


The Aylesbury Vale Academy Trust



Health & Safety Policy

Policy Reference:	AVA.036
Description:	This document provides a framework to show how the Academy meets its Health & Safety responsibilities
Status:	Statutory Policy
Policy Audience:	Staff, Governors, Contractors
Academy Trust Contact:	Academy Principal
Other Related Policies and Procedures:	Various risk assessments, First Aid Policy, Equality Policy, Fire Safety Policy, H&S Committee Meeting minutes, Buckinghamshire Council H&S Policy
Governor Committees:	Governing Board
Approved by the Governing Board on:	10.05.2023
Latest Date for Next Review:	10.05.2024
Version + Schedule of Amendments:	V3 – 10.05.2023 Updates
Signed:	
Date of Signature:	10.05.2023

Where appropriate, this policy should be read in conjunction with the Buckinghamshire Council Health and Safety Policy.

PART 1: GOVERNING BOARD STATEMENT OF INTENT

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others, including visitors with whom we work and engage.

We will achieve this by:

- Taking reasonable steps to make sure that the Academy is following policy and procedures e.g., through regular discussion at governance meetings;
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required;
- Working in close partnership with the Academy Principal and School Business Manager to support sensible health and safety management and to challenge as appropriate;
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering human and cultural factors;
- Ensuring staff receive adequate information, instruction and training to enable them to understand and carry out their responsibilities competently;
- Ensuring that health and safety management is an integral part of decision making and organisational processes;
- Providing a safe and healthy working environment for our staff, pupils and others working in and visiting the school;
- Ensuring safe working methods are always in place and providing safe equipment;
- Communicating and consulting with our staff and their trade union representatives;
- Complying with statutory requirements and where possible best practice;
- Investigating and learning the lessons from accidents, incidents, near misses and work-related ill health incidents;
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective;
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives;
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

PART 2: RESPONSIBILITIES AND ORGANISATION

1. INTRODUCTION

To comply with the Governing Board's Statement of Intent the following responsibilities have been assigned:

2. THE GOVERNING BOARD

The Governing Board recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for health and safety is nominated;
- People have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Health and safety performance is monitored and targets for improvement are set;
- The site and premises are maintained in a safe condition and that sufficient funding is allocated;
- Specialist advice on health and safety is sought, which the establishment may not feel competent to deal with;
- The school's health and safety policy is reviewed regularly (annually) and new arrangements are implemented where necessary;
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

3. THE ACADEMY PRINCIPAL

Leadership of health and safety is about managing risk sensibly – not trying to eliminate it altogether. The Academy Principal will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Academy Principal is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and are complied with. In particular, they will:

- Ensure that the academy is following The Aylesbury Vale Academy's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school;
- Be fully committed to the Governing Board's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership;
- Act as the "Responsible Person" under the Fire Safety Order within the School;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Nominate a senior manager, School Business Manager, as the Health and Safety Co-ordinator;
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees, returners to work and trainees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities;
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job-based risk assessments, stress risk assessments, return to work risk assessments, pregnant women risk assessment, personal emergency evacuation plans;
- Ensure safe systems of work and procedures are developed and are implemented;
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team;
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to the Academy Governing Board and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them;

- Ensure information that may assist safety representatives in their role is provided to them;
- Participate and make recommendations to the Governing Board in relation to external independent audits carried out by the Buckinghamshire Council or other bodies;
- Report to the Governing Board any health and safety issues which cannot be resolved;
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors;
- Monitor and review health and safety performance through:
 - termly health and safety inspections of work areas/practices;
 - setting health and safety targets and objectives through appraisals and other supervisory reviews;
 - reviewing incidents and accidents;
 - monitoring commissioned and contracted work for compliance;
 - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act;
 - ensuring audit action plans are implemented;
 - reporting to the Governing Board at least annually on the school's health and safety performance

4. LEAD GOVERNOR FOR HEALTH AND SAFETY

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Board's Statement of Intent for health and safety;
- To scrutinise and review health and safety performance;
- To provide support and challenge to the Academy Principal and the Governing Board in fulfilling their health and safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented;
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Board.

5. RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)

The SLT will support the Academy Principal with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Academy Principal of any health and safety issues that affect the school;

- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools' health and safety policy in their areas of control and agreeing the annual health and safety report.

