



**HEALTH, SAFETY AND WELLBEING
POLICY & ARRANGEMENTS
FOR
SIR GRAHAM BALFOUR SCHOOL**

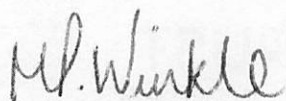
CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
05.05.17	0.a	Initial Draft
14.12.18	1.0	Updated following approval through '7-day process'
March 2021	1.a	Minor Amendments
09.02.2021	2.0	Updated following LGB Approval on 09.03.2021
Summer 2023	2.a	Updated following Review
Summer 2023	3.0	Updated following LGB Approval on 13.06.2023

AUTHORISATION

Approved at RHS Meeting on 13th June 2023

Signed:



13.06.2023

Chair of RHS Committee

Date

Health, Safety and Wellbeing Policy and Arrangements

Purpose

Insight Multi-Academy Trust (IMAT) has a duty to promote the Health, Safety & Wellbeing of staff, students and visitors in accordance with the Health, Safety & Wellbeing at Work Act 1974: Sections 2(3), 3 and 4 and the Management of Health, Safety & Wellbeing at Work Regulations 1999: SI 1999/3242

Policy

In compliance with the Health, Safety & Wellbeing at Work etc Act, IMAT will ensure, so far as it reasonably practicable, that it:

- Provides a safe and healthy working and learning environment
- Prevents accidents and work-related ill health
- Meets its legal responsibilities under Health, Safety & Wellbeing legislation
- Assesses all risks related to curriculum and non-curriculum activities and puts in place measures to control these risks
- Ensures safe working methods and provides safe work equipment
- Provides effective information, instruction, training and supervision
- Ensures all staff are aware of procedures and consults with employees and their representatives on Health, Safety & Wellbeing matters, as required
- Monitors and reviews safety arrangements and prevention measures to ensure they are effective
- Sets targets and objectives to develop a culture of continual improvement
- Ensures the wellbeing of its employees and adequate welfare facilities throughout the school
- Ensures adequate resources are made available for Health, Safety & Wellbeing issues.

In addition IMAT will ensure that, so far as it reasonably practicable, the Health, Safety & Wellbeing of non-employees is not adversely affected by IMAT activities.

This Policy Statement, and the accompanying organisational arrangements at Appendix 1, apply to all IMAT Academies.

Monitoring and evaluation

The Finance, Premises and Health & Safety Sub-Committee of the IMAT Board will formally review this policy every 3 years, or more frequently if circumstances or legislation suggest it is appropriate.

PART 1 – HEALTH, SAFETY & WELLBEING ARRANGEMENTS IMAT

ROLES & RESPONSIBILITIES

1. Introduction

- 1.1 In order to achieve compliance with the Health, Safety & Wellbeing policy, additional responsibilities are assigned to staff members, Local Governing Bodies and the IMAT Board.

2. The IMAT Board

- 2.1 The Board of Directors has overall responsibility for implementing and achieving the objectives of the Health, Safety & Wellbeing Policy and will ensure that:

- a) Health, safety & wellbeing matters are considered within the Board's decision making process (as set out in the Trust's Scheme of delegation) and any statutory provisions set out in legislation.
- b) The health, safety & wellbeing policy statement is clearly written, promotes a positive attitude towards safety for visitors, staff and students in all IMAT Academies.
- c) The Acting Chief Executive is aware of his/her health, safety & wellbeing responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- d) Processes for reporting, monitoring and reviewing health, safety & wellbeing are implemented.
- e) Advice and support is available from an appropriate, professional Adviser.

3. The Local Governing Body

- 3.1 The Local Governing Body (LGB) is responsible for ensuring that:

- a) The IMAT policy set out in this document is adopted and implemented and the IMAT Arrangements followed.
- b) The LGB approves specific health, safety and wellbeing arrangements that meet the specific needs of the school following the guidance in the IMAT Arrangements.
- b) The Headteacher is aware of his/her health, safety and wellbeing responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) A Health, Safety & Wellbeing Committee is established with representatives from the School Leadership, teaching, school business services and the Governing Body and meeting at least termly.
- d) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

- e) Sufficient funds are set aside with which to operate safe working practices.
- f) Health, safety & wellbeing performance is monitored, failures in health, safety & wellbeing arrangements recognised, and revised, with reference to the IMAT Board as necessary.
- g) An annual review of Health, Safety and Wellbeing is undertaken and reported to the IMAT Board.

4. The IMAT Chief Executive Officer (CEO)

4.1 Reporting to the IMAT Board, the CEO has overall responsibility for ensuring that the Health, Safety & Wellbeing Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) They will plan ahead, with others, as necessary to make human, financial and other resources available to secure a high standard of Health, Safety & Wellbeing management, taking competent advice on matters of Health, Safety & Wellbeing where relevant.
- a) They will provide the final authority on matters concerning Health, Safety & Wellbeing at work working closely with the Academy Headteachers.
- a) They will make decisions on Health, Safety & Wellbeing issues based on a proper assessment of any risks to Health, Safety & Wellbeing, and will ensure the control of those risks in an appropriate manner.
- a) They delegate specific responsibility for the day-to-day management of safety arrangements, and all those set out below, to the Academy Headteachers, the IMAT Chief Financial Officer and Pell Frischmann (for Sir Graham Balfour School).

4.2 The Acting Chief Executive supports the IMAT Board by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

- i) Records are kept of all relevant Health, Safety & Wellbeing activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Bodies on Health, Safety & Wellbeing performance is completed annually.

