DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Health and Safety Policy

Approved by the MAT Board of Directors February 2026

Policy:	Health & Safety
Approved by:	SNMAT Board of Directors
Date:	March 2023
Review cycle:	Annual

VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
2020	March 2020	SKP	Inclusion of new academies on the flowchart 3.51 Vibration section has been abbreviated 3.52 Noise section has been abbreviated General corrections regarding spelling and grammar.
2021	March 2021		Inclusion of new academies on the flowchart Addition of Estates Manager to the Organisation and Responsibilites at 2.4 Change Business Director to Estates Manager in section 3.22 Estates Manager to monitor effectiveness of H&S policy 3.55
2022	March 2022	JC	2.1 Amended frequency of H&S audit from 2 yearly to 3 yearly as per our H&S service contract. Inclusion of new academies on the flowchart and updated St Swithuns to IEB from LGB 3.1 Updated with new risk assessment template F45-1 replacing the SR12.
2023	March 2023	JC	3.22 Amended this section to reflect the discontinuation of wellworker and OSHENS and the move to F-45 accident reporting forms.
2024 2025	March 2024 February 2025	JC JC	Updated governing body/IEB status on the list of SNMAT partner academies. 3.22-updated link for saving F-45 forms Updated TSCA from LGB to IEB on academies list. Updated HAG from IEB to LGB on academies list.
2026	February	JC	Kneesall CofE Primary school included in the policy.

DIOCESE OF SOUTHWELL AND NOTTINGHAM MULTI ACADEMY TRUST

HEALTH & SAFETY POLICY

Contents:

1. **Health and Safety Policy Statement.**
2. **Health and Safety Organisation and Responsibilities.**
3. **Health and Safety Arrangements.**

Guidance for producing an academies Health and Safety Policy

The Health and Safety at Work etc Act 1974 requires employers with five or more employees to have a written statement of health and safety policy.

This requirement has been reinforced by The Management of Health and Safety at Work Regulations 1999. These specifically require academies to assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments and control arrangements must be recorded. The health and safety policy can effectively be broken down into three distinct areas, as identified by the headings below.

Health and Safety Policy Statement

This statement should direct the health and safety "culture" of the academies in the Multi Academy Trust. Being authorised by the Board of Directors and the Chief Executive Officer, it is an opportunity to influence the attitudes and behaviour of staff, and create a positive health and safety "culture". The statement should commit the organisation to at least comply with relevant health and safety legislation, clearly state the overall health and safety objectives, and be appropriate to the scale of the organisation. A copy of the signed Health and Safety Statement should be erected in a prominent position within the academy to clearly demonstrate the SNMAT Board of Directors proactive approach towards the effective management of Health and Safety.

Health and Safety Organisation and Responsibilities

The organisation relates to the personnel structure of the Trust. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The Trust's health and safety organisation and responsibilities should be detailed, specifying responsibilities for each aspect of health and safety, and identifying clear reporting chains.

Health and Safety Arrangements

This final part of the Policy is where the significant findings of the risk assessments and the arrangements for controlling risks and complying with health and safety legislation are recorded. It is recommended that these arrangements are kept as practicable as possible, to show clearly how things are done in the academies. There is no need to repeat details that are

recorded elsewhere, all that is needed in these cases is to refer to them ie. Emergency Procedures etc. In all cases the arrangements detailed must suit the specific circumstances of the academy. The arrangements should include non-routine operations as well as those required for the normal day-to-day operation of the academy.

Once the policy is produced, the Trust management should be prepared to modify it in the light of experience gained from health and safety monitoring and reviews. Health and safety policies are not "tablets of stone", they must be modified to suit the changing circumstances of the academies and developments in health and safety legislation. An annual review of the policy is recommended.

HEALTH AND SAFETY POLICY STATEMENT

The Directors recognise that building compliance is a key responsibility to ensure premises are maintained whilst providing a safe environment for all users. The Directors are committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors, and external contractors;
- compliance with all relevant health and safety legislation.

The co-operation of staff, pupils, parents and contractors is required to achieve these objectives, and minimise injuries and work-related ill health. The main hazards and risk control arrangements are detailed in Section 3 of the Health and Safety Policy. It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks. If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary, specialist advice will be obtained.

The Local Governing Body, with the support of academy staff, will ensure the premises are adequately maintained in a safe operational condition. This will include compliance with statutory and regulatory requirements for buildings, engineering services, equipment and external areas.

Where necessary, the Local Governing Body will seek specialist advice to determine the appropriate maintenance regime required to ensure their duties are discharged in regards of compliance. The Governing Body will ensure that only competent, reliable and reputable service providers are selected to deliver maintenance services to the academy.

The Board of Directors will arrange for monitoring visits to assess building compliance. The Local Governing Body will assist in this undertaking by keeping, as far as is reasonably possible, complete and accurate records of maintenance tasks.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed Chair of Board of Directors Date February 2026

Signed Chief Executive Officer Date February 2026

Signed ..... Chair of Local Governing Body Date February 2026

Signed .....Principal/Headteacher Date February 2026

2.0 HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

2.1 The SNMAT Board of Directors

The SNMAT Board of Directors carries overall accountability for ensuring that health and safety policies are implemented and for ensuring that health and safety arrangements are fully embedded within the trust's ethos and reflected in the day to day practices of its academies. It is accountable for ensuring that:

- A health and safety policy is prepared, implemented, adopted by the individual academies and reviewed to ensure it remains valid;
- Health and safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and safety is the subject of specific health and safety reviews;
- Health and Safety Committees are constituted in the individual academies which meet termly;
- A Governor of the academy with specific health and safety responsibilities sits on the Health and Safety Committee of that academy;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- A 3 yearly health and safety report is produced for each academy by an independent professional.

2.2 Chief Executive Officer

The Chief Executive Officer is accountable to the Directors for ensuring that;

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary;
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- The significant findings regarding the above are recorded;
- The arrangements are monitored to ensure they are working;
- Health and safety information is communicated to the appropriate people;

- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work;

- Any problems in implementing appropriate health and safety standards are reported to the Directors;

- Accident/incident investigations are carried out;

- Specialist help and assistance is obtained where necessary;

- The reports of health and safety monitoring are communicated to the Directors along with details of significant injuries to employees, pupils and visitors;

- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.

2.3 The Business Director

The Business Director is accountable to the Chief Executive Officer for ensuring that health and safety legislation is complied with under the Health and Safety at Work Act etc 1974 in relation to the sites, buildings and mechanical and engineering functions.

The Business Director is accountable for:

- Assisting the Chief Executive Officer with his responsibilities as required;
- Providing the Principals/Headteachers with model procedures to assist with putting academy specific health and safety procedures in place.

2.4 The Estates Manager

The Business Director delegates responsibility for carrying out quality assurance that health and safety legislation is complied with under the Health and Safety at Work Act etc 1974 in relation to the sites, buildings and mechanical and engineering functions across the Trust estate to the Estates Manager.

2.5 The Local Governing Body (LGB)

The LGB is responsible to the Board of Directors for Health and Safety at its academy. It is responsible for ensuring that:

- The SNMAT model health and safety policy is adopted and implemented by the academy;

- Health and safety standards are monitored actively and reactively within the academy including health and safety inspection reports and accident reports;

- The academy site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the academy's delegated budget;

- Actions are prioritised where resources are required;

- Risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;

- Health and safety is the subject of specific health and safety reviews, and is covered on the agenda of the Health and Safety Committee;

- A Governor with responsibility for health and safety sits on the Health and Safety Committee of the academy. The committee meets termly;

- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;

- Assistance from specialists is obtained when in any doubt about the health and safety standards to apply;

- High standards of health and safety are promoted within the establishment;

2.6 Principal/head teachers

The Principal/head teachers are responsible to the Chief Executive Officer for ensuring that the health and safety risks associated with the delivery of the curriculum are controlled and the health and safety legislation relating to such curriculum activities is complied with. The Principal/head teacher is responsible for ensuring that:

- the requirements of the Occupier's Liability 1957/1984 is complied with.

- the day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;

- risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;

- termly health and safety inspections are carried out by the Principal/Headteacher, Health and Safety Governor and Health and Safety Representative where available. A copy of the report is presented to the Local Governing Body and one is sent to the Academy's Health and Safety Team;

- remedial action is taken following health and safety inspections;

- information received on health and safety matters is passed to the appropriate people;

- staff health and safety training needs are identified and provision of training is arranged;

- meetings of the establishment's health and safety committee are attended;

- the establishment's annual health and safety action plan is drawn up;

- trades union safety representatives are provided with the necessary facilities and are co-operated with;
- health and safety auditing arrangements are participated in and audit action plans are implemented;

- the purchasing and maintenance of equipment and materials is monitored and that it complies with current health and safety standards;

- contractors are monitored and that only competent, approved contractors are engaged to work on the academy site;

- specialist advice on health and safety matters is sought where appropriate;

- a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

- the Chief Executive Officer is assisted with carrying out their responsibilities as required.

