

Southfields Multi Academy Trust

Southfields Academy

Health & Safety Policy 2019/20

Southfields
Multi-Academy
TRUST



Southfields
Academy



**Linden Lodge
School**

A Specialist Sensory & Physical College

Amended January 2019

Signature.....

Chair of Board of Trustees Date.....

Date for Review: September 2020

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Introduction

- 1.1. This document is provided by The Trustees, CEO and Principals/Headteachers of the Southfields Multi Academy Trust (MAT) in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the MAT's legal responsibilities and outlines the objectives of the MAT for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all MAT staff who are to read, understand and comply with its requirements.

Statement of Intent

- 2.1 The Board of Trustees, in consultation with the CEO of Southfields MAT accepts responsibility for all safety and environmental matters within the MAT including health and safety at work, environmental protection and fire safety. The Board of Trustees is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the MAT meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Board of Trustees is committed to achieving the highest standards in all aspects of safety and environmental protection within the MAT. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner, which prevents pollution and minimises the use of resources. All Academy staff should read and co-operate with the requirements contained within this document.
- 2.4 The Board of Trustees will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like staff, they must ensure that they comply with the requirements of this statement and the Academy Codes of Safe Working Practice.

Organisation

3.1 The Board of Trustees

- 3.1.1 The Board of Trustees has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Board of Trustees is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on The Board of Trustees meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

3.2 The MAT CEO and Principals/Headteachers of the Academy

- 3.2.1 The MAT CEO together with the Principals/Headteachers of the Academy have day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically, they will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Board of Trustees, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the Academy in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- reporting to the MAT Operational Committee;
- liaising with the Board of Trustees and XSELV Limited, who will support the MAT in fulfilling their statutory requirement for the provisions of competent persons to comply with the Management of Health and Safety at Work Regulations 1999, on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by XSELV Limited
- ensuring regular inspections are carried out;
- submitting inspection reports to the Board of Trustees and XSELV Limited

- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;

3.3 Facilities Manager and Premises Officer

3.3.1 The Facilities Manager and Premises Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example, by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Principals/Headteachers
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at by operating a manual call point as detailed in the Fire File
- assisting with the termly fire drill and recording the date of the drill, the evacuation time, the number of persons evacuated and feedback in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- ensuring the monthly checking of emergency lighting for general condition of fittings and operation by simulation of mains failure
- ensuring the monthly checking of fire doors – that the smoke and fire seals are intact and that the doors are not damaged
- all external contractors working within the Academy, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Principals/Headteachers of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to the work environment;
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.4 First Aid, Administration of Medicine & Accident/Incident Reporting

3.4.1 The Principals/Headteachers will ensure that a suitable number of staff, based on risk assessment, are qualified to administer first aid in an emergency.

3.4.2 First Aid Policy for Southfields define:

- Responsibilities of all staff, clinical staff and first aiders
- Location of first aid boxes and facilities
- Contents of first aid boxes and arrangements for the replenishing of stock

- Arrangements and process for the storing, administration and monitoring of medication
- Record keeping requirements

3.5 Employees

3.5.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Principals/Headteachers to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the Health and Safety Committee as appropriate;
- bringing problems to the attention of the line manager in the first instance;
- reporting any accident/potentially serious near miss involving pupils/students in classroom areas for which they have responsibility.

3.6 Health and Safety representatives

3.6.1 The Board of Trustees recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out Academy inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Principals/Headteachers or the Board of Trustees.

Arrangements

4.1 Risk assessments

4.1.1 The Principals/Headteachers will ensure that suitable and sufficient risk assessments are carried out where appropriate including specific risk assessments e.g. lone working, violence etc. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;

- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.2 Training

- 4.2.1 Safety induction training must be given to all staff on commencement of work at the Academy.
- 4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, those responsible for swimming pools and Facilities Managers/Premises Officers are among those staff requiring specific training.
- 4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 Accident reporting

- 4.3.1 All accidents, no matter how minor, that occur to members of staff, are to be reported using the accident reporting proforma. These are kept securely. A copy of the completed form is to be sent to XSELV Limited at admin@xselv.co.uk.
- 4.3.2 Accidents to pupils/students and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the Academy's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the Academy to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using the proforma. Those accidents to pupils arising out of activities not connected with the Academy's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded on the forms.
- 4.3.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone (07974 721 879) to XSELV Limited to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.4 Fire precautions

- 4.4.1 Every employee must ensure that:
- they know what to do in the case of fire;
 - they are familiar with the sound of the alarm –

- on hearing the alarm, all classrooms and other areas are vacated in accordance with the Emergency Evacuation Plan.
- where possible hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.4.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the Academy buildings
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with fire fighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.4.3 Alarm sounding points (manual call points) are noted in the Fire File.