6. HEALTH & SAFETY COORDINATOR

The School Business Manager, takes the lead for health and safety on site. They act as the focal point for the school's health and safety management arrangements. Their school wide roles include:

- To ensure that all health & safety related paperwork (including paperwork required by external agencies) is completed as required and kept up to date at all times;
- To ensure that staff complete the appropriate risk assessments for all relevant activities/events/trips/tasks etc. and that their role-specific risk assessments are reviewed and signed off on an annual basis and shared on the public drive.
- To encourage a Health and Safety culture through chairing the regular health & safety committee meetings;
- To be the main point of contact for the HSE and any other external health & safety agencies as required;
- To oversee and manage the health & safety resources budget;
- To prepare regular health & safety reports for SLT & the Academy Governing Board;
- To liaise with and report to as required, the Governor with responsibility for health & safety;
- To participate in the termly Governor Health & Safety Audit;
- To ensure that personal knowledge re: health & safety regulations/statutory duties are kept up to date through continued professional development, and that this is evidenced should proof of competence be required – for e.g. through membership of IOSH and attendance at seminars, other training and development courses. This would then ensure that appropriate and up to date advice and guidance can be provided on all key areas relevant to the Academy and its operational requirements;
- To keep up to date with new legislation that affect the Academy and its community;
- To coordinate and participate in the investigation of accidents and near misses;
- To review and analyse accidents and near miss incidents and making corrective action recommendations;
- To lead in-house training with managers and employees about health and safety issues and risks where relevant;
- To keep records of inspections findings and producing reports that suggest improvements;
- To manage and monitor the purchasing and contracting procedures to ensure risks are effectively managed;
- To prepare reports and returns for the Senior Leadership Team and Governing Board;
- To implement, monitor and review all Health and Safety training procedures.

The **Facilities Manager** has the following responsibilities to:

- Attend appropriate health and safety training courses including IOSH Managing Safely and Fire Risk Assessor Training to enable them to discharge their duties effectively;
- Ensure that a fire risk assessment is completed for the school and that it is implemented and reviewed at least annually;
- Promote health and safety matters throughout the school and assisting the School Business Manager in the implementation of the Academy's Health and Safety Procedure
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensure that the Health and Safety Notice Board is kept up to date;
- Ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated;
- Arrange termly health and safety inspections and ensuring follow up action is completed and records kept available for audits;
- Ensure appropriate procedures for school visits is followed;
- Participate in any Health and Safety Audits arranged by the Buckinghamshire Council;
- Provide health and safety induction training for all staff via online iHasco portal
- Provide basic fire awareness training for all staff at least once a year via online iHasco portal.
- Keep an up to date record of staff health and safety training;
- Ensure that all statutory inspections are completed and records kept;
- Make provision for the inspection and maintenance of work equipment;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitor contractors on site;
- Coordinate and manage the annual risk assessment process for the school;
- Manage records of all health and safety activities including management of building fabric and building services in liaison with Buckinghamshire Council and other contractors;
- Advise the School Business Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally;
- Ensure staff and visitors are aware of the onsite procedures and the precautions to follow;
- Advise contractors of site-specific risks and overseeing their activities on site.

- To assist the School Business manager in preparing regular health & safety reports for the Academy Governing Board;
- In conjunction with the School Business Manager, liaise with and report to as required, the Governor with responsibility for health & safety;

7. TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Primary Headteacher, Vice Principals, Assistant Principals, Heads of Department/ Curriculum Leaders, Caretakers

They have the following responsibilities to:

- Apply the Academy's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the School Business Manager for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- Resolve health, safety and welfare issues that staff refer to them, or refer to the School Business Manager any matters for which they cannot achieve a satisfactory solution within the resources available;
- Carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;
- Investigate any accidents that occur within their area of responsibility.

8. HEADS OF SUBJECT DEPARTMENTS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

- The day-to-day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular health and safety monitoring inspections of the department and

- making reports to the School Business Manager where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the academy hierarchy.
- Report all accidents, defects and dangerous occurrences to the School Business Manager;

9. CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to the School Business Manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all accidents, defects and dangerous occurrences to the School Business Manager.

10. SAFETY REPRESENTATIVES

Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations. The Governing Board believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

11. STAFF

All of the academy workforce plays an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces and helps develop sensible rather than over cautious approaches. When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular, staff must:

- comply with the Academy's health and safety policy and procedures at all times;
- take reasonable care for the health and safety of themselves and others when

undertaking their work, for example;