Note: in the absence of the Principal/Headteacher these responsibilities fall to their immediate deputy.

2.7 Health and Safety Co-ordinator

The Health and Safety Co-ordinator at each academy is responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;

- Promoting health and safety matters throughout the academy and assisting the Headteacher in the implementation of the Academy's Health and Safety Procedures;

- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date;

- Ensuring that the Health and Safety Notice Board is kept up to date;

- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;

- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are provided to Governors and to the Health and Safety Committee;

- Ensuring appropriate procedures for authorisation of educational visits are followed and that the educational visits policy is complied with(see section 3.20);

- Participating in any Health and Safety Audits arranged by SNMAT

- Providing health and safety induction training for all staff;

- Keeping staff health and safety training records up to date;

- Ensuring that all statutory inspections are completed and records kept;

- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

- Ensuring contractors on site are monitored and that they consult the asbestos log.

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.

- Carrying out risk assessments for shared areas and activities.

- Initiating and progressing the reviews of risk assessments.

- Carrying out termly inspections of the shared areas.

- Monitoring the health and safety standards of the academies on a day-to-day basis, and reporting any problems that cannot be rectified to the Principal/headteacher.

- Assisting the Principal/headteacher with their responsibilities, as required.

- Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.

- Ensuring that the site is compliant under Health & Safety regulations – see Premises, Facilities and Health & Safety overview.

- Chairing the Health and Safety Committee termly meetings.

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Christine Turner

2.8 Heads of Faculties (Secondary Phase Only)

Heads of Faculties are responsible for:

- The day to day management of health and safety within their faculty in accordance with the health and safety policy;

- Drawing up and reviewing faculty policies, procedures and risk assessments regularly (at least once annually);

- Carrying out regular health and safety monitoring inspections of the faculty and making reports to the Headteacher 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 faculty;

- Passing on health and safety information received to the appropriate people;

- Acting on health and safety reports from above and below in the hierarchy;

- Ensuring that health and safety appears on the agenda of every faculty meeting;

2.9 All Staff

All Staff are responsible to the Chief Executive Officer, through the Principal/Headteacher for;

- Taking reasonable care for their own health and safety and that of other members of staff, pupils and visitors who may be affected by their activities;

- Checking classrooms and work areas are safe prior to use;

- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;

- Using any work equipment in accordance with the training and instructions provided;

- Co-operating as is necessary to implement the arrangements of this policy;

- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented;

- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements;

- Ensuring they are represented on the Health and Safety Committee.

2.10 Students/Pupils

Students/Pupils are expected to;

- exercise personal responsibility for their own health and safety and that of their classmates;

- observe standards of dress and behaviour consistent with the health and safety of themselves and others;

- observe the rules of the Academy and the instructions of members of staff;

- report any health and safety issues immediately to a member of staff;
- be represented on the Health and Safety Committee.

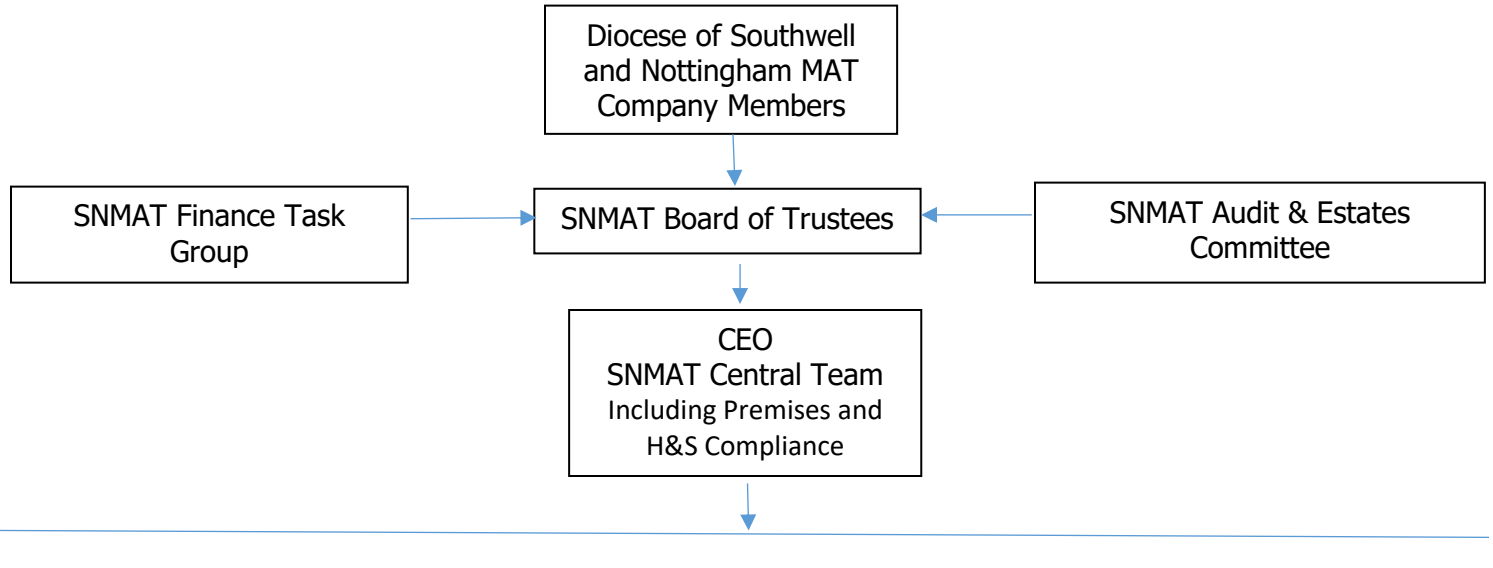
Health and Safety Assistance

Nottinghamshire County Council is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999, to be responsible for providing health and safety advice and assistance.

Nottinghamshire County Council
Lawn View House
40 Station Road
Sutton-in-Ashfield
NG17 5GA

Tel 0115 8040 333

Flowchart Showing the Health and Safety Management Hierarchy in SNMAT



Local Governing Body Magnus C of E Academy	Local Governing Body Harworth C of E Academy	Local Governing Body St Mary Magdalene C of E Primary School	Local Governing Body St John's C of E Academy	Local Governing Body Worksop Priory C of E Primary Academy
Local Governing Body St Peter's Crosskeys C of E Academy	Local Governing Body Burntstump Seely C of E Primary Academy	Local Governing Body Kings C of E Primary Academy	Local Governing Body St Peter's C of E Primary Academy Mansfield	IEB St Swithun's C of E Primary Academy
Local Governing Body Hucknall National C of E Primary School	Local Governing Body St Mary's C of E Primary School, Edwinstowe	IEB The Samworth Church Academy	Local Governing Body Haggonfields Primary School	Local Governing Body West Grantham C of E Primary
IEB Mount C of E Primary School	Local Governing Body Cotgrave C of E Primary School	Local Governing Body Linby cum Papplewick C of E Primary School	Local Governing Body Gamston Saint Peters C of E Primary School	Local Governing Body West Grantham C of E Secondary
Local Governing Body Leverton C of E Academy	Local Governing Body Selston C of E Infant and Nursery School	Local Governing Body Huthwaite All Saints C of E Infant School	Local Governing Body Kneesall CofE Primary School	

3.0 Health and Safety Arrangements
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3.54 Management of Health and Safety Records
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3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that;

- All risks have been comprehensively assessed;
- Those persons affected have been identified;
- All the significant hazards have been identified;
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicles, substances). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments;

- Briefly identify the process being assessed;
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards);
- Identify who might be harmed;
- Identify the controls currently in place to protect those at risk;
- Evaluate the risks and decide if existing controls are adequate;
- Identify additional controls that are required (in many cases this can be done by finding out what is up-to-date good practice);
- Record the significant findings (see form overleaf, other policies/procedures can be used);
- Communicate the results of the risk assessment to the relevant personnel;
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order.

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Principal/Headteacher and implemented through the appropriate channels.

The person responsible for carrying out a general survey of the academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Christine Turner

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F45-1: Risk Assessment Record

Operations/Work Activities covered by this assessment:			
Site Address/Location:		**Department/Service/Team:**	
Assessment Date:	Click or tap to enter a date.	**Lead Assessor:**	
Authorised By:			

Who Might Be Affected	Employee ☐	Contractor ☐	Visitor ☐	Pupil ☐	Client ☐	Member of Public/Third Party ☐

Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihoo	Severity	Risk	

Additional Notes

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor:	Date:
Signature of Person Authorising:	Date:

Potential Severity of Harm				
	Major	**Medium**	**High**	**High**
	Minor	**Low**	**Medium**	**High**
	Negligible	**Low**	**Low**	**Medium**
		Rare	Possible	Almost Certain
		Likelihood of Harm Occurring		

Definitions	
High	Take appropriate action within agreed period
Medium	Monitor Situation
Low	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			

The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards, such as trailing cables, damaged walkways and floor coverings, slippery floors, surfaces etc. Employees are expected to rectify these situations where possible or report them to the Site Manager/Caretaker to deal with appropriately.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Site Manager/Caretaker. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager/ Caretaker. Also any sharp edges or protrusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a hand wheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupil's areas are set so as not to cause scalding and thermostatic mixing valves (TMVs) should be installed if appropriate. TMVs installed should be appropriately maintained.

