



The Featherstone Academy

Health and Safety Policy

This policy was reviewed

Date: June 2016

This policy was ratified/reviewed by Governors on:

Date:

Date:

Date:

Frequency of review: Every 1 year(s)

Note: This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy.

Statement of Intent

The Governors recognise and accepts its responsibility for providing a safe and healthy environment for the staff employed in the Academy, for the students attending the Academy and for visitors and contractors.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. The Governors will ensure that appropriate policies are in place and kept up-to-date.

To this end, where appropriate, the procurement of services of an appropriate Health and Safety consultant to advise the staff on all related matters and to provide the Academy with up-to-date information in relation to its Health and Safety responsibilities.

The responsibility for the implementation of this policy rests with the Local Governing Body and the Headteacher.

Each and every member of staff must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under the Health and Safety Policy.

The **Organisation** and **Arrangements** through which the Local Governing Body, the Head teacher and staff aim to fulfil the requirements are set out in the following policy and its appendices.

Sufficient resources are to be allocated to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

It is a requirement that all members of staff read the Health and Safety Policy and its appendices, and sign that they have done so.

The Academy Health and Safety Policy

1. General

The Governing Body are responsible for the overall health and safety policy.

Statement of Intent

The following statement will be adopted by the Governing Body. It sets out the health and safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

The Academy:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- will take steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively;
- is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances;
- Will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

The Local Governing Body and Head teacher are responsible for the local implementation of the policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contactors and visitors to the Academy.

The Local Governing Body will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Head teacher

2. Aims

The Academy aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academy, including parents, contractors' employees and members of the public affected by the work of the Academy;
- arrangements are in place in the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work;
- Senior Leadership Team (SLT) managers in the Academy are suitably trained;
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

The Academy's objectives will be to:

- have regard to the Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the Academy will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
- ensure that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Head teacher and Local Governing Body;

- appoint a member of the Local Governing Body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Make any required reports as directed on the implementation of the health and safety policies and procedures.

3. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in the Academy. All employees shall co-operate in ensuring the health and safety of all staff, students and visitors.

The **Local Governing Body** will:

- ensure that local health and safety procedures are in line with the Health and Safety policy and the Statement of Intent on page one;
- set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997;
- ensure that the Academy Head teacher takes into account the views and recommendations of the Academy Health and Safety Committee;
- appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Head teacher and Staff, who will also sit on the Academy Health and Safety Committee;
- appoint a competent person (or persons) as the Academy Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- ensure that staff are trained in Health and Safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;

- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- Receive reports on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Head teacher (or representative).

The **Designated Governor for Health and Safety** will:

- liaise with the Head teacher and the HSM between meetings of the Local Governing Body to ensure that the Local Governing Body policies are carried out;
- ensure that proper oversight of any contract with contractors is maintained;
- participate in a site inspection at least once a year;
- participate in the working of the Health and Safety Committee;
- oversee the use of the health and safety management system in the Academy;
- inspect the accident/incidents books at least once a term; and
- report as appropriate to the Local Governing Body.

The **Headteacher**

The **Headteacher** (or, when absent, a nominated Vice Headteacher) will be responsible for the implementation of the Health and Safety Policy.

The **Headteacher** will:

- ensure the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensure safe working conditions for all of the above (staff, students, visitors etc.).
- ensure safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensure that staff are consulted appropriately on issues that affect them;
- implement a student behaviour policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in Academy activities off-site;
- appoint members of the Academy management team to the Health and Safety Committee;
- direct that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;

- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensure that liaison with contractors is maintained and that regular reports are obtained;
- arrange for appropriate supervision of students;
- carry out periodic safety reviews and audits;
- Determine in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice.
- ensure that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encourage staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegate to the HSM appropriate tasks for the day-to-day implementation of the policy;
- ensure that the health and safety management system or other (if any) is used effectively by relevant users;
- ensure that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- make termly progress reports and an annual health, safety and security Status Review and presenting it to the Academy Local Governing Body; and otherwise
- keep the Academy Local Governing Body informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

The Health and Safety Manager (HSM)

The **HSM** will be a suitably qualified and 'competent person' (as defined below) who will:

- manage, co-ordinate and monitor health and safety matters within the Academy;
- ensure that the Academy's Health and Safety Policy and systems are implemented;
- report regularly to the Headteacher on health and safety issues;
- participate in the work of the Academy Health and Safety Committee;
- liaise as appropriate with the member of the Local Governing Body with health and safety responsibility;

- maintain a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensure that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- advise the Headteacher on which risk assessments should be written having taken into account the government's advice
- liaise with any contractors and making reports to the Headteacher on the progress of the contractual requirements;
- engage external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meet with staff Health and Safety representatives;
- advise on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensure that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensure that contractors and persons hiring any part of the premises are aware of the relevant policies;
- ensure that all necessary safety signs and notices are displayed;
- ensure that instructions relating to specific areas are displayed and known and understood by all users;
- ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy;
- put in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- Oversee the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

The definition of a '**Competent Person**' is the person who has responsibility as the competent person for advising the Headteacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and

for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire and Civil Defence Fire Officers.)

Staff with Departmental Responsibilities

Heads of Departments/Areas of the Academy will be appropriately trained and are responsible to the Head teacher through the HSM for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Committee;
- use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review of departmental health and safety policies.
- set up and implement safe methods of work;
- ensure that the Academy's Student Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;

- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so; and
- Assist the HSM in compiling any annual status review.

