Southmoor Academy



APPENDIX 1: INFORMING PEOPLE OF THIS POLICY

All members of staff are given annual health and safety awareness training and are issued with the policy and required to sign the register to acknowledge they have read and agreed to the information contained within it. It is also available on the staff network for reference.

Visitors likely to visit the Academy on a regular basis or prolonged period of time are requested to read the policy itself.

New members of staff receive health and safety information as part of their induction

It is the responsibility of Academy leadership to ensure that pupils are made aware of existing and new health and safety information.

APPENDIX 2: MANAGEMENT

Board of Trustees / Academy Council (Local Governing Body)

The Board of Trustees and the Academy Council have a collective role in providing health and safety leadership.

They

- Ensure adequate resources are provided to eliminate or manage risks.
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and inservice training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the Academy Council to have a key monitoring role in relation to health and safety including a termly walk around the Academy building with members of the Academy Health and Safety Group.
- Approve as appropriate arrangements for residential trips according to Local Authority guidelines.
- Ensure that safety standards for purchased goods and equipment are met.

Headteacher & Health and Safety Lead

The Headteacher has overall responsibility for health and safety within the Academy.

Specifically the Headteacher & Health and Safety Lead will:

Advise and inform the Board of Trustees / Academy Council as to health and safety practice, legislation and compliance.

Ensure that appropriate logs and records of incidents are completed and acted upon.

Ensure policies and employees are updated as to new legislation and guidance.

Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.

Meet with the health and safety representative of the Academy Council each term to discuss health and

Ensure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.

Ensure adequate first aid cover is provided.

Ensure that temporary/supply staff are informed of health and safety practice.

Report on any audits/inspections to the Trustee Finance & General Purpose Committee / Academy Council and follow-up any necessary actions.

Premises Manager

The Headteacher is advised by the Premises Manager who will:

Undertake appropriate health and safety training.

Check the public areas of the Academy.

Identify areas where work is required.

Ensure that procedures are in place to ensure the safety of contractors and hirers.

<u>Managers</u>

Managers (both teaching and non teaching) have responsibility for health and safety within their areas. Those responsible for others should always ensure that they:

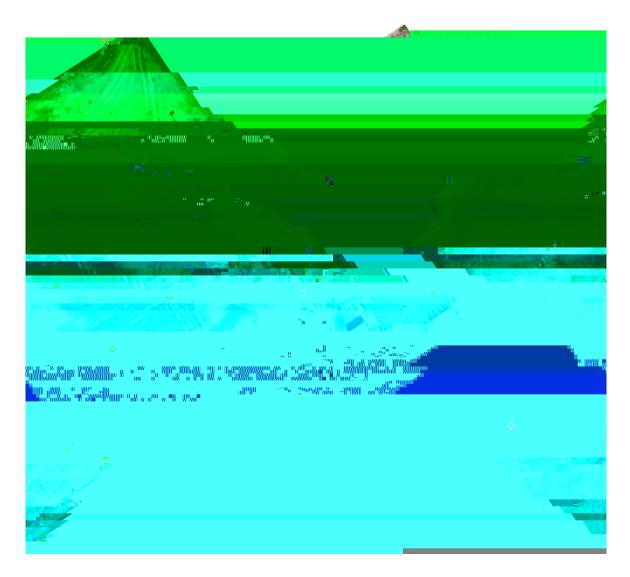
Have a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed annually.

Ensure that all employees are competent to fulfil their designated duties and arrange training if required.

Ensure members of their team are complying with health and safety regulations.

Bring this policy to the attention of all employees.

APPENDIX 3 - PROCEDURES



Trained Fire Wardens are:

Mr S Marshall (Senior Site Supervisor)

Miss K Rogers (Data Manager)

Miss E Dougherty (Bridge Manager)

Miss H Wright (Main School Reception)

Mr N Carter (6th Form)

Mrs A Penman (6th Form)

Mrs G Ferguson (Reset Manager)

Mrs P Mills (Science Technician)

Miss S Moody (SEN)

Mrs E Callaghan (SEN)

Mrs L Dutson (Pupil Reception)

Mr W Ibbitson (Site Supervisor)

Mr D Wright (Site Supervisor)

The Academy has a Fire Management Plan and Risk Assessment file which are kept in the cupboard behind the main alarm system in the main entrance. This includes monitoring and recording of weekly testing of alarms and lighting, management of fire safety and evacuation drills.

MEDICATION PROCEDURE

Southmoor has a t This is currently Mrs. Kerrie Gaff. to manage the day to day procedures regarding medication in schools.

garding receiving, storing and distribution of medicines

and uses the agreed procedures.

The Academy will not normally accept non presc0 gTm0 gll()]TJET6rugs.

EPI PENS

All first aid incidents will be recorded on the agreed proformas

RISK ASSESSMENTS

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of an Academy activity. A list of risk assessments and proformas are kept in the School Office. These are reviewed annually. Any staff in doubt of any activity should seek advice from the relevant Line Manager (i.e. Premises Manager, EVC Coordinator, Site Supervisor). Staff should address the actual activity at risk and not just the location.

PE EQUIPMENT

The PE equipment is inspected annually. The PE Curriculum Leader is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs.

CONTRACTORS AND VISITORS

All contractors and visitors entering the premises are
alerted to important health and safety information. All contractors used are CHAS registered. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

SMOKING

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy for all, which covers the building, yards and playing fields.

ASBESTOS MANAGEMENT

USE OF DISPLAY SCREEN EQUIPMENT

All classroom workstations are for pupil registration and projector display use only. Staff who require workstations for continuous use and over an hour at a time should use the staff workroom in the old block where workstations are supported with appropriate seating and VDU equipment.

Staff required to use a workstation as part of their everyday work activity can undertake an e-learning module to assess their work station area.

The Academy has a policy of not issuing laptops to staff as it cannot be guaranteed they will only be used as a temporary arrangement.

MANUAL HANDLING

APPENDIX 4: SWIMMING POOL OPERATING AND EMERGENCY PROCEDURES

Pool details

Pool is 20m x

Conditions for hire

Qualifications must be provided and a signature is required to confirm operating NOP and EOP.

Operational Systems

Access is controlled by locked doors. Covers are operated only by caretakers.

Details of alarm systems

An emergency telephone is available in adjacent changing room and there are fire alarms in the pool. Testing and maintenance is maintained at all times.

Detailed work instructions

Cleaning and water treatment procedures: these are the responsibility of the Site Supervisor Equipment: lane ropes and goals are the responsibility of the swimming instructor.

Gala: as above.

Duties of Lifequards and Pool Carers

Being familiar with and ensuring the pool is normal and emergency procedures are enforced.

Maintaining constant observation of the pool and pool users in order to anticipate problems and identify any emergency quickly.

Carrying out rescues and initiating other emergency action as and when necessary.

Carrying out immediate first-aid in the event of an injury to a bather, or other emergency.

Communicating with bathers in order to carry out any of the above.

Ensuring the pool area is never left unattended when bathers are in the water, or are likely to be in the water or when spectators are present.

Making themselves familiar with any emergency equipment provided.

Ensuring bathers adhere to all pool rules

Ensure bathers shower before entering pool area

Systems of work

Lines of supervision.

POOL EMERGENCY OPERATING PROCEDURES

Overcrowding:

Academy groups do not exceed maximum number

Fire: procedures