Running is not permitted within the academy buildings (excepting authorised sporting activities) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Access gates are designed and constructed to minimise finger trapping points etc.

Additional Precautions for Primary Academies

- Pencils etc must not be stored on desks in a vertical position to prevent penetration injuries;

- Access doors to nursery class areas must be adequately secured to prevent nursery children gaining unauthorised access to the general population of the academies or outside;

- Door finger-guards should be fitted to both sides of the hinged edge of all doors to which nursery or reception children have access as best practice;

- Heaters with hot surfaces are fitted with guards to prevent injuries;

- Glass drinking vessels, and sharp pointed scissors are not permitted in primary classrooms.

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	01636 688166
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Main school office
It should then be placed/given to:	Katie Hall
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Christine Turner

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in academies with multiple floors. To minimise the risks staff must ensure good discipline in these areas making sure that pupils do not run or play on stairs or landings.

3.4 Vulnerable Glazing

Vulnerable areas of glazing need to be protected to prevent serious injuries in the event of breakage. This includes all glass in doors and side panels up to 1500mm above the floor level and glazing up to 800mm above the floor level in other areas (Note, wired glass will not necessarily meet the protection requirements of safety glass). Any greenhouse should be glazed with polythene, fenced and have access adequately supervised by staff.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils.

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations.

Any defects or malfunctions must be reported to .	Richard Ivory/Katie Hall

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity effective maintenance regimes need to be implemented and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the academies;

- The fixed electrical installation is subject to a 5 yearly inspection by a competent NICEIC Electrical Engineer, and any maintenance required to prevent danger is carried out;

- Only electrical equipment provided or authorised by the academy shall be used. If staff require the use of personal electrical equipment on academy premises they are required to notify the member of staff responsible for authorising its use so that it can be Portable Appliance Tested (PAT) prior to use;

The person responsible for authorising the use of personal electrical equipment on the premises is:	Christine Turner/ Katie Hall

- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger. (Low risk stationery office and IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Christine Turner/ Katie Hall
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Christine Turner/ Katie Hall

- Staff are alerted to the dangers of defective wiring and equipment and are to visually inspect electrical equipment before use and to report any defects immediately.

- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and cease using any equipment which causes the RCD to trip.

- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.

- Electrical maintenance work is only carried out by qualified competent persons.

- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the appropriate member of staff. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.

- Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.

- Appropriate maintenance records are maintained.

Additional Precautions for Primary Academies

- All electrical sockets to which nursery, reception, infant and younger junior children have access, are fitted with blanks to prevent contact with the live electrical terminals.

3.6 Working at Heights

Staff are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Staff shall not work at any height where a fall may occur either above or below ground level when they are working alone. If an accident occurs, there is no one to call for assistance.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following protocol adhered to.

The over-riding principle is that all that is reasonably practicable to prevent anyone falling should be done. Therefore, the following hierarchy for managing and selecting equipment for work at height should be followed:

- Avoid work at height where possible;
- Where work at height cannot be avoided, use work equipment or other measures to prevent falls;
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.

The managing of work at height requires that:

- All work at height is properly planned and organized;
- Account is taken of weather conditions that could affect safety;
- Those involved are trained and competent;
- The place where the work is carried out is safe;
- Work/access equipment is appropriately inspected;
- Risks from fragile surfaces are controlled;
- Risks from falling objects are controlled.

The planning of work at height requires that:

- No work is done at height if it is safe and reasonable to do it other than at height;

- The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable;

- Emergencies and rescue are planned for;

- Account is taken of the appropriate risk assessments.

All work at height access equipment (i.e. ladders, stepladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. All this equipment is maintained and inspected regularly, records of which are kept.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

Before using a ladder or stepladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturer's instructions, by a person who is competent, having received sufficient instruction and training.

Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments to ensure their safety.

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for ladders is:	Katie Hall
Person(s) authorised to use ladders is/are:	Richard Ivory
The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for stepladders is:	Katie Hall
Person(s) authorised to use stepladders is/are:	Richard Ivory

3.7 Substances Hazardous to Health

Where possible all substances used in the academy should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Staff should be aware of the requirement to adequately Risk Assess the processes for which any hazardous substances are used, to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable. The minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Technology, Art and Catering are covered in the relevant sections.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement is:	Katie Hall

Cleaning Substances

Cleaning products carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the academy.

These substances are necessary as less hazardous substitutes are ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances:

- The substances are always kept securely when not in use to prevent unauthorised access.
- Adequate ventilation is always to be maintained.
- The substances are only to be used as directed by the manufacturer's instructions and Risk Assessment.
- Substances shall not be mixed together. The use of bleach is not permitted as toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances such as colour coded containers, separate bunded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is always kept in stock.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Principal/Headteacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Katie Hall

3.8 Fire Safety

All staff are to be familiar with the Fire Risk Assessment for their work area and are to comply with the fire safety arrangements of the academy.

Fire extinguishers are not to be tampered with or removed without authorisation and are not to be obstructed.

Emergency exits, fire safety notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole site for each academy is a designated no-smoking area in accordance with the Health Act 2005.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from academy buildings to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc prior to vacating the area.

Waste bins are to be emptied daily and combustible materials not allowed to accumulate.

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessment to be complied with.

The person responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out is:	Christine Turner

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Katie Hall

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: *(e.g. in the academy office)*	First Copy Academy Office
	Second Copy Caretakers Room

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Marlow Fire & Security

3.9 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the academy's activities and it is not reasonably practicable to completely avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Safe lifting techniques must always be employed. Never bend from the waist or lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities they are to seek assistance.

Special care is to be exercised where pupils are involved with the moving of objects, eg moving sports equipment or pianos. Employees are required to risk assess these operations and only allow pupils to be involved where the task is within their capabilities with regard to age, build, strength and maturity etc and ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

Below are listed some of the controls that should be employed for lifting different objects which, along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

<u>Chair and Table Moving</u>

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;
- Carrying no more than 3 chairs at a time;
- Using a special trolley for moving stacks of chairs;
- Carrying no more than 1 table at a time (single tables);

- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance in proportion to the weight/size and distances involved;
- Wearing protective equipment such as gloves and safety footwear.

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Christine Turner

The person responsible for monitoring the safety of manual handling activities is:	Christine Turner

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the academy. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows.

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by using hoists/slings and, where appropriate, encouraging pupils to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for

employees in using safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.
- Personal Emergency Evacuation Plans (PEEP's) should be documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the Academies Site and communicated to all members of staff.

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Christine Turner

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the academy by various members of staff and current health and safety legislation designates staff who use this equipment as a significant part of their normal work as 'users'. Self-employed persons working similarly with academy equipment are designated as 'operators'.

Workstations used by 'users' or 'operators' should be assessed to ensure they satisfy minimum requirements for health and safety and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety appropriate to the workstation equipment and type of usage.

'Users' are provided with information and training about the risks to their health and how to minimise them.

If no frequent changes of activity occur, staff are encouraged to take short breaks (approximately every hour) to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles specifically required for display screen work, at no cost to themselves. Initially 'users' are to request these through the Business/Office Manager who will agree to the reimbursement of the receipts.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	***Job Title***
Katie Hall	*School Business Manager*
Kelly Farmer	*Attendance Officer*

The competent person responsible for carrying out display screen equipment risk assessments is:	Christine Turner
The person responsible for implementing the requirements of the risk assessment is:	Katie Hall

3.12 Smoking at Work

Smoking is not permitted on the Academy site, in any Trust vehicle or in any vehicle in which more than a single member of staff is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

Appropriate signage prohibiting smoking is displayed at all entrances to the academy site/buildings.

Appropriate signage is displayed in all Trust vehicles.

3.13 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the Academy sites. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The Trust has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The person responsible must identify to the contractors, those hazards and controls already in place at the academy, and obtain from them information regarding the hazards and

controls which they will be bringing to the academy, such that adequate control measures can be implemented and effective contractor/academies segregation maintained.

Before work commences the delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The person responsible shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally, construction work which involves more than 500 person days, or takes longer than 30 days is notifiable to the HSE. The person responsible should seek specialist advice regarding what must be done to comply with these Regulations.

The academy/Trust may employ a project manager to manage its responsibilities under CDM on its behalf.

The person responsible for contractors' activities is:	Katie Hall

3.14 First Aid Arrangements

The number of certificated first aiders on each site will comply with acceptable minimum standards. In addition to this it is the policy of the Trust to train as many staff as possible in emergency first aid so as there is always cover for the most likely times that injuries occur and for absences/academy trips etc. All first aid training is repeated every 3 years to maintain competence.

