |

7.6 Fixed Installation Tests

Safety and continuity tests will be carried out on fixed electrical installations every 5 years, unless otherwise specified. Science fume cupboards will be tested annually.

SECTION 8 - FIRE

The Academy fire instructions and evacuation plan are displayed on every door. A separate Fire Evacuation Policy outlines this in more detail. All employees and students must be familiar with them. Fire drill exercises will be carried out and employees, students and visitors must respond to them. Copies of the fire evacuation route are displayed in key areas (social areas and halls as well as classrooms).

8.1 On discovering a fire

- sound the alarm;
- report this action to Reception - Ext 0
- evacuate the building.

8.2 On hearing the Fire Alarm

- establish silence;
- close all windows and doors;
- leave all bags, belongings etc. except coats;
- leave the building – quickly and quietly by the nearest safe exit;
- escort teaching groups to the muster points.

DO NOT RUN – DO NOT RE-ENTER THE BUILDING

- assemble at your muster point on the field (see appendices);
- a copy of this plan should be displayed in every classroom;
- await further instructions.

8.3 If invigilating

- stop the examination;
- instruct candidates to leave everything on their desks – remove nothing from the room;
- collect mark and attendance sheets;
- evacuate candidates and invigilators in silence;
- lock door to the examination room on leaving;
- muster candidates at special point on the tennis courts keeping in contact by radio with the Partnership Director (Developmental Priorities) ;
- pass attendance and mark list to exams officer;
- await further instructions.

For fire evacuation and muster points, see appendix 1 Longsands and 2 for Ernulf.

SECTION 9 - WORKING AT HEIGHTS

9.1 Scaffolds

- all scaffold erected on the site will conform to the relevant regulations and appropriate standards and codes of practice;
- no person (other than staff who have undertaken the Scaffold Handling and Erecting Course, and who have received a certificate) is permitted to erect, alter, modify or have access to any scaffold on site.

9.2 Steps and Ladders

Care must be taken with steps and ladders. Please note:

- before using a ladder or stepladder, ensure that it is of adequate length/height for the job to prevent over-reaching;
- no person (other than staff who have undertaken the ladder-handling course, and who have received a certificate) is permitted to use an extending ladder to gain access to heights above 3 metres (10 feet);
- the base of the ladder must be firmly supported and the top securely lashed to a sound support; ensure that the ladder is sited at the correct angle, 30 cm (1 foot) out at the base for every 120 cm (4 feet) of the ladder height;
- always use both hands when climbing a ladder and avoid carrying equipment or materials;
- any defect in a scaffold or ladder, i.e. missing boards, cracked rungs, handrails etc must be reported to the Premises Manager Mr S Pledger without delay, so that appropriate action can be taken to overcome the defect.

SECTION 10 - LIFTING

10.1 Manual Handling

A large proportion of injuries at work is caused by accidents during lifting and carrying operations. When lifting heavy/difficult loads manually, common sense must be used at all times and the following points should be kept in mind:

- assess the load to be lifted or carried, look for sharp edges, protruding nails etc. protect your hands by wearing safety gloves;
- if the lift is within your physical capabilities then proceed through the following motions:
 - take a secure grip of the load; bend the legs keeping the back straight;
 - lift by straightening the legs without adjusting your posture;
 - do not lift above chest height and ensure that you have a clear view over the top of the load;
 - to unload, reverse the procedure; keep a straight back and the load close to the body;

- if possible avoid unnecessary lifting and carrying by using trolleys or barrows or mechanical aids; manual handling must be avoided wherever practicable.

Teaching Staff and Students should not be encouraged to lift heavy or abnormal loads. Please ask the site staff for assistance.

SECTION 11 - WORKING WITH CHEMICALS

11.1 Control of Substances Hazardous to Health (COSHH)

All operations carried out which may result in the exposure of personnel to hazardous substances will be carried out in compliance with the Control of Substances Hazardous to Health Regulations. In the case of the control of hazardous substances, please note:

- the Academy is responsible for assessing possible risks to health, introducing appropriate control measures, and providing adequate information and monitoring;
- staff should note that the G/J-Block Science Preparation room should not be used as a short cut;
- employees must ensure that all control measures introduced by the Academy are fully implemented as required and that any defect, which may occur in such control measures, is promptly reported;
- local extraction systems and devices must be used wherever provided. Defects in fume or dust extraction systems must be reported immediately to Mr D Riddick or Premises Manager Mr S Pledger ;
- certain operations will by their very nature create fumes, mists, dusts or gases, and, although control measures are implemented, some will escape into the workplace. Therefore, the correct respiratory equipment should be used. See section 6 (Protective Clothing/Equipment).

