SOUTHFIELDS ACADEMY

HEALTH & SAFETY POLICY

Revised October 2026

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print, please contact info@southfieldsacademy.com

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

Rights Respecting School

The United Nations Convention on the Rights of the Child (CRC) brings together a range of rights that all children aged under 18 are entitled to, no matter who they are or where they are born. These rights ensure that all children are given the support they need to develop and reach their potential and are protected from harm.

As a Rights Respecting School, Southfields Academy has embedded children's and young people's rights in our practice and ethos. This policy is specifically linked with the following CRC Articles:

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

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Introduction

1.1. This document is provided by The Trustees, CEO and Principal/Headteacher 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, students and visitors.

1.3. The document is published on the Academy website for all Southfields Academy staff to read, understand and comply with its requirements. Health and safety training was delivered to staff in July 2025 by the Local Authority and the next training is due in July 2028.

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/(Fire Safety (England Regulations) 2022 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. https://www.hse.gov.uk/pubns/books/index-legal-ref.htm

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 for each school (Linden Lodge and Southfields Academy);
- 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 Principal/Headteacher of the Academy

3.2.1 The MAT CEO together with the Principal/Headteacher 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, students, 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 school 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 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;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Board of Trustees;
- 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 Officers

3.3.1 The Facilities Manager and Premises Officers are 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 Principal/Headteacher

- 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 Log Book
- assisting with the 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. A contract is in place for the annual duration test.
- 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 school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Principal/Headteacher 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 ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.4 First Aid and Administration of Medicine

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

3.4.2 The Medication Policy:

- Responsibilities of all staff, clinical staff and first aiders
- Location of first aid boxes and facilities (itinerary managed by premises)
- 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 Principal/Headteacher 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 students/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 School 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 Principal/Headteacher or the Board of Trustees.

Arrangements

4.1 Risk assessments

4.1.1 The Principal/Headteacher 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 Safeguarding training is given to all staff on commencement of work at the School, this is delivered by the DSL.

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 Premises Manager/Premises Officers are among those staff requiring specific training.

4.2.3 A record of all training courses attended by staff is maintained centrally, employees are also required to keep a record.

4.3 Accident reporting

4.3.1 All accidents, no matter how minor, that occur to members of staff, are to be reported to HR without delay. If the injury is a result of challenging behaviour, a the Behaviour Team will also be notified.

4.3.2 Accidents to visitors must be reported in the same way as those to employees. The HR Manager will decide whether the accident is or is not related to the school's undertaking.

4.3.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately 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.

4.3.4 In the event of an unexpected death of a student, member of staff or visitor while in the care of Southfields Academy, staff will ensure that the emergency services are contacted and the Local Authority is informed.

4.3.5 If someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
Not all accidents need to be reported – a RIDDOR report is only required when:

- the accident is work related, and
- it results in a reportable injury

4.3.6 Under the UK's **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**, employers and responsible persons must report work-related accidents that result in a worker being incapacitated for **more than seven consecutive days**.

Key Requirements

Requirement	**Details**
Incapacitation Threshold	The injured worker is unable to perform their normal work duties for **8 or more consecutive days.**
What Counts as Incapacity	Full absence from work, working from home, or being restricted to **light duties/modified roles** because they cannot perform their standard job.
How to Count the Days	**Exclude** the day of the accident. **Include** all consecutive days following the accident, including weekends, rest days, and non-working days.
Reporting Deadline	The report must be submitted to the Health and Safety Executive (HSE) **within 15 days of the accident.**
How to Report	Electronically via the official **HSE RIDDOR online portal**

Example

- **Monday:** Worker strains their back on duty (Day 0 - excluded).
- **Tuesday to the following Tuesday:** Off work or placed on light duties for **8 consecutive days**.
- **Status:** Reportable under RIDDOR. The report must be filed online within **15 days of the original incident date** (by the Tuesday two weeks after the event).

Record-Keeping Duties

- **3-Day Incapacitation Record:** If an injury causes a worker to be incapacitated for **more than 3 consecutive days** but **7 days or fewer**, it does *not* need to be reported to the HSE, but an internal record (e.g., in your Accident Book) must still be kept.
- **Retention:** All RIDDOR reports and accident records must be retained for at least **3 years** from the date of entry.

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 Management 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 school 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 firefighting 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 Log Book.

4.4.4 Locations of Fire extinguishers are noted in the Fire Log Book.

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

4.5 Smoking and fire hazards

4.5.1 Smoking is not allowed in the School buildings or in the grounds of the school.

4.5.2 E-cigarettes and vapes are not allowed in the school buildings or in the grounds of the school.

4.5.3 Cigarettes and matches should not be left where the students/students can have access to them. If teacher's 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 raise a ticket by emailing the Premises Department. If the appliance is dangerous then the Facilities Manager/Premises Officers should be contacted immediately and be provided with the asset or item number. 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 PAT tested for business reasons. The correct process is required as could pose as a serous fire hazard and failure to comply may be referred as a disciplinary matter.