Name	**Location/Extension**	**Date of Expiry of Certificate**
Ruth Rutledge	Year 1/2	12/11/2027
Ann Ellison	Year 5/6	28/02/2027
Natalie Evans	Nurture	12/11/2027
Kelly Farmer	School Office	12/11/2027
David Issott	Year 5/6	12/11/2027
Sophie Issott	Year 3/4	22/01/2028
Sam Thompson	Foundation	28/02/2028
Ellen Tomlinson	Year 5/6	12/11/2027
Glenda Walker	Year 1/2	12/11/2027
Wendy Worthington	Year 5/6	22/11/2027
Shirrell Wright	Extended Services	12/11/2027

First aid boxes stocked with the recommended contents are located at appropriate points and named staff are responsible for checking the contents on a regular basis and replenishing any deficiencies. A record of the checks will be maintained. All staff should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

Location of First Aid Box(es)	**First Aid Record Book(s)**
Classrooms	First Aid Room
First Aid Room	Foundation

Foundation	Kitchen
Kitchen	

Travelling first aid boxes are kept at the following points in the academy.

Location of Travelling First Aid Box	**Location of Travelling First Aid Box**
First Aid Room	

The person responsible for making a termly check on the location and contents of all first aid boxes and replenishing deficiencies is:	Ann Ellison

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kings Mill Hospital, Mansfield 01623 622515
The address and telephone number of the nearest hospital with **minor injuries facilities** is:	Newark Urgent Care, Newark 01636 681681

If required, an ambulance can be summoned by telephone from the Reception Office.

The names (and extension numbers if appropriate) of current first aiders and appointed persons and Emergency first aiders are displayed at the following points in the academy.

Display Point	**Display Point**
First Aid Room	School Office

The person responsible for ensuring first aid qualifications are maintained is:	Katie Hall

The person responsible for ensuring that first aid cover is provided for staff working out of normal academy hours is:	Christine Turner

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the patient should be referred immediately for further medical attention. Slight knocks to patients who have had previous head injuries could be serious and should also be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps, which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

HIV and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Public Health England leaflet 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection.

'Guidance on infection control in schools and other childcare settings' is displayed in:	First Aid Room

3.15 Pregnancy and Work

Employees who become pregnant shall inform their line manager so that an assessment can be carried out to ensure that any risks created during their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Public Health England Leaflet 'Guidance on infection control in schools and other childcare settings'.

The person responsible for carrying out expectant mothers' risk assessments is:	Christine Turner

3.16 Young Persons Working or on Work Experience

If young persons come to the academy to work, or on work experience, additional legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, this is due to their immaturity, inexperience and lack of awareness.

Line Managers are to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain information regarding any particular hazards/medical conditions etc that the work experience candidate will be bringing to the academies from the person with parental responsibility in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child. Attendance records will also be maintained and failure to attend reported to the child's originating school.
All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

The person responsible for ensuring the work experience process complies with legal requirements is:	Christine Turner

3.17 Pupils on Work Experience/Placements outside the Academy Premises

When pupils go on work experience the same legislation as above applies. This requires that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of pupil's immaturity, inexperience and lack of awareness. Where pupils are under 16 years of age the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable and have arrangements which ensure that:

- Pupils are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work.

- Pupils are effectively supervised to ensure the appropriate risk control measures are taken. Supervision requirements during non-contact time are subject to risk assessment.

- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for authorising and organising the work experience/placement, liaising with the Work Provider and the person with parental responsibility, to ensure that risk assessments are communicated to the person with parental responsibility. There is no substitute for direct knowledge, and the Work Experience Co-ordinator should visit the Work Experience Providers' site to confirm that arrangements are adequate. They are also to obtain from the person with parental responsibility information regarding any particular hazards/medical conditions etc that the work experience candidate will be bringing to the Work Experience Provider, in order that their suitability can be assessed, and safety measures adapted accordingly. Written parental consent is to be obtained for each placement and effective arrangements are to be in place to ensure student attendance is reported, and that routine visits are made to monitor the progress of the placement.

The assessment of suitable work experience providers will be through a centrally co-ordinated scheme or done individually by the Work Experience Co-ordintor in accordance

with the DfE guidance publication 'Work Experience: A guide for secondary schools'. DfE publication 'Work Experience: A guide for employers' will be forwarded to employers who are assessed individually by the Work Experience Co-ordinator.

The Work Experience Co-ordinator for the academy if applicable is:	Christine Turner

3.18 Academy Security

The main reception entrances are always monitored to prevent unauthorised access.

Many exit doors are locked to prevent unauthorised access, but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the appropriate Reception Office on arrival. The names of all visitors, their time of arrival and departure should be recorded, and a badge issued for identification while on the academy site. Office staff are to inform the relevant member of staff that they have a visitor. The visitor should be accompanied during their time at the academy.

Unknown persons on the academy sites not wearing a visitor's badge, are to be asked to identify themselves, their reason for being on academy premises and if they require assistance. Appropriate measures are then to be taken to escort them to the Reception Office to book in, or escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach. In these cases assistance is to be sought and the police called for additional assistance if necessary.

When pupils are outside during playtime or for sports adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by pupils and pedestrian access controlled during normal hours.

The premises are secure reducing the potential for pupils to stray unsupervised.

The person responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	Richard Ivory Christine Turner Katie Hall
The person(s)/key holding service trained to deal safely with burglar alarm call outs is:	Pinnacle Security

3.19 Violence at Work

The academy seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils or parents etc and further action such as exclusion/banning/ prosecution will be considered. The following steps should be followed:

- Employees who have any concerns about parental interviews should arrange for a colleague to be present and ensure that any loose objects which could be used as a weapon are out of the immediate reach of the visitor.

- Employees should not become confrontational even if provoked, instead, offer to arrange another meeting with senior colleagues and close the interview.
- Meetings with parents should not be held in isolated classrooms and should have clear objectives and a set timescale.

- Home visits are not to be undertaken alone.

- If verbally or physically abused, leave or call for assistance immediately.

- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Principal/Headteacher. This will enable incidents to be monitored, investigated and appropriate action taken.

- A secure register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

- Employees who suffer violence at work will be treated sympathetically and support systems are available.

To protect staff against assault when handling or transporting money, cash handling across the Trust should be kept to a minimum. Banking should be carried out by two employees and the day is varied from week to week.

3.20 Educational Visits

Pupils generally face far higher risks on visits than they do in the academies. Each academy appoints a member of staff as the Educational Visit Co-ordinator (EVC) and ensures that the EVC has received relevant training. Evolve (or another appropriate system) is used by all academies in the MAT to monitor off/site educational visits and provide advice, guidance and support to the EVC.

The advice and guidance in the DfE document Group Safety at Water Margins, and DfEE document 'Health and Safety of Pupils on Educational Visits' and supplements (*Standards for Adventure and A Handbook for Group Leaders)* should be used to help assess and control the risks.

Generic risk assessments have been carried out/recorded and control measures identified for repeated elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessments are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision are assessed and provided for all visits.

An Education Visits Policy is in place and should be complied with.

The Educational Visits Coordinator (EVC) appointed to help teachers/group leaders assess the risks and implement control measures is:	Christine Turner

Minibus

All minibus' used are fitted with forward facing seats, lap and diagonal seat belts and the driver is responsible for ensuring these are used by all occupants whilst on the move.

Drivers of minibuses should familiarise themselves with the rules that have been set to avoid driver fatigue and the actions to be taken in the case of a breakdown or accident. Appropriate levels of supervision are assessed and provided for all minibus trips.

All travel in the minibus is appropriately authorised.

Vehicle registration documents, tax, MOT Certificates and insurances, along with the driving licences of staff permitted to drive the minibus should be checked annually to ensure they remain current.

Staff permitted to drive the minibus are required to notify the person responsible immediately of any endorsements, accidents, illness or medication used etc that may impact upon their driving licence or driving ability.

Minibus drivers should be first aid trained.

Minibus drivers are responsible for driving the minibus and therefore, wherever possible, another member of staff should be on hand to supervise the pupils/students. A risk assessment should be carried out taking into consideration the education phase and the level of behavioural challenge presented by the pupils. Reasonable control measures must be put in place to ensure the safety of the pupils.

The Minibus Policy Document is to be complied with.

The person responsible for ensuring the minibus is serviced in accordance with the manufacturer's instructions, and that the periodic safety checks (lights, tyres, windscreen washers, oil & coolant levels etc.) are carried out and records kept is:	n/a
The person responsible for restricting the driving of hired minibuses to those with the appropriate licence and who are assessed as competent is:	n/a

3.21 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be on the premises and should be kept away until they recover or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the

Public Health England leaflet 'Guidance on infection control in schools and other childcare settings'.

'Guidance on infection control in schools and other childcare settings' is displayed in:	First Aid Room

The storage and provision arrangements for pupils' medicines are in accordance with manufacturers and medical recommendations.