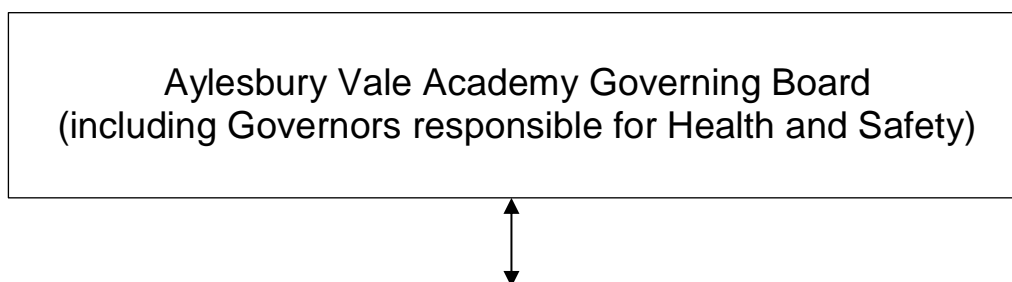
- check classrooms/work areas are safe;
 - check equipment is safe before use;
 - ensure safe working procedures are followed;
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures;
- use all work equipment and substances in accordance with instruction, training and information received;
- wear, use, store, maintain and replace personal protective equipment as appropriate;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate;
- report
 - accidents, incidents of violence and aggression and near misses;
 - ill health caused by work activities;
 - defective equipment or premises, hazardous situations and other health and safety concerns;
 - report immediately to their Line Manager any serious or immediate danger.

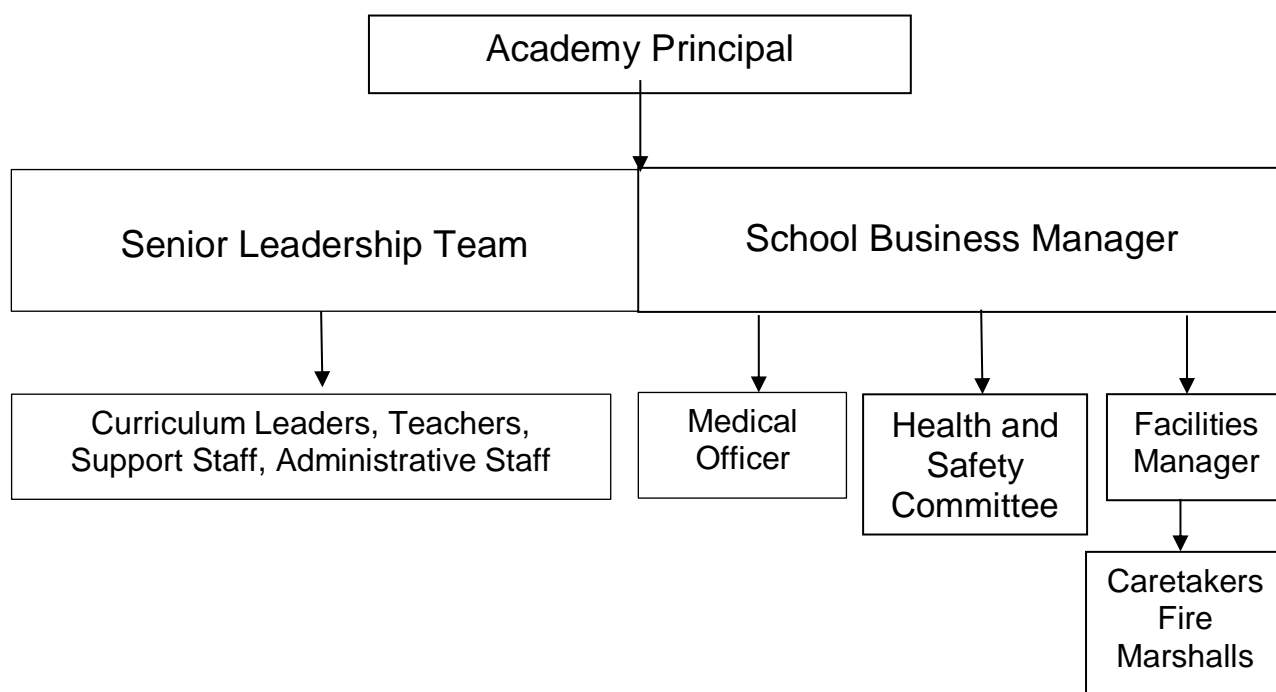
12. STUDENTS

Students, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

The following diagram shows the management structure at Aylesbury Vale Academy, regarding health and safety responsibilities.





PART 3: PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's Statement of Intent.

1. LEAD GOVERNOR FOR HEALTH AND SAFETY

The lead governor with responsibility for scrutiny of health and safety performance is James Wallace.

2. ASBESTOS MANAGEMENT

The asbestos register and asbestos management plan is held at: – **no asbestos on site**

3. REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN

The School Business Manager is responsible for reviewing the School's Health and Safety Policy and ensuring it is available to all staff on the shared drive.

The School Business Manager is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Buckinghamshire Council.