4.4.4 Locations of Fire extinguishers are noted in the Fire File.

4.4.5 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly and records maintained in the Fire File. Fire drills take place Termly.

4.5 Smoking and fire hazards

4.5.1 Smoking is not allowed in any Academy buildings or in any of the surrounding open areas including the car parks and sports pitches.

4.5.2 Outside these times, i.e. in the evening or at weekends, smoking may be permitted in the Academy grounds only.

4.5.3 Cigarettes and matches should not be left where the pupils/students can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.6 Use of machinery and work equipment

4.6.1 Care should be taken when using all machinery and work equipment which will be provided in compliance with the Provision and Use of Work Equipment Regulations 1998. If anyone does not know how to use a particular machine/equipment they should ask for help and advice before attempting to use it.

- 4.6.2 If there is a fault with any electrical equipment, the staff member who notices the defect should follow the Academy defect reporting process. If the appliance is dangerous then the Facilities Manager/Premises Officer should be contacted immediately. The appliance should be removed or marked so that other staff do not attempt to use it.
- 4.6.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.6.4 Staff should not use their own electrical appliances unless they have been checked by the Facilities Manager/Premises Officer. All electrical appliances are checked periodically by the Facilities Manager/Premises Officer.
- 4.6.5 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.
- 4.6.6 Solvent abuse – Pupils/students should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.7 Pupil safety

- 4.7.1 The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or Classroom Assistants are in charge.
- 4.7.2 No pupil/student is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.8 General safety

- 4.8.1 All staff should ensure that working areas are sufficiently ventilated.
- 4.8.2 No hot drinks are to be walked around the Academy or taken onto the playground.
- 4.8.3 Health and Safety guidance will be provided to all staff on arrival on site.
- 4.8.4 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.
- 4.8.5 Parking within the Southfields grounds is for staff and official visitors only. In order to ensure the safety of pupils/students extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick

child or it is outside the school day. The speed limit of 5 mph must be adhered to at all times.

4.9 Lone working

- 4.9.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- 4.9.2 Lone working may occur in the case of a member of staff working late in the evening or where the Facilities Manager/Premises Officer is required to work during a weekend or holiday.
- 4.9.3 Locking and unlocking the Academy should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.10 Safeguarding – Access to school

- 4.10.1 All visitors and contactors will be instructed to report to the Academy Reception/Office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.
- 4.10.2 All staff, both teaching and support, will have their DBS checked before they begin work in the Academy. The agencies that are used for supply staff vet their own staff. The Academy only uses agency staff who have been vetted in this way.

4.11 Safety on school visits

- 4.11.1 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the Academy premises. A specific risk assessment must be completed for each outing.
- 4.11.2 When taking pupils/students out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.12 Cash handling

- 4.12.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the Academy safe and should be banked on a regular basis, as a minimum either weekly or when a significant amount has accumulated.

- 4.12.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.13 Manual handling

- 4.13.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training in compliance with the Manual Handling Operations Regulations 1992, prior to being asked to carry out such duties.

- 4.13.2 A specific risk assessment must be carried out for all manual handling operations, if required.

4.14 Tree safety

- 4.14.1 All trees within Academy playgrounds/sites must be checked for disease and checked to guard against falling branches. A Tree Survey will be carried out based on risk assessment, remedial action reviewed and scheduled, if required.

- 4.14.2 Similarly, all low level bushes etc. should be checked to ensure that they do not present a risk to pupils/students, either of scratches or skin or eye penetration by sharp twigs.

4.15 Asbestos

- 4.15.1 A copy of the Asbestos Register is to be kept in the Academy office. The Register will include a site plan showing the location of all items/areas containing asbestos. All staff must be made aware of the dangers of disturbing asbestos, for example, they must be instructed not to use drawing pins in asbestos board.

- 4.15.2 The Facilities Manager/Premises Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in Academy.

- 4.15.3 An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected.

- 4.15.4 The Asbestos Register and Management Plan are to be reviewed on an annual basis in Compliance with the Control of Asbestos Regulations 2012.