Parental consent forms and medical instructions are required for the issue of all medicines administered to pupils by the academies on behalf of parents. Records of each individual issue are kept on the appropriate form.

A register is maintained of all medicines held by the academies, and appropriate security is maintained for the control of these medicines.

Where necessary, appropriate staff have received training in the administering of medicines such as epi-pen use etc.

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Christine Turner Katie Hall

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Christine Turner Katie Hall

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Ann Ellison

The Medicines Policy Document to be complied with.

3.22 Injury Reporting

Minor injuries to employees, visitors and pupils shall be recorded in the accident book by the person administering first aid.

The F-45-5 form is used by academies where more major injuries are sustained. This prompts the completion of an electronic F2508 form in the event of 'major' or 'over 7 day'

absence injuries, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Trust Estates Manager should also be informed. All F-45-5 forms are to be saved on TEAMS.
'Major' injuries to pupils and visitors are those which require them to be taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Accidents arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to employees can be defined as any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

Some incidents which do not result in injury must be reported by telephone to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit, which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

HSE Incident Contact Centre (ICC 0845 300 9923 and website www.hse.gov.uk/riddor/)

The person responsible for recording incidents on The F-45-5 form and notifying the Trust Estates Manager of all 'Major' and 'Over 7 day' injuries so that the insurers can be informed is:.	Katie Hall

First Aid Policy to be complied with.

3.23 Statutory Notices

The academy is required to display the following statutory notices where employees can see them.

1. A 'Health and Safety Law' poster, the local information of which is to be complete and current, where appropriate.

2. A current copy of the Risk Protection Arrangement (RPA) membership certificate in lieu of an employer's liability insurance certificate. Alternatively, this document may be held electronically as long as all relevant employees have access to it.

The person responsible for ensuring that the statutory notices are displayed is:	Christine Turner

3.24 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. If appointed the health and safety representative will be consulted during the

preparation and review of the health and safety policy of the Trust, to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Health and Safety is a standing item on the agenda of all employee meetings at the academies.

A Health and Safety committee meets termly and reports any issues to the Principal/Headteacher and Local Governing Body who in turn report to the Chief Executive Officer and Board of Directors.

The Trade Union Health and Safety representative, if appointed, for the academy is:	Currently vacant

3.25 Employee Induction Procedures

The capabilities of all new employees regarding their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the person responsible to ensure that they are aware of the Trust's health and safety arrangements.

An induction procedure is to be completed prior to employees carrying out any other tasks at the academies and includes a thorough understanding of.

1. Evacuation procedures.
2. First aid and injury reporting arrangements.
3. Any other relevant emergency procedures
4. The Health and Safety Policy.
5. Risk Assessment procedures.
6. Relevant safe working procedures.
7. Relevant health and safety training.

The person responsible for guiding new employees through the induction process, and organising and documenting health and safety training as appropriate, including refresher training is:.	Katie Hall

Should the person responsible be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee should be led through the induction package by the Principal/Headteacher.

3.26 Physical Education, Sport and Play Activities

A significant number of injuries to pupils occur during these activities.
Areas where children carry out PE, sporting and play activities are to be kept, as far as possible, free from obstacles and hazards which could cause injury to pupils. The surface of all areas where children carry out PE, sporting and play activities are, as far as possible, to be level and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc). PE, sporting and play areas are to be inspected before use to ensure their safety.

The person responsible for regularly inspecting PE, sporting and play areas is:	GM Inspections

General Rules for Play Times

Enough employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over-enthusiastic behaviour.

Running and ball games shall only take place in the designated areas and are prohibited in the 'Quiet' areas.

The retrieval of balls from off the academy premises by climbing fences, or entering private property, without specific permission is prohibited.

Employees shall only carry hot drinks in a covered container whilst on play-time supervision duties, or whilst walking the academy corridors.

Fixed play equipment is maintained annually under external contract and regular routine, visual and operational inspections are carried out in line with the manufacturer's/installer's recommendations.

The person responsible for regularly carrying out visual and operational inspections of fixed play equipment is:	Richard Ivory

The external contractor responsible for the annual inspection and maintenance of the fixed play equipment is:	GM Inspections

General Rules for Sport and Physical Education

It is the policy of the Trust to follow the guidance in the document 'Safe Practice in Physical Education and School Sport' published by The Association for Physical Education, and the guidance from the relevant national Directors for the activity concerned.

Only suitably qualified employees are to supervise physical education and attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;

- Pupils should be involved in activities appropriate to developing their existing abilities;

- Employees shall position themselves where they can see all pupils;

- Appropriate clothing should always be worn;

- Long hair should be tied back;

- Watches and all jewellery (including religious jewellery) must be removed during sport and physical education activities;

- Sports areas and pitches should be checked before activities start, to ensure there are no dangerous objects around the side of the Sports Hall/Gymnasium or on any of the outside areas being used;

- All equipment must be set up safely, in accordance with manufacturer's instructions and with adequate spacing between each item, including any requirement for adequate head-room, before use;

- Apparatus being used should be at least two metres from any wall;

- Equipment should be checked for signs of wear/defects regularly;

- The number of pupils using any one piece of apparatus should be limited;

- If pupils are involved in moving equipment, make sure this is done using safe techniques, with enough pupils to ensure that they do not have to struggle;

- Pupils shall always be supervised;

- All equipment shall be put away safely at the end of the lesson.

- A cycle skills track is accessed under the supervision of a qualified cycling coach with relevant risk assessments in place.

Physical Education equipment is maintained under external contract and is inspected routinely and before use.

The Code of Practice for Physical Education and School Sport is to be complied with.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal, injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the academy premises.

Adequate vehicle and pedestrian segregation must always be maintained. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc. Segregation arrangements include:

- Pupils are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use;

- Pedestrians must use the separate entrance provided;

- Members of staff are stationed at vehicle access points at academy starting, leaving, lunch and break times to ensure vehicle pedestrian segregation;

- Delivery and contractor's vehicles must be prevented from entering the premises at academy starting, leaving, lunch and break times;

- Site specific practices regarding parental vehicles are in place;

- Reversing of large vehicles, or those where the rear view is restricted, must be guided back by a competent person;

- Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are present.

The vehicle/pedestrian segregation arrangements have been documented in the vehicle/pedestrian segregation risk assessment.

Vehicles on the Premises Policy to be complied with

3.28 Science

Each Science Laboratory and Preparation Room is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required;

1. Gas isolation control;

2. Residual Current Device (RCD) protected electrical sockets;

3. Appropriate fire extinguishers. Sand is available as an extinguishing agent for some specialist fires;

4. A fire blanket;

5. Emergency eyewash facilities.

Emergency electrical isolation controls will be fitted in laboratories when refurbishments are planned where they are not already in place. Where there is no emergency electrical isolation control staff are made aware of how to turn off the electricity in an emergency.

Access is available to first aid kit and to a telephone nearby to call for assistance if required.

Preparation Rooms and Chemical Stores are kept secure when no members of staff are present, to prevent unauthorised access.

Good practices outlined in the publications listed below are used for chemical storage, and to develop risk assessments and safe working procedures for work in the science department, science experiments etc.

CLEAPSS, Hazcards
CLEAPSS, Laboratory Handbook.
ASE, Safeguards in the School Laboratory
ASE, Topics in Safety
ASE, Be Safe – Health and Safety in Primary School science and technology
CLEAPSS, Primary schools publications

Project work involving hazardous substances, not covered by these publications will be individually risk assessed and safe work procedures produced to ensure the risks are adequately controlled.

Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

The person responsible for health and safety for science is:	Meleisha Crawford

Code of Practice for Science to be complied with.

Radioactive Sources

Only low level radioactive sources within the standard education holdings are held and used in the Science Department.

Local radiation safety rules have been drawn up in accordance with the CLEAPPS model.

The designated Radiation Protection Supervisor (RPS) is responsible for ensuring the local rules are followed to control the risks.

A competent Radiation Protection Advisor (RPA) has been formally appointed, to oversee and monitor the radiation protection arrangements of the Trust and provide specialist advice as necessary.

Records are kept regarding the history of each source, any tests made to confirm that they are not leaking, a usage log, audit records and a list of persons trained and authorised to handle radioactive substances.

Radioactive sources are securely stored in a properly labelled fireproof metal container. Highly flammable or corrosive substances are not to be stored in the same room as the radioactive sources, and the radioactive sources are not stored within 2m of where anyone person works habitually.

The Radiation Protection Supervisor is:	n/a
The Radiation Protection Advisor is:	provided by Nottinghamshire County Council

The location of the records is as follows:

DfE permission to purchase letter	n/a
History of the sources	n/a
Use log	n/a
Monitoring/Test records	n/a
Risk assessments for use	n/a
CLEAPSS Science Codes of Practice	n/a

Radiation Safety Rules to be complied with.

3.29 Technology

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Secondary Academies.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments.
- Model Risk Assessments for Technology in Secondary Schools (CLEAPSS Publication).