4. CATERING

The Facilities Manager is responsible for registering the food premises with the local Environmental Health Officer, Buckinghamshire Council.

Harrison Catering Services Ltd is responsible for:

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards, including the training of staff to Level 2 NVQ Food Handling as a minimum;
- ensuring that temperature of the refrigerator and freezer are monitored and logged; and ensuring it is available for inspection;
- ensuring an adequate schedule of deep cleaning is undertaken and records kept that can be inspected at any time.

5. CONSULTATION WITH EMPLOYEES

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

6. CONTRACTORS - SELECTION AND MANAGEMENT

Contractors are selected and managed in accordance with the Academy's procurement procedures.

7. EDUCATIONAL VISITS

The SLT member with responsibility for trips, Victoria Proud, is responsible for ensuring that educational visits, including residential visits and any academy-led adventure activities, will be risk assessed and organised following guidance produced by the Buckinghamshire Council's Education Visits Co-ordinator. Further information in support of such activities will be found on the Evolve website.

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=buckscvvisits.org

8. ENFORCING AUTHORITY VISITS

Gavin Gibson, Academy Principal is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/action to the Governing Board or LA.

9. FIRE AND OTHER EMERGENCY ARRANGEMENTS AND LOCK DOWN

School Business Manager, along with the Facilities Manager, is responsible for

- ensuring fire risk assessment is undertaken and regularly reviewed;
- developing local fire safety procedures to ensure
 - personal emergency evacuation plans (PEEPS) are carried out for people with

- disabilities, i.e. staff, pupils, visitors;
- fire evacuation drills are carried out at least termly;
- a roll call is taken at the Assembly Point;
- that no-one attempts to re-enter the building until the all clear is given by the emergency services;
- firefighting and fire detection equipment is serviced and maintained annually;
- regular reminders to staff on fire safety.
- Implementing and testing a full lockdown procedure across the site once a year.

The Facilities Manager, along with the FM Team, is responsible for

- maintaining the Fire Log;
- checking monthly that evacuation routes remain clear and that final exit doors are openable;
- checking firefighting equipment monthly in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;
- testing the emergency lighting at appropriate intervals

Emergency procedures covering a range of hazardous situations, which may arise in the establishment, can be found in the Academy's Emergency Plan, a copy of which is obtainable from the School Business Manager or the Facilities Manager or is available in the shared drive.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Academy Principal, Primary Headteacher, Vice Principal or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Senior Leadership Team will liaise with the emergency services when they arrive and take advice from them.

Note: The priorities are as follows:

- to ensure the safety of all persons' people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

10. FIRST AID

First aid boxes and first aid record books are kept in the Medical Room. Travelling first aid boxes are kept in the Medical Room. The School Medical Officer is responsible for making a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP is Berrycroft Community Health Centre, 2 Nimrod

Street, Aylesbury HP18 1BB. Tel No 01296 310940

The nearest hospital with accident and emergency facilities is Stoke Mandeville Hospital.
Tel: 01296 315000.

The following employees are qualified to provide first aid:

Secondary Phase

Name of Employee	Location/Extension	Renewal Date
Mrs Ripley	Medical Room/A00-06/690	18.11.24
Mr Cluett	Library/B02-17/656	27.09.25
Miss D Collins	B02-18/724	08.03.25
Mr Constantine Cort	E01-11/649	17.09.23
Mrs V Crumpton	D00-12	08.03.25
Mr Drake	Caretaker/B-00-23/721	17.09.23
Miss Dutson	SEN Office/B01-14/632	15.06.24
Mrs C Fleetwood	Assistant Principal/Teacher of PE/647	17.09.23
Miss A Haynes	PE Office/A00-07/691	17.09.23
Mr H Hawley	E02-01/679	08.03.25
Mrs N Howe	B01-12/675	15.06.24
Ms Jones-Rayson	E00-06/717	08.03.25
Mrs Kirkham	E01-06/628	08.03.25
Ms Lambourne	C01-07/647	15.06.24
Mr Lobb	PE Office/A-00-07/787	27.09.25
Mrs Marina	B-01-01/623	08.03.25
Miss O'Loughlin	D02-13/678	08.03.25
Mr Parsons	Caretaker/B-00-23/721	17.09.23
Mrs Perrin	A01-14/614	15.06.24
Mrs D Powell	Pastoral/C00-01a/769	15.06.24
Miss V Proud	C02-02/661	08.03.25
Mrs Rohde-Patterson	Intervention room/B02-26/647	08.03.25
Miss Roberts	PE Office/A00-07/788	27.09.25
Mr Smith	PE Office/A00-07/789	27.09.25
Mr Vassel	SEN Office/B-02-16/632	08.03.25
Mr Wakefield	PE Office/A00-07/691	17.09.23
Mrs Weedon	E-02-08/684 & Pastoral Office/A00-03/770	27.09.25