SECTION 12 - NOISE

12.1 Noise at Work

Wherever possible, work methods will be carried out in a manner which keeps noise emissions as low as possible. However, in some cases it may not be possible to reduce noise to unprotected safe limits. In these cases, full and proper use must be made of ear protection that is freely available upon request.

As a rule of thumb, if you have difficulty hearing or speaking to person 2 metres away, this is a good indication that suitable ear protection should be worn.

SECTION 13 - GENERAL ENVIRONMENT

13.1 Warning Notices

Warning, Safety, Cautionary, Out of Bounds and other safety-related signs are used whenever it is necessary to inform staff, students and visitors of a potential hazard or risk to health or safety.

THESE SIGNS MUST BE OBEYED

Failure to do so could result in injury or death and could render individual staff liable for prosecution by the Health & Safety Executive under the Health & Safety at Work Act 1974.

FOR YOUR OWN SAKE, AND THAT OF THOSE ABOUT YOU – TAKE HEED OF WARNING SIGNS

If you have any query about the validity of a sign, or feel that a sign has been incorrectly removed, please seek advice from Steve Pledger. It is always better to check than assume.

13.2 The Environment

The protection of the environment is of great importance to the Academy.

Therefore, everyone within the organisation has a responsibility to ensure that waste is disposed of safely and in a manner that does not impose a detrimental effect upon the environment.

The following points should be observed:

- **Liquids** - Ensure that these are stored, used and handled safely. Never pour hazardous liquids down drains, toilets, sinks or into any area unless designated specifically for disposal of such hazardous liquid. For information relating to hazardous liquids refer to the Safety Data Sheets held by the Site Supervisor or head of department.
- **Waste** - Ensure that all waste is placed in the bins provided throughout the site; these will be collected by cleaning staff and placed in the main disposal skips.
- **Spillage** - Any spillage of a hazardous substance should be dealt with safely and efficiently. Ensure first of all, that there is no immediate danger to personnel. If safe to do so, apply absorbent medium (e.g. Spilsorb) to contain the spillage. Arrange safe removal of the substance. If in doubt contact the head of department or Site Supervisor (Dave Moore – Longsands or Glen Lawson – Ernulf).

SECTION 14 - OFFICE & CLASSROOM SAFETY

The risk factor in the office or classroom-working environment may be less than that in some other areas but accidents do occur. It is therefore important that everyone adopts a safe attitude by recognising the hazards and by taking steps to control them, thus preventing personal injury at work.

14.1 Office and Classroom Housekeeping

- always keep your working environment clean and tidy, ensuring that the leads and cables are safely routed or safely covered over to prevent tripping hazards;
- never place boxes, furniture, equipment or other obstructions in escape routes, in front of fire exits or in corridors or walkways;
- always clean up spilt liquids and remove materials that may have fallen on the floor;
- ensure that students clear the area around their desks of rubbish at the end of each lesson, placing it in the waste bin provided;
- ensure that items are not stored at height, as these can fall, causing injury.

14.2 Dangerous Substances in the Office & Classroom

Everyday substances used within the office or classroom environment can pose serious threats to health and safety if used carelessly. Hazardous substances can be found in the form of cleaning chemicals, aerosol sprays, white-board markers, correction fluids and so on. Particular care is also needed when changing or disposing of photocopying cartridges.

Never transfer substances from their original containers and always follow the instructions provided by the head of department, supervisor or member of staff in charge and those marked on the packaging or container.

14.3 Manual Handling in the Office & Classroom

A considerable amount of manual handling takes place within the office and in classroom environments including lifting and carrying piles of books or files to boxes of photocopier paper and, occasionally, large items of furniture. Therefore, safe manual handling techniques must be followed at all times when lifting, handing or carrying any object.