The following minimum control measures have been implemented.

Guarding of dangerous parts of machinery in accordance with BS4163.

Storage of hazardous substances in accordance with BS4163.

Restricting the use of machinery to appropriately trained and competent employees and pupils.

The provision and use of suitable Personal Protective Equipment (PPE) where the risks cannot be adequately controlled at source ie. eye protection, face shields, gloves and aprons etc.

There is no machinery producing hazardous noise levels so information and suitable hearing protection is not required.

Emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163).

Central isolation points have been provided for the electricity supplies to all fixed machine tools in accordance with BS4163.

Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes.

Health and safety information and instructions are incorporated into the lesson plans and into the teaching process.

Close supervision is exercised over pupils' behaviour.
Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.

Routine maintenance and inspection of all hand and power tools is carried out.

RCD protection is provided for all electrical wall sockets.

The staff workshop area is kept secure when no members of staff are present to prevent access to dangerous machinery.

The issue and use of sharp hand tools is strictly controlled and all are positively accounted for after each use.

Sharp hand tools are secured when not in use, or no member of staff is present.

The Curriculum Team Leader for Technology is responsible for reviewing the risk assessments annually or when circumstances change, and ensuring the following:

- Checking of the presence and condition of machinery guards before use.
- Isolation of all fixed machine tools when not in use.
- Functionally checking of the operation of all equipment emergency stop controls, on a half termly basis.
- Functionally checking of the operation of the emergency electrical isolation controls, on a half termly basis.
- Functionally checking of the operation of RCD sockets on a monthly basis, and routine testing of emergency facilities (such as emergency isolation controls).
- Keeping of appropriate records.

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Primary academies:

- NAAIDT Publication; Make it Safe – Health and safety guidance for the teaching of design and technology with children age 3 to 11.
- ASE Publication; Be Safe – Health and safety in primary schools science and technology.

The following minimum control measures have been implemented:

- Only round ended scissors are available to primary pupils;

- Sharp hand tools, craft knives, kitchen knives and sharp ended scissors are stored securely and only used by older children under close supervision. These items are strictly controlled and all are positively accounted for after each use;

- Pupils are shown how to use the simple hand tools provided for them safely. Teachers should not assume they have been taught this before because they have previously used such items;

- If the material or tools pupils are using are likely to eject parts, chips or splinters etc, then eye protection must be worn;

- Pupils shall not use spray glue and only low temperature glue guns are to be used by pupils;

- In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned to prevent them being knocked over. Pans are to be positioned on cookers so that handles do not protrude.

The person responsible for health and safety in Technolgy is:	Meleisha Crawford

Code of Practice for Design and Technology to be complied with.

3.30 Food Technology

Each Food Technology Classroom is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control

2. Residual Current Device (RCD) protected electrical sockets

3. Appropriate fire extinguishers

4. Fire blankets

In addition, the following minimum control measures are taken to control the risks.

- Unsupervised access to the Food Technology areas is prevented.

- Secure storage and supervised use of kitchen knives. The issue and use of these items is strictly controlled and all are positively accounted for after each use. The rules for safe handling of kitchen knives are as follows.

    a. Use a knife suitable for the task.

    b. Keep knives sharp.

    c. Hold the knife firmly.

    d. Do not cut towards your body.

e. Do not leave knives on tables or in washing up water.

f. Put the knife away after use.

g. Carry a knife point down.

h. Never try to catch a falling knife.

- Health and Safety briefing sessions are held for pupils and they are close supervised to ensure the rules are followed.
- Cookers are sited to minimise risk of pans being knocked.
- Gas cookers are checked routinely to ensure that chain is in place
- Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings.
- Electrical leads are kept clear of cookers and sinks.
- Pans are positioned on cookers so that handles do not protrude.
- Routine maintenance contracts are in place for all cookers.
- All electrical equipment is routinely inspected and tested.
- Emergency facilities (such as emergency isolation controls) are tested routinely.
- Cleaning substances are stored securely following the manufacturers' instructions for the use.
- All Food Technology staff have attended the Basic Food Hygiene Course.

The person with responsibility for health and safety in Food Technology is:	**n/a**

3.31 Art

Good practices outlined on the NSEAD website pages 'A Guide to Safe Practice in Art and Design' should be used to develop risk assessments and safe working procedures for art work etc.

Fume extraction equipment is provided where necessary, routinely tested, and indications provided to the users of its' serviceability and operation.

Some inks and paints are oil based but are otherwise non-hazardous.

Suitable step ladders are provided for putting up displays and working at heights, staff and pupils shall not stand on desks and chairs. Stepladders are secured when not in use.

Sharp knives etc are secured when not in use or where no member of staff is present. The issue and use of these items is strictly controlled and all are positively accounted for after each use.

Non slip flooring is provided where appropriate.

The person responsible for health and safety in art is:	Meleisha Crawford

Code of Practice for Art and Design to be complied with.

3.32 Drama and Music

The following minimum measures are taken to control the risks:

- Suitable access equipment is provided for adjusting and replacing stage lights and other work at heights. i.e. step ladders;
- Training is given in the use of all access equipment used;
- All stage lights are fitted with secondary security devices;
- Stage materials and equipment are stored securely to prevent falls;
- Pupils are closely supervised;
- Tests and inspections of electric equipment such as lights, distribution panels and dimmer boards are carried out routinely;
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply pupils own equipment, amplifiers etc;
- Low voltage or battery-operated electric organs are used to minimise the risks of electric shock;
- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage;
- Scenery and materials are stored securely to prevent falls;
- All exits from the hall are kept clear and unlocked whilst it is occupied;
- Emergency lights are tested to ensure they work properly;
- Emergency exits are clearly signed and unobstructed;
- The hall floor surface is maintained so as not to be unduly slippery.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of stage lighting and equipment is:	All staff

Person(s) authorised to operate and use is/are:	All staff
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of mobile staging is:	All staff
Person(s) authorised to operate and use is /are:	All staff
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of musical instruments is:	Christine Turner
Person(s) authorised to operate and use is/are:	All staff

3.33 Academy Productions

In addition to the above, the following minimum control measures are taken to control the risks when performances are open to the public:

- Well lit routes are provided for pedestrians from car parks;
- Stewards wearing high visibility vests direct and control vehicles on the premises;
- Arrangements are made for the provision of first aid in case of injury or acute ill health;
- A telephone is available for calling the emergency services;
- Chairs for the audience are kept clean and in good condition;
- Food hygiene arrangements are supervised by a member of staff who has attended the Basic Food Hygiene Certificate course.

A public entertainment licence is no longer needed for any entertainment taking place on school premises as long as the entertainment is being provided by or on behalf of the school proprietor.

3.34 Catering

Where contract caterers are employed they are responsible for the provision of their own Health and Safety Policy.

The company responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Nottinghamshire County Council

Where the academy employs its own catering staff the following policy applies.

Catering employees are exposed to significant hazards. Health and safety training for employees and clear procedural arrangements are the key to good health and safety in catering operations. The following minimum control measures have been implemented:

- A slip-resistant floor surface is installed and any spills are cleaned up immediately to minimise the risk of accidents;
- Proper access equipment is provided for reaching items located at heights. Staff are not to use chairs, boxes etc, or to climb up the front of storage racks;

- All electrical outlet sockets are provided with RCD protection, to minimise the risk of serious electric shock and all exposed metalwork is electrically bonded to earth. The Site Manager is responsible for ensuring the RCD for the Kitchen circuits is functioning correctly by operating the test button on a quarterly basis. Staff must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose;

- Electrical wiring is not to be routed close to heat sources (such as cookers etc) or across sinks;

- All gas fired equipment is serviced and maintained on a regular basis by a Gas Safe specialist;

- The main gas isolation valve is clearly marked and free from obstructions. This must be closed if a leak is suspected or if there is an unexplained smell of gas;

- The main hazard from ovens and ranges is being burnt, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.

- The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.

- Gas operated ovens/ranges are fitted with flame failure devices, to eliminate the hazard of a gas flashback if the equipment does not light immediately.

- The cooker extraction system is cleaned and maintained on a regular basis.

- Only trained employees are allowed to use kitchen knives, the safe handling rules for which are as follows.

    - Use a knife suitable for the task.

    - Keep knives sharp.

    - Hold the knife firmly.

    - Do not cut towards your body.

    - Do not leave knives on tables or in washing up water.

- Put the knife away after use.
- Carry a knife point down.
- Never try to catch a falling knife.

Staff are prohibited from using or cleaning the hazardous machinery (e.g. mixer and slicer) until they have been trained in the safe procedures. The Catering Manager is responsible for providing this training and for authorising employees who are competent to use this equipment. A written record of those appointed and the machinery involved must be kept.

The food mixer is fitted with a fully interlocked guard to prevent access to the blades whilst in motion.

Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Staff are trained in safe manual handling techniques to minimise the risks and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.