Primary Phase

Name of Employee	Location/Extension	Renewal Date
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Mr Archer	Penguins/307	01.03.26
Miss C Barber	Preschool/331/332/330 - Paediatrics FA	30.09.24
Mrs Benson	Hedgehogs/308	15.06.24
Mrs Bowles	Puma/317	30.09.24
Mrs Z Clark	Preschool/331/332/330 - Paediatrics FA	30.09.24
Ms C Cook	Preschool/331/332/330 - Paediatrics FA	30.09.24
Mrs Doherty	S.E.N.C.O./329 - Paediatrics FA	30.09.24
Miss Evans	Tigers/316	17.09.23
Mrs Heal	Gorillas (314), Oran-utans (313), Lemurs (312)	01.03.26
Mrs Manders	Primary Reception/003/004	24.11.24
Mrs A Nicholls	Gorillas(314), Orang-utans (313), Lemurs (312)	01.03.26
Mrs Nicholls	Cover Supervisor/316	15.06.24
Miss Scrivener	Preschool/331/332/330 - Paediatrics FA	30.09.24
Miss Sinclair	Red Squirrels/309	17.09.23
Miss Thomas	Preschool/331/332/330 - Paediatrics FA	30.09.24
Mrs Upton	Dolphins/318	01.03.26

AEFM

Name of Employee	Location/Extension	Renewal Date
Ryan Drake	B-00-23 - 721	17/09/2023
Markus Parsons	B-00-23 - 721	17/09/2023

11. HEALTH AND WELL-BEING

The HR Manager and Line Manager are responsible for monitoring absence owing to stress related illness.

11.1 Occupational Health

Access to occupational health services is through line managers and via the HR Manager.

12. INCIDENT REPORTING AND INVESTIGATION

The School Medical Officer and Primary Office Manager are responsible for reporting accidents, incidents and near misses, as soon after the event as possible using the online Assessnet system.

The School Medical Officer is responsible for contacting the Local Authority Health and Safety Team immediately to report a serious incident (accident, incident, physical assault, threat, verbal abuse or near miss) as well as reporting this to the Governing Board. Where appropriate/practicable a Health and Safety Adviser will visit the academy the same day to provide support and investigate the incident. Telephone 01296 382906.

Minor injuries to non-employees (i.e. pupils, contractors and visitors) where first aid is given will be reported on Assessnet.

School Business Manager will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

13. INSPECTIONS

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by School Business Manager and the Facilities Manager.

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff on a regular basis.

Formal health and safety inspections will be carried out termly with the Health and Safety Governor or a nominated Governor.

14. INFORMATION, INSTRUCTION AND TRAINING

14.1 Information and Advice

A Health and Safety Law Poster is displayed in the AVA Secondary Staff Room, AVA Secondary Reception and AVA Primary Reception Office

Health and safety advice is available from the Local Authority Health and Safety Team via the BC HR Service Desk.

Telephone: 01296 382233

E-mail: hrrservicedesk@buckinghamshire.gov.uk

14.2 Health and Safety Training

14.2.1 Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by the Facilities Manager which covers the following guidance and documentation that is available from

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

- Health & Safety Policy
- Job role risk assessment
- Any other relevant risk assessments

- Accident reporting arrangements
- Emergency Plan inc. evacuation and lockdown
- Fire escape routes
- Good housekeeping, waste disposal and cleaning arrangements
- First Aid Policy
- Any other job specific training
- Fire (iHasco)
- Manual Handling (iHasco)
- Allergies (iHassco for student facing staff)
- Asthma (iHasco for student facing staff)
- Epilepsy (iHasco for student facing staff)

14.2.2 Training Records and Training Needs Identification

The Facilities Manager is responsible for identifying training and refresher training needs and keeping health and safety training records.