14.4 Office & Classroom Fire Hazards

- electrical equipment and large build-ups of paperwork can be a dangerous fire risk if not safely controlled; always place waste paper into the bins provided;
- the risk of fire with respect to electrical equipment can be kept to a minimum if the equipment is maintained in safe working order and used in a safe manner;
- avoid piling papers and books on top of computers and heating vents;
- visually inspect electrical connectors, leads, plugs and sockets before use each time and report any defects to your head of department or team leader immediately – **DO NOT USE DEFECTIVE EQUIPMENT;**
- you must always be familiar with the evacuation procedures, be aware of the escape routes from the area in which you are working and location of the nearest fire alarm activation point (indicated on the Fire Notice on each door); if this notice is missing from your classroom or office door, please see Steve Pledger or the Site Supervisor for a replacement.

14.5 Office & Classroom Equipment & Furniture

Potentially dangerous machines and equipment exist in all areas of the office and classroom environment e.g. guillotines, paper shredders, photocopiers, display screen equipment (PCs).

Regarding the use of office & classroom equipment & furniture you must:

- never use chairs or tables to stand upon. Use stepladders or other suitable equipment designed for the purpose; sitting or standing on window ledges is extremely dangerous;
- not use any item of equipment that could cause injury or harm unless you have been trained in the use of the equipment; you must be aware of the potential health and safety hazards and take necessary precautions to protect the well-being of yourself and that of others who may be affected;
- always follow safe operating instructions and never attempt to repair faulty or defective equipment; this should be reported immediately to your head of department or team leader and removed from service until repaired by a competent person;
- office and classroom furniture should be used with care; filing cabinets should be kept closed at all times and heavy objects should be stored in the lower section of the cabinet to improve stability; doors of student lockers must be kept closed when not being accessed by the nominated user;
- do not pile loose equipment, files, books or boxes on the top of cabinets or lockers, where they may fall and cause injury or damage;
- any damage to office or classroom furniture, fixtures or fittings must be reported to the Premises Manager (Mr S Pledger) without delay; if possible the damaged item should be removed from use to prevent possible injury.

14.6 Display Screen Equipment

When working with VDU's (Visual Display Units):

- headaches, eyestrain and aches and pains in the hands, wrists, arms, shoulders and back can be the result of using Visual Display Screen Equipment that has not been designed, set up or used in a safe manner;
- all employees who regularly use a VDU as part of their normal working practice are entitled to an eye test at the Academy's expense (please ask the Finance Office for details);
- if you are employed to use Display Screen Equipment as a significant part of your working duties, you should study the HSE pamphlet "Working with VDUs", an additional copy of which is available on request from Dave Riddick; it is advised that a 10 minute break should be taken for each hour working at a VDU;
- it is an employee's responsibility to report to their head of department or team leader, as soon as possible, any symptoms of discomfort which could be related to the use of display screen equipment.

SECTION 15 - RISK ASSESSMENT (YOUR RESPONSIBILITIES)

Before any task is performed that differs significantly from normal day-to-day practices in terms of procedures, use of equipment, numbers of people involved or potential hazard, a risk assessment must be performed. The purpose of risk assessment is to correctly identify the hazard, prioritise the risk in terms of both the potential to cause harm and the probability of occurrence, and to determine actions to reduce the risk if possible. Often, a visual inspection of the workplace is sufficient. If undertaking a task for the first time or the workplace is unfamiliar, then a full risk assessment sheet should be completed. If in doubt, ask. If the workplace or task appears to be dangerous or unsafe then avoid doing the task and take advice pending a detailed risk assessment. The key is to use common sense.

A risk assessment of day-to-day practices is carried out annually on an Academy-wide basis.

The generic classroom risk assessment form can be seen at Appendix 3. These forms are filled out during the summer term and actions arising are dealt with during the summer vacation.

It is everyone's responsibility to report potentially dangerous issues or defective equipment. Also, to challenge anyone tampering with safety equipment or misusing equipment which could result in injury.

SECTION 16 - TRIPS AND VISITS

Before a member of staff organises any trip or visit, they should carry out a risk assessment in line with Cambridgeshire LA guidelines. (Please see Clare Greaney at Longsands and Alison Blacow at Ernulf for details.)

Any person who is intending to organise a trip or visit must become conversant with the statutory regulations (as applied by Cambridgeshire LA) and demonstrate satisfactorily that the trip will be run in accordance with them.