Cleaning products are used for general purpose cleaning. These carry 'irritant' or 'harmful' hazard warning labels and require Risk Assessments to be carried out before use. These substances are necessary as substitutes without these hazards are ineffective. The following measures are the minimum necessary to control the risks from the use of these substances:

- The substances are always kept securely when not in use to prevent access by unauthorised persons;
- The substances are all purchased from the same manufacturer and are only to be used as directed by them;
- Employees are trained in the correct application methods and safety precautions;
- Substances shall not be mixed together;
- Contact with the skin is to be avoided by the wearing of PVC gloves;
- Gloves are to be inspected before use and replaced if damaged (at least one spare pair of gloves is kept in stock at all times);
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist;
- Any skin problems associated with the use of these substances shall be reported to the Catering Supervisor and where appropriate to a medical practitioner;
- Where substances are transferred into smaller containers for use, these containers must be marked with their contents and appropriate hazard sign.

Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept securely and changed when required. Although Risk Assessments must be carried out prior to use, the risk of exposure is only

likely when changing the tube from an empty to a full container and washing out the residue from the empty container before disposal. PVC gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.

A system of Hazard Analysis and Critical Control Points (HACCP) has been implemented and recorded to ensure the food hygiene risks are properly controlled. This ensures compliance with the Food Safety (General Food Hygiene) Regulations 1995 (As amended in 2004 & 2005).

Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Nottinghamshire County Council

3.35 Statutory Engineering Inspections

Competent engineers carry out thorough examinations for passenger carrying lifts every six months. An engineer from the Insurance Company also inspects any lift annually.

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas are thoroughly examined at least every fourteen months by competent engineers. Labels are affixed to each item of fume/dust extraction equipment to provide an indication of the serviceability status and test dates to the users of each item of equipment.

Boilers and pressure systems are examined under the written scheme of examination for pressure systems at the appropriate frequency.

In all the above cases the reports from examinations are reviewed and any necessary action to prevent danger is carried out. The reports are then kept for inspection for at least 2 years.

3.36 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures:

- Working at heights;
- Moving and handling tasks where assistance is required to minimise the risk of injury;
- Work in roof spaces;
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment;

- Work involving the use of high risk, hand fed machinery such as circular saws and planers;

- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Risk Assessments are in place showing procedures in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety.

In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

Specific practice regarding lone working should be in place.

Site staff are particularly vulnerable when locking and unlocking sites. It is recommended where possible that they carry out their duties when other members of staff are in the vicinity.

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Christine Turner

Lone worker emergency call-out procedure to be complied with.

3.37 Working Time

The Trust recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended in 1999, 2002 & 2003) is seen as the way to minimise these risks. Normal Trust arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some staff, during term time, work many hours more than the normal week, both at the academies and at home. When averaged over the reference period of 17 weeks, which will take account of academies closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Principal/Headteacher.

3.38 Occupational Health Service

Specialist occupational health advisor, RPS Business Healthcare Ltd, has been contracted to provide the following:

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary;

- A management referral system for employees with long term ill health or sickness absence;

- Advice and guidance on ill health/medical issues for employees.

3.39 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

A risk assessment should be carried out to identify and evaluate the academy's potential for stress related risks.

The following minimum control measures should be implemented:

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff;

- An open and understanding management style should be practiced;

- Fair and consistent treatment should be provided for staff;

- Two-way communication should take place, especially in times of change;

- Support and counselling facilities should be made available where appropriate;

- Staff are encouraged to report any work situation causing intense or sustained levels of work-related stress.

The persons responsible for monitoring absence owing to stress related illness is:	Christine Turner

3.40 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease, which can be serious for vulnerable persons.

A company specialising in water hygiene has been to survey the site and assess the risks. The recommended remedial works are carried out when reports show they are necessary to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

The company responsible for carrying out the Legionella Risk Assessment is:	Second Element

The person responsible for maintaining the appropriate records of legionella control maintenance is:	Second Element/ Richard Ivory

3.41 Asbestos

A specialist asbestos management survey has been carried out, all asbestos containing materials identified and a report produced.

Appropriate control measures to prevent asbestos fibres being released have been taken as follows:

- Asbestos containing materials have been removed where necessary;
- Asbestos containing materials have been encapsulated to prevent contact;
- Asbestos containing materials have been sealed to prevent deterioration;
- Access is denied to asbestos containing materials;
- Asbestos containing materials are properly identified.

A Local Asbestos Management Plan (LAMP) has been developed, which includes the following control measures:

- No building or maintenance work is carried out without prior reference to the asbestos survey report;
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions and confirmation of this notification is recorded;
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed;
- The conduct of staff and contractors is monitored to ensure that asbestos containing materials are not disturbed;
- The condition of all exposed asbestos containing material is monitored on a regular basis and records maintained;
- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated;
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.

Asbestos Management Survey Report to be available.

Local Asbestos Management Plan to be complied with.

The person responsible for monitoring any asbestos and the Local Asbestos Management Plan (LAMP) is:	Christine Turner

3.42 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where other methods, such as engineering controls, have been considered and disregarded.

PPE bearing a 'CE' mark will be made available, and will be provided free of charge, to staff where necessary. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.

The person responsible for monitoring and enforcing the use of PPE and ensuring the following is:	Katie Hall

- PPE is assessed for suitability prior to use.
- Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.
- PPE is kept in a clean condition and manufacturers guidance is followed for the maintenance requirements.
- Staff are provided with training and instruction on how to use appropriate PPE properly and safely and informed of the reason for its' use and how to identify and report defects.
- Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.43 Grounds Maintenance

Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are kept. The following controls are the minimum required for safe maintenance of the academy grounds:

- Visual checks of the grounds are carried out on a regular basis, all hazardous items are removed;

- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area;

- All trees on the site are inspected every 2 years and maintained by a competent specialist;

- Responsible staff check the trees on the site for damage which would pose a risk to safety after high winds or other adverse conditions;

- Hazardous substances are securely stored with appropriate leak prevention and ventilation and are only used in line with appropriate risk assessments.

Grounds Maintenance Contractors are employed to carry out routine grounds maintenance. Copies of their risk assessments and method statements have been provided.

Teaching staff using outdoor areas are also expected to check for possible hazards and report them to the responsible person.

The person responsible for ensuring the health and safety of the grounds is:	Richard Ivory

3.44 Critical Incidents

Critical incidents are major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

An Emergency Plan has been developed under a separate cover to assist staff with dealing effectively with such emergencies. The Academy Leadership team should familiarise themselves with the emergency plan.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available.

Critical incident practice drills should be undertaken on a regular basis. Although these are mainly carried out as 'desk top' exercises, wherever practicable full drills are practiced.

Comply with Emergency Plan.

3.45 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Directors is accountable as the controller of the premises and delegates the responsibility for ensuring that the lettings policy and contractual agreements are complied with to the Local Governing Body.

These will ensure that:

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire-fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety.
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use.

Comply with appropriate Lettings Policy and contract.

3.46 Disabilities

The Trust recognises its' duties regarding providing reasonable access to the academies and its' facilities for disabled persons. There can be no single set of provisions that will cater for all disabilities due to the widely differing circumstances of each disabled person.

The requirements of each disabled person for access to the academy and its' facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps are provided where necessary for disabled persons to gain access to facilities.
- Disabled toilet facilities are provided.
- The edges of steps etc and changes of level are highlighted to assist visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Manual Handling training and mechanical aids are provided, and maintained, to assist with moving mobility impaired persons.
- Emergency arrangements are reviewed considering disabled persons likely to be present.

3.47 Swimming

Swimming is recognised as a particularly hazardous sporting/recreational activity, in that fatalities can occur very quickly without adequate controls. None of the academies in the Diocese of Southwell and Nottingham MAT has its own swimming pool and swimming takes place at a designated Leisure Centre, which complies with the following minimum control measures:

- Adequate levels of supervision are maintained when the pool is occupied (at least two lifeguards on duty at poolside at all times);
- All lifeguards are properly trained and hold appropriate certification;
- Adequate life-saving/floatation devices are available at poolside;
- Adequate signage is posted to indicate water depths;
- The floor surface around the pool is of a non-slip type and is maintained clean and free from obstructions;
- Chlorine levels in the pool are monitored daily before anyone is allowed into the pool;
- Un-programmed diving from the poolside is not permitted;
- Maintenance of the swimming pool, its' environment and facilities is carried out in line with HSG Document 'Managing Health and Safety in Swimming Pools';
- Effective security is maintained in order to prevent unauthorised access to the swimming pool;
- Disabled access equipment is fully maintained by specialist contractors and operated by trained persons only.

Comply with pool safety operating procedures.

3.48 Boiler Rooms

Boiler Rooms are potentially hazardous environments and the following control measures have been adopted to reduce the risks:

- The boilers are maintained and serviced annually by competent specialist contractors;
- Appropriate fire extinguishers are provided in the Boiler Room;
- Emergency isolation controls are provided in the Boiler Room;
- The Boiler Room is kept secure to prevent unauthorised access;
- Combustible materials are not stored in the Boiler Room;
- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.49 Ponds

Drowning is a significant hazard with activities carried out at the pond. Risk Assessments are carried out for all activities at the pond.