14.2.3 Strategic Health and Safety Management and Premises Management Training

Specific course for Governors

- The Governor Role for Health and Safety: Health and Safety Lead

Courses for Senior Leadership Teams

- Asbestos Awareness: Not required as the Academy has no asbestos.
- Fire Risk Assessor training: School Business Manager & Facilities Manager
- IOSH Managing Safely/Managing Safely Refresher 5-day course: School Business Manager & Facilities Manager
- Legionella Training: Facilities Manager/AEFM FM
- Managing the Personal Safety of Staff: Facilities Manager

14.2.4 Curriculum/Subject Specific Health and Safety Training

Primary and Secondary Art – Ceramic

- Training for the use of the kiln and control measures to reduce the risks from using clay – no kilns on premises

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science: Clare Kirk, Head of Science
- CLEAPSS Radiation Protection Supervisor: Clare Kirk

- CLEAPSS Health and Safety for Science Technicians: Clare Kirk
- Other CLEAPSS courses as appropriate
- IOSH Working Safely course – a 1-day basic health and safety course (for Technicians): Clare Kirk
- COSHH Science Technicians

Secondary Design & Technology

- CIEH Level 2 Award in Food Safety for Food Technology teachers and technicians: Tina Edmonds
- CLEAPSS Health and Safety Management for Heads of D&T: Clare Whooley
- CLEAPSS The Safe and Effective D&T Technician: Dayalan Anandavasagar/Clare Whooley
- Design and Technology Association training (DATA) (refresher training every 5 years) for teachers and technicians: Dayalan Anandavasagar/Clare Whooley
- IOSH Working Safely course – a 1-day basic health and safety course (for Technicians): Dayalan Anandavasagar/Clare Whooley
- COSHH DT Technician

Primary Food Technology and Occasional Catering Events

- CIEH Level 2 Award in Food Safety: Tina Edmonds (as above for Secondary Design & Technology)

14.2.5 Occupational Risks

- Buckinghamshire Council Minibus driver training: Facilities Manager
- Emergency First Aid at Work: SEE SECTION 10 ABOVE.
- Evacuation Chair training: Facilities Manager
- Fire Warden Training: Facilities Manager
- First Aid at Work: SEE SECTION 10 ABOVE,
- First Aid for Schools: School Medical Officer
- Load Risk Assessor for Moving and Handling of Pupils with Disabilities: Facilities Manager, School Medical Officer
- Paediatric First Aid (for schools with children up to age 5): School Medical Officer
- Paediatric Moving and Handling training with/without hoist: Facilities Manager, School Medical Officer
- Personal Safety: Facilities Manager
- Supporting Pupils with Medical Conditions (includes Managing Medicines): School Medical Officer

14.2.6 Caretaking/Site Management

- Asbestos Awareness: Not required

- Buckinghamshire Council Minibus driver training: Facilities Manager
- COSHH Health and Safety Workshop: all AEFM FM/Facilities Manager/Science Technicians
- IOSH Working Safely course – a 1-day basic health and safety course: all AEFM FM
- Legionella: AEFM FM Ryan Drake
- Manual Handling: all AEFM FM & Facilities Manager
- Personal Safety: Facilities Manager
- Safe Playground Inspection: AEFM FM Ryan Drake & Facilities Manager
- Visual Tree Assessment: Facilities Manager
- Working at Height: all AEFM FM

15. LEGIONELLA

- The Facilities Manager is the Premises Responsible Person for the management of Legionella.

AEFM FM is the Nominated Legionella Controller who has been trained to be responsible for checking water temperatures and flushing appropriate outlets as part of the Legionella programme.

16. LETTINGS

Lettings Manager, Annie Bacchus, is responsible for co-ordinating lettings of the premises and for giving health and safety including emergency information to hirers. All Lettings Co-Ordinators will provide emergency information to hirers during their shift.

17. NOISE

Any employee concerned about the noise levels at work should report the matter to School Business Manager or the Facilities Manager who will arrange for remedial action or for an assessment to be made by the Buckinghamshire Council Health and Safety Team or a specialist contractor.

18. OUTDOOR PLAY EQUIPMENT

The Facilities Manager/Groundsman/AEFM FM are responsible for ensuring outdoor play equipment and safety surfaces are:

- regularly inspected by person who has attended Safe Playground Inspection course;
- inspected and maintained annually by a competent contractor;
- repaired or taken out of use, as required.

The Facilities Manager/Caretaker/Groundsman is responsible for inspecting the equipment and safety surfacing weekly.

The Primary Head is responsible for ensuring outdoor play equipment is adequately supervised when in use.

19. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc. will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing School Business Manager or the Facilities Manager, when they become aware of a need to repair or replace PPE, which they use.

The Head of Department is responsible for making arrangements for laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

All employees are responsible for ensuring they use the PPE provided. Failure to do so may result in disciplinary action. Pupils are required to use the PPE provided as instructed by teaching staff.

20. PORTABLE ELECTRICAL APPLIANCES

The Facilities Manager is responsible for ensuring that portable electrical appliance testing is carried out in accordance with recognised guidance and statutory requirements.

Staff should not bring electrical equipment onto the academy site unless they have authorisation and the appliances have been portable appliance tested before used.