4.16 Hazardous Substances

- 4.16.1 The use of hazardous substances will be in accordance with the Control of Substances Hazardous to Health Regulations (COSHH)

- An inventory of all hazardous substances will be maintained and reviewed regularly
- All hazardous substances will have a Safety Data Sheet (SDS)
- A COSHH risk assessment will be completed for each hazardous substance used, stored together with the SDS and shared with relevant staff
- Where possible, exposure to hazardous substance will be prevented e.g. non-hazardous substance used and where exposure cannot be prevented control measures will be implemented
- Personal Protective Equipment will be provided, where identified in the risk assessment
- Any requirement for health surveillance will be carried out
- COSHH risk assessments will be monitored and reviewed regularly to ensure that any new hazardous substance is included
- Supervision, instruction and training will be provided to relevant staff
- Minimal quantities of hazardous substance must be stored correctly on site and disposed of in accordance with the SDS
- Arrangements will be in place to deal with emergencies
- At Southfields the Science Department must have their own departmental procedures in accordance with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) -School Advisory Service providing support for science and technology.

4.17 Storage and use of oxygen

Oxygen is a very combustible material so it is essential that it is used and stored safely and correctly

- Oxygen will be stored in a well-ventilated area away from extreme temperatures, combustibles and naked flames e.g. cookers, hot works
- Cylinders will be kept securely
- Warning signs must be displayed to advise that oxygen is stored, being used or transported

4.18 Hirers, contractors and others

4.18.1 When the premises are used for purposes not under the direction of the Principals/Headteachers, then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is an Academy sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

4.18.2 When the premises are hired to persons outside the employ of the Board of Trustees it is a condition that all such hirers, contractors, and others using the Academy facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Board of Trustees and will not, without the prior consent of the Board of Trustees:

- introduce equipment for use on the Academy premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils/students of the Academy.

4.18.3 Immediately prior to use the Facilities Manager/Premises Officer should meet ? Arrangements regarding greeting the user, ensuring welfare facilities and emergency procedures are understood and requirements for any alterations to the environment to be made (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user will be included in the contract which will be signed off by the user.

4.18.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Principals/Headteachers, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Principals/Headteachers must take such actions as are necessary to prevent persons in her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.19 Emergency Planning

4.19.1 The Principals/Headteachers will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils/students at risk. The Plan will be agreed by the Board of Trustees and regularly reviewed.

4.19.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure, lockdown and natural disasters, for example, flooding should be included in the Plan.

4.19.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the Academy not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect pupils/students and/or arrangements for students to return home safely are made.

4.20 Monitoring

4.20.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Board of Trustees. Termly Health & Safety monitoring inspections will be carried out by means of a walk around by the Health and Safety Team in each Academy.

4.20.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.21 Codes of safe working practice

4.21.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.22 Review

4.22.1 This policy will be reviewed annually or when a significant change has occurred.

Signature..... Chair of Governors Date

Signature..... Headteacher Date

Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the Academy.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- medication cupboards kept secured
- sinks, washing and eating areas will be kept clear to enable effective cleaning to maintain standards of hygiene and infection control
- correct use and storage of hazardous substances e.g. oxygen
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained

5.3 Playground safety (including lunch and breaks)

5.3.1 Duty staff and lunch time staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.2 Examples of items to check include:

- climbing equipment should not become overcrowded and pupils/students should be wearing suitable clothing, in particular footwear
- the field should only be used if the conditions are suitable
- at the end of the lunch break staff should ensure an orderly return into the Academy and teaching staff should be ready to receive their pupils/students.

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Pupils/students must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils/students and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- pupils/students should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils/students, examples include:
 - suitable footwear for PE;
 - wearing of ear-rings not permitted for PE;
 - knives and other dangerous items should be removed from pupils and held by the Principal/Headteacher.

- pupils/students should be taught to exercise personal responsibility for safety of self and classmates
- pupils/students should be taught to observe all Academy safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in academies
- swimming
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by students under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two students to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Facilities Manager/Premises Officer.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Stepladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Stepladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Stepladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the stepladders are not to be used. Stepladders must be inspected by the Facilities Manager/Premises Officer on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

- 5.8.1 It is expected that the Principals/Headteachers will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Facilities Manager/Premises Officer.
- 5.8.2 Where information and/or advice is not locally available the Principals/Headteachers should seek such information from XSELV Limited.

5.9 Staff and workplace safety

- 5.9.1 In order that the Academy can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.
 - staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
 - staff should exercise good standards of hygiene and housekeeping
 - staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid

- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Facilities Manager/Premises Officer immediately such defect is discovered