All persons wishing to organise trips/visits must:

- carry out a risk assessment before going on the trip and discuss the outcome with the Director of Contexts and Priorities;
- enter all the details on EVOLVE (the County trips database);
- agree the format and itinerary of the trip in advance;
- agree and arrange for the pre-requisite ratios of staff to students;
- agree trip leaders and persons to be responsible for students' well-being;
- make suitable arrangements for emergency contacts in advance of the trip/visit taking place;
- inform the parents of the students involved and gain permission to take their child;
- keep accurate lists of students on the trip;
- ensure that the administration centre has an up-to-date list of students who are out of Academy on the day of the visit/trip;
- keep accurate records of student's medical needs and only distribute medicines in accordance with the whole-Academy policy.

SECTION 17 - USE OF THE ACADEMY MINIBUS

Any person wishing to drive the Academy minibus, must:

- undertake a safety/driving course to demonstrate competency in driving the vehicle;
- become conversant with the principal rules associated with the use of the vehicle; these can be found in the Academy minibus file which must be completed each time the minibus is used; this file must be collected together with the keys from the Finance Office;
- the minibus file includes details on:
 - safety checks and procedures both before and after use;
 - how to report and deal with faults on the vehicle;
 - condition and cleanliness of the vehicle;
 - all faults on the minibus should be reported to the Finance Office as soon as they become apparent;
- if the vehicle does not comply/pass all the basic safety checks, then it should not be used;
- ensure that the minibus is parked in a locked compound if left overnight and that all windows and doors are locked;
- for both safety and consideration of others, the minibus should be cleaned internally after every use.

SECTION 18 - THE ASBESTOS REGISTER

Both Academies undergo regular comprehensive asbestos surveys. These are carried out by county engineers/surveyors. If asbestos is found to be present in any public areas a formal risk assessment was carried and where feasible it was removed or if not possible, made safe. This procedure is followed whenever asbestos is suspected. However, in certain areas of either Academy (normally inaccessible such as roof cavities, or underground pipe-work etc.) asbestos may still be present (having been used in the past for lagging and insulation purposes). Therefore, any contractor or Academy worker who, for whatever reason is carrying out works which involves:

- undertaking structural alterations;
- drilling into walls;
- working within the Academy false-roof cavities;
- working on the Academy boilers or pipe-work;
- working on fume extractors or similar machinery;

Contractors are advised to check the area where they are intending to work against the asbestos register to ensure that there is no danger of exposure. However, the Premises Manger will raise this with contractors before work commences and/or when quotations for work are taken. The Asbestos register is kept with the Premises Manager (Mr S Pledger) or Mr D Riddick.

Before beginning work, contractors should make contact with The Premises Manager or Dave Riddick and sign the Hazard Register before being granted permission to work. The Hazard Register is kept at reception.