Annual testing is carried out as contracted through AEFM FM.

21. RISK ASSESSMENT

21.1 General Risk Assessment

General risk assessment will be coordinated by Facilities Manager following guidance from the Buckinghamshire Council.

They will be responsible for ensuring risk assessments relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

21.2 Fire Risk Assessment

Gavin Gibson, Academy Principal is the Responsible Person under the Fire Safety Reform Order.

The Facilities Manager is the Competent Person (must hold an IOSH Managing Safely Certificate (or equivalent) and attended Fire Risk Assessor training) who is responsible for:

- ensuring a fire risk assessment is carried at every three years by a competent Fire Risk Assessor contractor;
- annually reviewing the fire risk assessment;

21.3 Manual Handling Risk Assessment (Loads)

Manual handling risk assessments will be carried out by the Facilities Manager following guidance from Buckinghamshire Council.

They will be responsible for ensuring any actions required are implemented, including training needs.

All staff complete annual online manual handling training with iHasco.

21.4 Moving and Handling Risk Assessment (People)

Moving and handling risk assessments will be carried out by the Facilities Manager/School Medical Officer following guidance from the Local Authority.

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend
 - Paediatric Moving and Handling training/refresher training annually:
 - Load Risk Assessor training/refresher training annually.

21.5 Display Screen Equipment Assessments

The Facilities Manager is responsible for identifying 'users' and ensuring workstation assessments are undertaken on a regular basis (using the online system) and any corrective action required implemented.

An online form is sent to all staff at the start of every academic year.

21.6 Violence and Aggression to Staff

Assessments of the risks of violence and aggression to staff will be carried out by the Facilities Manager following guidance from Buckinghamshire Council.

21.7 Risk Assessments of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), Association for Physical Education (afPE), BC Health and Safety

Policies and other recognised sources of competent advice.

21.8 Risk Assessments for Hazardous Substances

The Facilities Manager is responsible for

- ensuring an inventory is kept of hazardous substances;
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Catering, Grounds Maintenance;
- Ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

Inventories of hazardous substances used in the academy are maintained by the following employees at the locations specified:

- | | |
|---------------------------|--|
| • Science | Clare Kirk |
| • Design Technology | Dayalan Anandavasagar/Clare Whooley |
| • Art and Design | Clare Dadson |
| • Caretaking and Cleaning | AEFM/Haywards |
| • Catering | Harrisons Catering Services Ltd |
| • Grounds Maintenance | Facilities Manager/Buckland Landscapes |

The Facilities Manager is responsible for ensuring that local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc.) is examined annually and tested by a competent contractor – AEFM FM

22. SAFE PLANT AND WORK EQUIPMENT

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

Any problems or defects regarding plant and equipment should be reported to School Business Manager or Facilities Manager.

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have been appropriately trained.

22.1 Caretaking and Cleaning Equipment

AEFM/Haywards are responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained, this includes powered cleaning equipment, power and hand tools;
- users/operators are trained and supervised.

AEFM FM and Haywards employees have been authorised and trained to use caretaking and cleaning equipment.

22.2 Catering Equipment (dough mixers, slicing machines, potato peelers etc.)

Harrison Catering Service Limited is responsible for ensuring that

- catering equipment is regularly inspected and maintained;
- users/operators are trained and supervised.

Harrison Catering Services Limited employees have been authorised and trained to use catering equipment.

22.3 Gas Equipment

The Facilities Manager is responsible for ensuring that

- gas equipment is serviced and maintained annually.

22.4 Grounds Maintenance Equipment

The Facilities Manager and Buckland Landscapes are responsible for ensuring that

- grounds maintenance equipment is regularly inspected and maintained;
- users/operators are trained and supervised.

Buckland Landscapes and the in-house Groundsman has been authorised and trained to use grounds maintenance equipment;

22.5 Lifts

The Facilities Manager is responsible for ensuring that

- passenger lifts including stair lifts are inspected and serviced every six months;
- the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place.

22.6 Manual Handling Equipment (Loads)

The Facilities Manager is responsible for ensuring that manual handling equipment such as sack barrows, flat-bed, trolleys, pallet trucks etc. are maintained in a safe condition.

22.7 Moving and Handling Equipment (People)

The Facilities Manager is responsible for ensuring that:

- evacuation chairs are serviced regularly;
- all slings hoists, both ceiling mounted and mobile are inspected and serviced every six months by a competent contractor;

- slings are laundered regularly and kept in a hygienic condition;
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order.

22.8 Working at Height – Access Equipment

AEFM FM has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

AEFM FM is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

AEFM FM is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder Log).