4.6.5 Computers/Display Screen Equipment (DSE) - No adult or student should work with DSE for more than 60 minutes without a short break, unless for a specific activity individually risk assessed. The School offices have appropriate lighting for employees to work with DSE. All DSE users, those who use the DSE for an hour or more at a time must complete a DSE self-assessment under The Health and Safety (Display Screen Equipment) Regulations 1992. Contact HR for an assessment.

4.6.6 Photocopying machines - Instructions as to how toner is to be replaced in the machines are to be followed exactly. The machines go into sleep mode in evenings and weekends.

4.6.7 Solvent abuse – Students/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 Student safety

4.7.1 No student should be left unattended anywhere in the school buildings. The teacher should remain with their class at all times unless they hand that responsibility over to another adult.

4.7.2 No student is to carry glass or crockery and all students 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 school or taken onto the playground, unless in a closed lid cup.

4.8.3 Health and Safety guidance will be provided to all staff on arrival on site.

4.8.4 All staff can access the Staff Handbook and the Health and Safety policy on the shared Google drive.

4.8.5 There is limited pre-arranged parking on site. 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 school 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 students must arrive through the designated entrance. Late students must report to reception. Any persistent problems should be reported to the Head of Year.

4.10.2 The car park gates are accessed by a fob. Only staff with an allocated parking space may use the car parking area. Visitors who have pre-arranged parking will be given access via reception. Staff should inform reception when they have arranged parking for visitors.

4.10.3 All visitors and contactors will be instructed to report to the school reception and will be given a badge to wear and supervised whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.

4.10.4 All staff, both teaching and support, have their DBS checked before they begin work in the school.

4.11 Safety on school visits

4.11.1 The **Educational Visits Coordinator (EVC)** plays a central role in ensuring that all off-site trips, school visits, and outdoor activities are planned, risk-assessed, and carried out safely in compliance with local authority or employer guidelines (such as Outdoor Education Advisers' Panel / OEAP National Guidance in the UK).
While the headteacher or governing body retains overall accountability, the EVC manages the operational oversight and standardisation of off-site visits across the institution.

Key Roles & Responsibilities

1. Policy, Approval, & Administration

- **Policy Compliance:** Ensures the establishment's educational visits guidance is up to date, accessible, and aligned with national and employer guidance.

- **Visit Approval:** Reviews visit plans and risk assessments before submitting them to the headteacher, principal, or Local Authority/Trust for final sign-off.
- **Record Keeping:** Oversees the administration system (e.g., EVOLVE) for logging visit details, parent consent forms, risk assessments, and medical information.

2. Staffing & Competency

- **Assessing Visit Leaders:** Evaluates the competence, training, and experience of proposed Visit Leaders and accompanying staff for specific types of trips.
- **Staff Induction & Training:** Ensures staff leading or supporting visits understand their legal duties, safeguarding procedures, and crisis management plans.
- **Volunteer Oversight:** Verifies that suitable background checks (e.g., DBS checks) are completed for all accompanying adults and volunteers.

3. Risk Management & Planning

- **Risk Assessment Support:** Advises Visit Leaders on completing thorough risk management assessments, including dynamic risk management.
- **External Provider Checks:** Verifies that third-party venues, transport operators, and activity providers hold relevant safety accreditation (e.g., the Council for Learning Outside the Classroom Quality Badge).
- **Inclusion & Accessibility:** Ensures visits are planned inclusively, making appropriate adjustments for students with Special Educational Needs and Disabilities (SEND) or specific medical needs.

4. Emergency Preparedness & Post-Visit Review

- **Emergency Procedures:** Confirms that appropriate emergency contact structures, mobile phones, home contacts, and first-aid provisions are in place for every visit.
- **Post-Visit Evaluation:** Coordinates reviews after visits to evaluate educational outcomes, report near-misses or accidents, and integrate lessons learned into future planning.

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 School safe and should be banked on a regular basis, as a minimum either weekly or when a certain 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, they 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, puling or carrying of equipment must receive training in compliance with the Manual Handling Operations Regulations 1992, amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, 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 School playgrounds/sites of a particular age and height must be checked for disease and checked to guard against falling branches every two years. 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 students/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 Facilities Manager's 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 Officers 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 School.

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 annually 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.

4.17 Legionella

An Exposure to Legionella Bacteria risk assessment is in place. All premises staff have received training on Legionella Awareness and this is renewable every 3 years.

The school appoints a specialist contractor to monitor and sample water supplies. This is normally done annually. Temperature checks are completed on a monthly basis. A full water services Risk Assessment is held by the Facilities Manager with any remedial works carried out in accordance with its recommendations. Regular service visits on tanks and other water systems (POUWH) are carried out by a specialist contractor and records maintained.