SECTION 19 – E-Safety and Use of Equipment

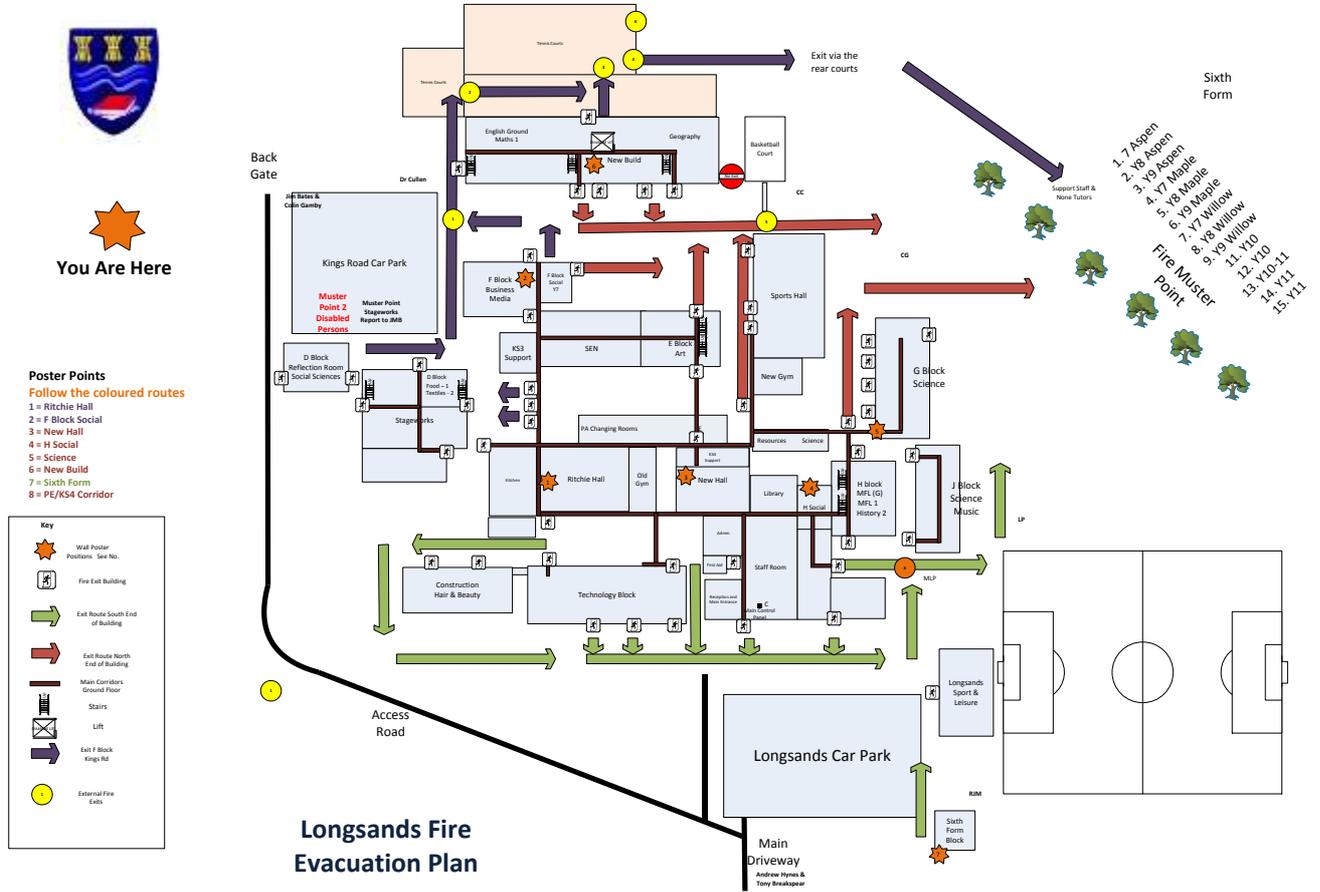
There is further more detailed advice available in the staff laptop policy or e-safety advice for parents on the academy website.

It is important to monitor student activity during lessons whether they are using academy equipment or their own. It is the duty of staff to ensure that they intervene and report any issues whereby students are:

- using equipment inappropriately;
- attempting to access inappropriate sites;
- engaging in potential bullying;
- downloading inappropriate materials or images;
- attempting to send inappropriate materials or images;
- accessing social media sites or forums which are not part of the lesson and/or are filtered and supervised.

The best advice is, if you are worried about it then report it to student support or Dave Riddick who will advise further. If it is related to potential safeguarding issues, then report this to Clare Greaney at Longsands or Marios David at Ernulf.