22.9 Equipment and Machinery in Curriculum Areas

22.9.1 Art and Design Equipment (Ceramics)

The Facilities Manager is responsible for ensuring that

- kilns are regularly inspected, maintained and serviced annually - none on site
- local exhaust ventilation systems are serviced and maintained annually;
- faulty equipment is taken out of use and repaired or removed.

22.9.2 Design and Technology Equipment

The Facilities Manager and DT Technician are responsible for ensuring that

- design technology equipment is regularly inspected, maintained and serviced annually;
- local exhaust ventilation systems are serviced and maintained annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised.

22.9.3 Physical Education Equipment

The Facilities Manager and PE Department are responsible for ensuring that

- PE equipment is regularly inspected, maintained and serviced annually by a competent contractor;
- faulty equipment is taken out of use and repaired or removed;
- cleaning schedule for gym and sports hall floors is implemented.

22.9.4 Science

The Facilities Manager is responsible for ensuring that

- local exhaust ventilation systems are serviced and maintained annually.

22.9.5 Stage Lighting

The Facilities Manager and Performing Arts Curriculum Lead are responsible for ensuring that

- stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor.

23. RADIOACTIVE SOURCES

Clare Kirk, Head of Science, is the school's Radiation Protection Adviser.

Radioactive sources are stored in the Science Technician Storeroom.

The Head of Science is the school's Radiation Protection Supervisor; they are responsible for:

- following the CLEAPSS guidance L93;
- ensuring the security of the sources;
- maintaining the condition of the sources;
- ensuring the Use Log is completed every time the sources are removed from the store cabinet.

24. SEVERE WEATHER

The Facilities Manager are responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

AEFM FM is responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

25. SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT

25.1 Site Safety

All employees and governors must report any hazards to School Business Manager and/or the Facilities Manager who will arrange for repairs or action to remove hazard.

25.2 Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Water AVA Secondary – Near School Gate, AVA Primary – Opposite Hall

Electricity Energy Centre Substation
Gas Near School Gate

25.3 Housekeeping

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

25.4 Cleaning Arrangements

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Haywards who will arrange for them to be cleared.

The school will be cleaned by: Hayward daily. Staff should avoid areas where floors have been wet mopped and are clearly marked.

25.5 Waste Management

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The Facilities Manager is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

AEFM FM and Haywards are responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained.

26. SITE SECURITY AND VISITORS

All visitors must report to AVA Primary or Secondary Reception where they will be asked to log in to the electronic visitor's book and wear the printed visitors' badge allocated. All staff have been briefed to challenge anyone not recognised around the site.

Other arrangements to ensure the security of pupils and employees on site are:

- Students attending AVA remain on site throughout the school day;
- The perimeter of the school site is surrounded by high fences;
- There are both exterior and interior CCTV cameras placed around the site.

AEFM FM is responsible for unlocking and locking the building, arming and disarming security alarms, except on weekends when the responsibility falls to the Lettings Manager or Lettings Co-ordinator if they are covering any lettings taking place on site.

27. SMOKING

Facilities Manager will ensure that

- all persons coming onto the school site understand that smoking is prohibited including the grounds and in school vehicles;
- no smoking signs are displayed at the entrance to the school;
- information on the no smoking policy is included in the Lettings policy.

28. SUPPORTING PUPILS WITH MEDICAL CONDITIONS

School Medical Officer is responsible for writing or adopting the Buckinghamshire Council Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

School Medical Officer is the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

School Medical Officer is responsible for

- keeping a log of pupil's medication;
- ensuring medication remains in date;
- ensuring consent forms are completed.

School Medical Officer is responsible for undertaking and reviewing Individual Health Care Plans using the template available in section 8.9.

School Medical Officer is responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler.

School Medical Officer is responsible for management of controlled drugs following guidance and documentation.

29. VEHICLES

The Facilities Manager is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. Staff should ensure that they have a up to date MOT and valid business insurance if they are using their personal car for work purposes e.g. travelling to a training course.

29.1 On-Site Vehicle Movements

The segregation of traffic and pedestrians will be controlled by the following measures:

- Students remain on site throughout the school day away from all traffic;
- Footpaths/ Cycle paths are clearly marked and, as much as is possible, are separated from motor vehicle access;
- Staff man the school gate and bus loading/ unloading areas where students may

come into conflict with motor vehicles at the start and end of the school day.

30. WORK EXPERIENCE

Pam Marina, Careers Lead, is responsible for

- co-ordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- ensuring students are visited in their placements;
- liaising with the Buckinghamshire Education Business Partnership where appropriate.

31. REVIEW OF POLICY

This policy will be reviewed annually.