Site Manager/Caretakers

The Site Manager is responsible to the HSM for:

- implementing the appropriate Academy policies and procedures;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the Academy reporting systems;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by the Academy and use all health and safety equipment provided;

- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour policy;
- report any unsafe working practices to the Site Manager;
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Academy's 'Safeguarding Students' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system of health and safety management where relevant;
- participate in any relevant paid training; and
- read this Health and Safety policy and any sub-policies agreed by the Academy, sign and date the Academy's policy to indicate that he/she has done so. The following statement should be used:

'I have read the Academy's Health and Safety policies and understand my responsibilities.'

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Headteacher as appropriate.

The Governors recognise that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

The Academy will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

Staff Safety Representative

Trade Union representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Headteacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health and Safety Committee;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the Academy Health and Safety committee; and
- have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Confirmation that the policy has been read and understood.

Under arrangements made by the HSM, all employees with health and safety management responsibilities will sign the Academy Policy to indicate that they have read and understood the policy and their responsibilities.

Under arrangements made by the HSM, other staff without health and safety management responsibilities will sign the Departmental Policy to indicate that they have read and understood the policy and their personal responsibilities.

4.Consultation

Staff

The Headteacher will consult safety representatives of staff unions recognised by the Academy, and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the Academy's Health and Safety Committee.

Health and Safety will be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported to the HSM.

Students and Parents

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Academy Student Council meetings, or raise any concerns with any member of staff, all issues will be reported to the HSM.

Academy Governing Body or Headteacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety).

5.Organisation

- **The Governing Body** as the employer has overall responsibility for the policies and procedures in the Academy;
- **The Academy Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the Academy and will report to the Headteacher;

- **The Academy's Local Governing Body** will use a Designated Governor for Health and Safety for regular liaison with the HSM and Headteacher and to participate in the work of the Academy Health and Safety Committee;
- **The Headteacher** has overall responsibility for the internal management of the Academy policies and procedures and reporting to the Local Governing Body;
- **HSM** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Headteacher;
- **Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- **Department and Team meetings** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Headteacher;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and Headteacher; and
- **The Student Council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

6. Risk Assessment

All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.

Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

The Academy will determine its own risk assessment pro forma. Completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on any health and safety management system.

Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at Academy level and which by any other outside contractors.

The government advised (2011) that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Headteacher (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

The government advises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded

Where the Headteacher (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

6. Security

The Academy will take note of the overall Security policy. .

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the Academy
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles

- Movement around the site and buildings
- Transport and pedestrians arriving at Academy in the morning and leaving in the afternoon
- Responsibilities for security aspects

7. Health and Safety Management Arrangements

The Academy will use an appropriate system of health and safety management.

The HSM will be responsible for the health and safety management system, and will make regular reports to the Headteacher on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the Academy.

The Academy Local Governing Body will receive termly reports on the implementation of its health and safety policies and procedures..

8. Training

The Academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook and Academy Arrangements
8. Specific Hazards/Responsibilities Associated with Work Activity
9. Special Needs of pupils including students with disabilities

Staff who feel that they have a need for health & safety training of any kind should notify the HSM in writing.

The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc), Heads of Department are responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM informed.

9. Measuring Performance

The Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the Academy's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the health and safety committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy.

10. Staff Training and Involvement

All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

All relevant staff will be trained to use the Academy's management system.

The Academy management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages. The Academy undertakes to provide extra training for staff where a need is identified. The

Academy HSM is responsible for prioritising training needs, and engaging appropriate trainers, involving external trainers where necessary.

11. Equal Opportunities

In making, reviewing and implementing this policy the Academy's equal opportunities policies must be taken into account.

In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

The **Delegated Governor** will oversee the implementation of the Academy's policies, and will report to the Local Governing Body.

12. Appendices

The attached appendices contain the main additional sub-policies that make up the overall Health and Safety policy.

Crisis Management

Crisis Management Policy

Personal Emergency Evacuation Plan (PEEP) Policy

Driving and Minibus Use

Minibus and Use of Private Transport Policy

Mobile Phones while Driving Policy

Risk Assessment

Template for a Risk Assessment Form

Staff and Student Welfare

Drugs, Alcohol and Smoking Policy

Staff Consultation Policy

Staff Welfare Policy

Student Welfare Policy

Student Medical Treatment

Administration of Medication Policy (includes information on helping students with allergic reactions, asthma, diabetes, epilepsy, and eating disorders)

Trips and Visits

Educational Visits and Learning Outside of the Classroom Policy

Worksite Safety

Accident and Incident Management Policy

Asbestos Policy

Caretaking and Cleaning Policy

Contractors Policy

Control of Substances Hazardous to Health (COSHH) Policy

Dealing with Trespassers Policy

Display Screen Equipment Policy

Electrical Equipment Policy

Fire Safety Policy

First Aid Policy

Legionella Bacteria Policy

Lettings and Extended School Activities Policy

Lone Workers and Home Visiting Policy

Manual Handling Policy

Noise Policy

Personal Protective Equipment Policy

Pregnant Staff and New Mothers Policy

Security of Premises and Installations Policy

Stairs and Landings Policy

Stress Management Policy

Sun Protection Policy

Visitors Policy

Voice Care Policy

Waste Management Policy

Work Equipment and Hot Working Policy

Working at Heights Policy