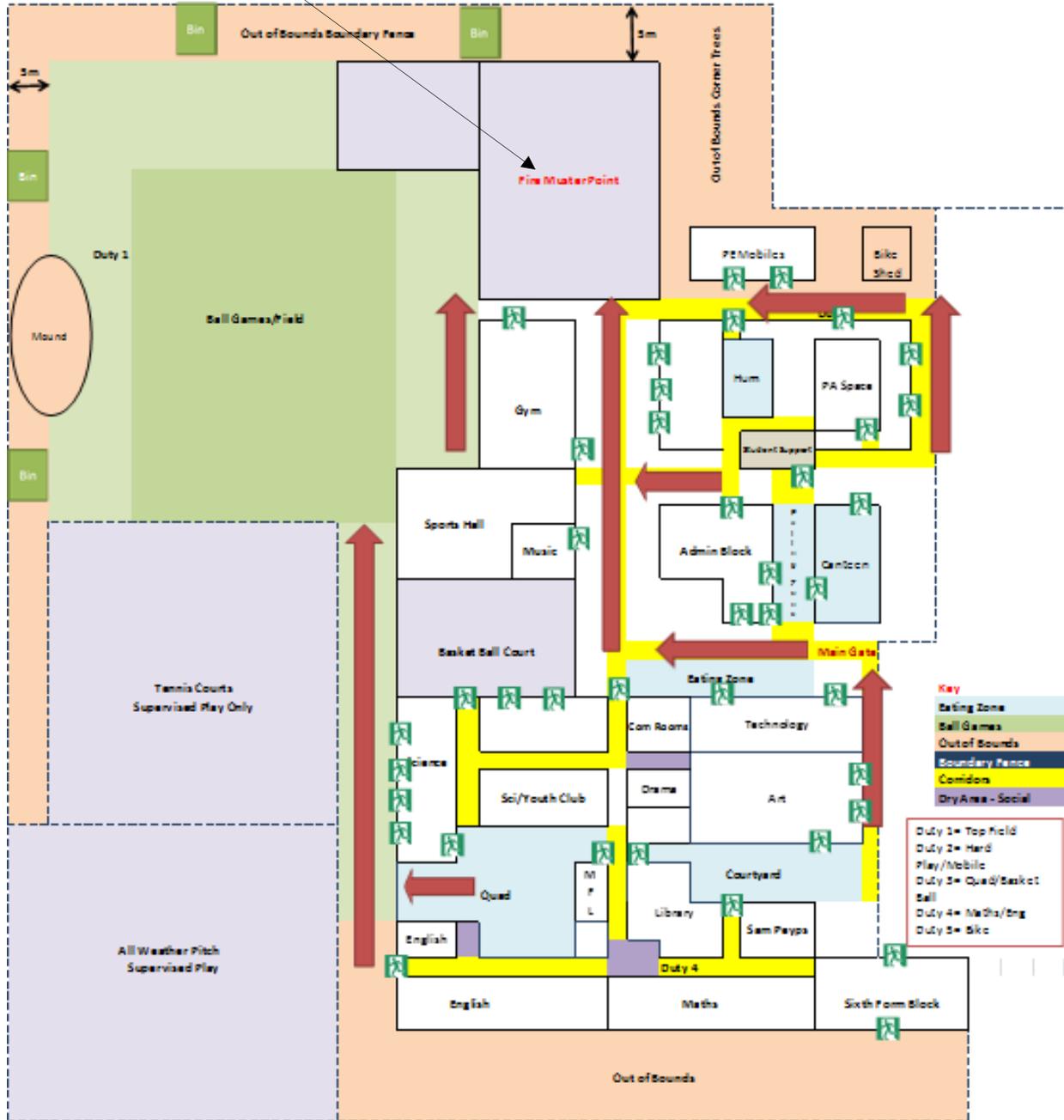
Appendix 1 Muster Points and Floor Plan for Longsands Academy



Please note, the muster points on the Longsands site are on the field adjacent to the avenue of trees. These can be seen from the front of the Academy behind the all-weather pitch. The muster points can be reached via the arrows.

Appendix 2 Muster Points and Floor Plan for Ernulf Academy

Fire Muster Points are located on the hard play old tennis courts at side of the Gym. Please follow the



arrows to the muster points.

Appendix 3 Risk Assessment Form

Staff Member.....Main Teaching Room/Area..... Signed.....
 Date.....

Hazard/ Activity	Persons at Risk	Nature of Risk	Control Measures	Tick /cross	Residual Risk Rating	Comments/Actions
Classrooms and Teaching Areas	Pupils, Staff	Slips, trips, falls, electric shock, cuts.	floors to be in good condition to prevent slips, trips and falls; chairs and desks to be in good condition; class sizes to be individually risk assessed; damaged or broken glass to be replaced as soon as possible; coats and bags not to be left in doorways or isles; electric cables not to trail across walkways; mains socket outlets to be in good condition and not cracked or damaged; four way extension blocks to be fixed to wall or computer trolley where possible; adequate ventilation to be available; spillages to be cleaned up promptly; fire extinguisher to be in place if required; on upper floors, window openings to be restricted to prevent falling due to accident, fooling about or malicious behaviour; other.		Low	

Please return to S Pledger by

[Type text]

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