4.18 Hirers, contractors and others

4.18.1 When the premises are used for purposes not under the direction of the Headteacher, 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 a School 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 employment of the Board of Trustees it is a condition that all such hirers, contractors, and others using the school 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 school 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 students/students of the school.

4.18.3 Immediately prior to use the Aspire Manager/Facilities Manager should meet the contractor or hirer regarding specific arrangements including site specific welfare facilities, 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 Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in their care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied. Refer to the Code of Safe Working Practices.

4.19 Lifts and LOLER

4.19.1 Where we have passenger lifts and hoist equipment, we must comply with Lifting Operations and Lifting Equipment regulations 1998 (LOLER) and also;

- Ensure a risk assessment is in place for the lifts, including the hazards associated with a breakdown of the lift if occupied and whilst between floors.
- Maintain equipment so that it is safe to use though a competent and accredited personal complying to the relevant standards
- Act promptly to any defects
- Maintain necessary records
- Prepare an emergency response plan ensuring the safety of lift users in the event of a breakdown or fire

4.19.2 Premises Manager ensures lifts, hoists, the pool hoist and other lifting equipment (i.e. evac chairs) are serviced routinely as per the service/maintenance contract. Lifting equipment is inspected and tested in accordance with relevant regulation, legislation and best practice. In addition to the above, lifts are inspected bi-annually by the engineering insurance policy.

4.20 Local Exhaust Ventilation

4.20.1 The Facilities Manager is responsible for ensuring all areas where dust or chemical vapours are produced as part of the work or teaching process, such as

Design Technology, have in place fully compliant Local Exhaust Ventilation (LEV) and this is serviced and maintained in accordance with relevant guidelines.

4.21 Working at Heights

The Facilities Manager ensures that all maintenance staff are aware of the risks associated with working at height and the generic Working at Height Risk Assessment. This also includes other support staff who use step ladders, platforms, ladders, towers and scaffolding. Further to this staff understand the need to conduct their own Risk Assessment for the task to be undertaken, and record and mitigate significant Risks. The Premises Manager will also ensure staff have the appropriate training before using any equipment.

4.22 Pest Control

The Facilities Manager delegates the day-to-day provision of control of pests to ensure appropriate and timely response to any pests, please ensure you report any concerns via the ticketing system to ensure swift action is taken. All staff must ensure food items are kept in fridges or closed containers.

4.23 Minibuses and School Vehicles

Only those on the school's "approved list of drivers" may drive the van or minibuses. The Facilities Manager keeps the list of "Approved Drivers" and makes test arrangements and carries out annual licence checks. The driver is always responsible for the safe condition of the vehicle and must allow time to ensure adequate checks are carried out on the vehicle commensurate with the length of journey, vehicle type and loading. The vehicles are covered with breakdown rescue.

4.24 E-Bikes and E-Scooters

Staff e-bikes and e-scooters are not permitted on Academy premises but may be stored using the bike racks outside the Aspire entrance.

Under no circumstances are e-bikes or e-scooters belonging to students permitted on Academy premises.

4.25 Temperature Testing of Refrigerators, Freezers and Food

The Director of Catering is responsible for ensuring that refrigerators, freezers and serving arrangements in use within the kitchen maintain the correct temperatures. A log of these checks is kept and any faults reported immediately to the Facilities Manager.

4.26 Sports Facilities, Swimming Pool Rules and Operation

The Head of PE oversees the day-to-day operation of the Fitness Centre. They will provide a short induction for using any PE equipment and relevant risk assessments, if using equipment please ensure you review the risk assessment and comply with the guidance.

The Swimming Pool is managed and operated by the Academy. Health and safety documentation is held by the Facilities Manager and Aspire Manager.

4.27 Emergency Planning

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

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

4.27.3 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 School not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage.

4.28 Evacuation Chairs

4.28.1 Evacuation Chairs are available on site for the safe evacuation of individuals who are unable to use stairs in an emergency. The list of locations of Evacuation chairs is held by the Facilities Manager.

4.28.2 These chairs are intended for use in exceptional circumstances only and may be operated by staff who have received appropriate training, or when directed by the fire brigade. These chairs are maintained in accordance with safety standards and serviced annually to ensure operational readiness.

4.29 Security, Access Control, Workplace Safety

A key element is the need for all staff to wear school lanyards with identity passes at all times when on site. All members of staff are required to display their ID Pass at all times during the working day. This assists identification of individuals who should not be on the premises. Staff who forget or mislay their permanent ID Pass must sign out a Temporary Paper Pass from the Reception.

Staff must also request permission to work after 6.00pm by contacting the Principal or, if the request is at short notice due to workload, they should email: jacqueline.valin@southfieldsacademy.com. Working late should be approved by an individual's line manager.

4.30 Monitoring

4.30.1 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 Facilities Team.

4.30.2 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.

4.31 Codes of safe working practice

4.31.1 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.

This policy will be regularly reviewed and updated.

Signed



CEO/Principal Jacqueline Valin
Date: 8th October 2026
Date for next review: 1st October 2027