The following standing controls are the minimum required which, in conjunction with the relevant Risk Assessments, are to be used to ensure safety in this area:

- Access to the pond is supervised and the pond is securely covered with a rigid plastic bespoke pond cover;
- Pupils are adequately supervised when in the pond area;
- Open edges of the pond are gently sloping, or flat and well defined;
- Children and adults are to wear appropriate footwear;
- The pond is shallow allowing for an adult to perform a wading rescue.

Comply with pond emergency action plan as necessary.

3.50 Managing Sickness Absence and Return to Work.

It is expected that each member of staff will:

- attend the academy when fit to do so;
- comply with the academy's sickness absence procedures;
- take all reasonable steps to safeguard their health and safety at work;
- not attend school when unfit to do so;
- seek medical advice and treatment if appropriate as soon as possible;
- keep the Principal/Headteacher informed of any significant developments;
- following discussion with the Principal/Headteacher or delegated manager, attend appropriate appointments with the Occupational Health Physician. (Whilst there is no contractual obligation for support staff to attend such meetings it is hoped that all staff will see the benefits of seeking medical advice).

Comply with Sickness Absence Management Policy

3.51 Vibration

Academy activities are not considered to include significant vibration risks.

Regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects. Jobs requiring the frequent use of vibrating tools and equipment and handling of vibrating materials are the main cause and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s2 averaged over an 8 hour working day and occasional exposure is unlikely to cause ill health. Academy staff are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment is carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the Trust include:

- Equipment being purchased and maintained to keep vibration exposures as low as reasonably practicable;
- Work methods and patterns being such that extended exposures to vibration are minimised.

Staff are informed regarding the hazards, symptoms and controls employed by the academy.

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their line manager without delay.

3.52 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in decibels, on a logarithmic scale. Therefore an increase of 3 decibels would be a doubling of the sound intensity, a difference which may not even be noticed. dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Action Levels have been set, at which differing levels of control are implemented.

These Action Levels are:
Lower Action Level = 80dB(A) with a peak sound pressure of 135dB.
Upper Action Level = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:
A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the Trust policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Only where the above measures are insufficient or inappropriate is personal ear protection resorted to.

Risk Assessments are carried out to determine areas and activities where persons could be exposed to hazardous noise levels. Training is provided in the care and use of ear protection where appropriate. Storage containers are maintained for ear protectors at all appropriate locations.

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

No areas where the noise is likely to be between the Lower and Upper Action Levels have been identified.

Noise is likely to be at or above the Upper Action Levels only during the occasional use of power tools. When these are in use:

- Hearing protection zones (where the use of hearing protection is compulsory) are identified and appropriately signed;
- Persons are informed about the noise hazard and the controls to be adopted;
- Where an individuals' noise exposure reaches the Noise Limit the activity concerned will cease until the noise exposure can be brought down below the limit values.

The person responsible for monitoring and enforcing the use of hearing protection is:	Christine Turner
Monitoring of staff who are likely to be regularly exposed to noise at or above the upper action levels will be undertaken by:	Christine Turner
Where an individuals' noise exposure reaches the Noise Limit an investigation into the reasons for this exposure will be undertaken by:	Christine Turner

3.53 Environmental Conditions

Sun Exposure

During hot sunny weather:

- adequate drinking water is made available,
- a shaded area is provided in the playground.
- supervisory staff are encouraged to wear sun hats and sun-block.
- pupils are encouraged to wear sun hats and sun-block.

A standby supply of sun-block is kept on site and staff rotation ensures that no single member of staff is overly exposed to sun/heat.

Radon Gas

The HPA website has been consulted and nearly all the Trust properties are in areas where there is a less than 1% chance of being in a radon affected area. Where an academy is situated in an area where there is a higher than 1% risk of being in a radon affected area testing will be carried out to determine the level of risk. Remedial action will be taken in accordance with the HPA guidance where appropriate.

Snow & Ice

Stocks of rock-salt are kept on site. Forecasts for snow/ice conditions are monitored and during winter the site is checked at least 1.5 hours before Academy opening times.

A plan detailing the priorities for clearing pathways and playgrounds is available. Pathways and the playground are cleared according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the academy building. A salt spreader, shovels and warm clothing are provided for staff clearing snow and ice.

If a site is deemed to be unsafe, a risk assessment will be carried out to determine whether the site can open. Early identification is particularly important where the academy opens for a breakfast club.

The person responsible for checking the site prior to opening during snow and ice conditions is:	Richard Ivory/Katie Hall
The person responsible for clearing snow and ice to maintain at the minimum clear access to the Academy building is:	Richard Ivory
The person responsible for conducting a risk assessment to determine if the site is safe to open is:	Christine Turner

Plan prioritising the clearing of pathways and playgrounds is to be complied with

High Winds

After high winds, heavy snow etc to the site is monitored to identify any tree branches etc or parts of the building etc left in a hazardous condition.

During high winds the monitoring of specific doors is built into the routine duty rota to ensure safe entrance and exit by staff and pupils/students.

The person responsible for checking the site for hazards following high winds is:	Christine Turner/Katie Hall
The person responsible for ensuring that specific doors are monitored during high winds is:	All staff

Rain

Suitable areas and supervision are provided for pupils when it is raining during non-teaching time.

All hazardous areas are cordoned off and reported for immediate remedial action.

3.54 Health and Safety Records Management

Current Health and Safety Records should be kept together in a health and safety file so that everything can be found quickly and easily in the event of an inspection. The folder should include as a minimum:

The Health and Safety Statement
The Health and Safety Policy

Copies of current Risk Assessments
Local Asbestos Management Plan (LAMP)
Fire Risk Assessment and Exit Strategy
External Contractor Fire Alarm servicing
Annual Fire Extinguisher Test Certificate
Legionella Risk Assessment
Copies of Statutory Inspection Reports (Lift, Pressure Vessels, Extraction, Air Conditioning)
Tree Survey
Working at Height Equipment Register
Portable Appliance Testing (PAT) Report
5 Year Fixed Electrical Test Report
Training Records and copies of certificates as appropriate

In addition the academy should keep appropriate log books for internal testing in relation to:
Fire drills,
fire alarm, emergency lighting and fire door closers
ladders and stepladders
water monitoring

and incident and accident books

A copy of the Emergency Action Plan should be kept in the academy office but members of the SLT should also keep copies offsite and/or in the boot of their cars.

Records relating to Health and Safety should be retained in accordance with the guidance from the Information Management Society's Records Management Toolkit for Schools (see extract on page 70).

Comply with Records Management Policy

3.55 Monitoring and Review

In order to ensure that the health and safety arrangements of SNMAT remain effective, and that the health and safety policy remains valid, the policy will be monitored as follows:

- The Health and Safety advisor for SNMAT will carry out health and safety audits of the academies, on behalf of the Chief Executive Officer and Board of Directors as considered appropriate. These inspections may be targeted at specific areas at the request of SNMAT. Reports will be produced from these inspections which will be reviewed by the Local Governing Body as well as by the Board of Directors;

- The Local Governing Body will ensure termly health and safety inspections of the academy are carried out to identify health and safety improvements or failings. Reports of these inspections will be referred to the Local Governing Body and Board of Directors as appropriate;

- In the secondary phase faculty leaders will carry out regular health and safety inspections of their areas of authority on behalf of the Principal, to identify health and safety improvements or failings. Notes should be taken during these inspections.

- The Site Manager/Caretaker will carry out regular health and safety inspections of the shared areas on behalf of the Principal/Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.

- In the secondary phase faculty leaders will monitor their staff and take appropriate action to ensure that they are complying with the requirements of the academies health and safety policy, risk assessments and safe systems of work.

- Staff will monitor pupils in their care and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

- A Health and Safety Committee at the academy meets regularly to identify health and safety issues and areas for improvement. It will review the academy's compliance with the health and safety arrangements of the SNMAT health and safety policy. Notes should be taken and reported back to the Local Governing Body.

- The Estates Manager will carry out ongoing monitoring of the SNMAT health and safety policy and the Business Director will submit amendments to Board of Directors as necessary. The Health and Safety Policy will be reviewed annually by the SNMAT Board of Directors in consultation with the recognised trade unions.

Health and Safety Records Retention				
Basic File Description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period**	**Action at end of Administrative Life of the Record**
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	Secure Disposal
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
• Adults	YES		Date of incident + 7 years	Secure Disposal
• Children	YES		DOB of child + 25 years	Secure Disposal
Control of Substances Hazardous to Health COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	Secure Disposal
Incident Reports	YES		Current year + 20 years	Secure Disposal
Policy Statements			Date of Expiry + 1Year	Secure Disposal
Risk Assessments	YES		Current + 3 Years	Secure Disposal
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	
Fire Precautions log books			Current year + 6 years	