5. The IMAT Chief Financial Officer (CFO)

5.1 The CFO is responsible for:

- a) Working in conjunction with the appointed Health & Safety Advisers (SCC) to advise the CEO and Academy Headteachers and their nominated Facilities Managers/Health and Safety Coordinators on Health, Safety & Wellbeing policy.
- b) Acting for and on behalf of the CEO, ensuring the policy is implemented and arrangements followed.
- c) The engagement of external competency for health, safety and wellbeing matters to support organisation and arrangements for Health, Safety & Wellbeing.
- d) Ensuring the policy is clearly communicated to all relevant persons.
- e) Reviewing and advising on health, safety and wellbeing related costs within the IMAT Academies.
- f) In conjunction with the Academy Headteachers and their nominated Facilities Managers/Health and Safety Coordinators, the sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- g) Liaising with the Academies nominated Facilities Managers with regard to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for without the Academy incurring excessive cost.
- h) Ensuring there is a suitable system in place for records to be kept of all relevant Health, Safety & Wellbeing activities, e.g. assessments, inspections, accidents, training etc.
- i) Ensuring arrangements are in place to inspect the premises and monitor performance.
- j) Ensuring staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing issues.

- k) With the IMAT Academies Headteachers and Facilities Managers, ensure that accidents are investigated and necessary remedial actions are taken or requested.

6. The Academy Headteacher

6.1 The Academy Headteacher is responsible for:

- a) Ensuring that the IMAT Health, Safety & Wellbeing Policy and Arrangements are effectively implemented and that proper resources are made available in order to achieve this.
- b) Ensuring that bespoke health, safety and wellbeing arrangements that meet the specific needs of the school are prepared, approved and published by the LGB following the guidance in the IMAT Arrangements.
- c) Establishing a HS&W Committee to facilitate regular dialogue with staff and governors and to monitor progress against the Academy's HS&W Action Plan.
- d) Planning ahead, with others, as necessary to make human, financial and other resources available to secure a high standard of Health, Safety & Wellbeing management in School, taking competent advice on matters of Health, Safety & Wellbeing where relevant.
- e) Making school based decisions on Health, Safety & Wellbeing issues based on a proper assessment of any risks to Health, Safety & Wellbeing, and ensuring the control of those risks in an appropriate manner.
- f) Delegating specific responsibility for the day-to-day management of safety arrangements to a responsible officer in the school who for the purposes of the IMAT arrangements will be designated the Health and Safety Coordinator/ Facilities Manager.

7. The nominated Health and Safety Coordinator/Facilities Manager (H&SC/FM)

7.1 The H&SC/FM will ensure:

- a) Despatch of Agendas and papers for meetings of the HS&W Committee and the production of Minutes and distribution to LG and LGB.
- b) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- c) All staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing.
- d) Risk assessments for all relevant activities are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.

- f) Emergency procedures are in place.
- g) Inspection and testing is in place and records of all relevant Health, Safety & Wellbeing activities e.g. assessments, inspections, accidents, training etc. are maintained.
- h) Arrangements are in place to inspect the premises, monitor performance and collect KPI data.
- i) Accidents are investigated and any remedial actions required are put in place.
- j) The annual premises checklist is completed by Managers, FM and Subject Areas and an Action Plan created.
- k) The annual Self Evaluation is completed, reported to the Headteacher and returned to the CFO for review.
- l) The Annual Action Plan is monitored, reviewed and updated.
- m) Information is provided to the CFO for compilation into the annual report for LGB and the IMAT on Health, Safety & Wellbeing performance.
- n) Facilities Management responsibilities are undertaken:
 - i. Monitoring of the premises and associated services, systems and equipment, including fire safety tests, carried out in a scheduled and structured manner.
 - ii. The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
 - iii. Risk assessments of the premises and working practices are undertaken.
 - iv. Safe systems of work are in place as identified from risk assessments.
 - v. Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
 - vi. Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health, Safety & Wellbeing standards, prior to engagement.
 - vii. The activities of contractors are adequately monitored and controlled.
 - viii. Appropriate information on significant risks is given to visitors and contractors.

8. Visits Coordinator

- 8.1** The Visits Coordinator is responsible for ensuring that the planned visits out of school including day and residential activities are:

- a) compliant with legal requirements.
- b) approved by the School LGB.
- c) processed and sanctioned through EVOLVE.
- d) covered by IMAT's insurance policy.
- e) properly communicated to parents and all necessary information obtained and acted upon.
- f) managed appropriately if any matters arise during the visit.

9. Colleagues with responsibilities during Emergency Evacuations

Fire Marshalls

- 9.1 Each fire marshal has a designated area of the school to check and takes full responsibility for a full evacuation of their areas. The Fire Marshalls confirm that the school has been cleared of all occupants. The Fire Marshalls will communicate with the H&SC/FM and the Emergency Services with regard to unaccounted occupants and when the "All Clear" can be given and the school re-occupied.

Evacuation Chair Trained Staff

- 9.2. Staff trained to use the Evacuation Chairs receive annual update training and practice at least termly. Staff members attend the designated evacuation points and leave the building immediately students requiring assistance have been evacuated. Staff members are made aware of student/staff evacuation needs through Personal Emergency Evacuation Plans (PEEPs).

Evacuation & Re-occupation Safety Wardens

- 9.3 Staff designated to ensure a safe evacuation and re-occupation will attend specific predetermined points outside the school to ensure that there are no issues arising between pedestrians and vehicles that would put pedestrian safety at risk.

Staff Responsible for checking all students accounted for and supervision prior to All Clear being given.

- 9.4 Designated colleagues are responsible for checking that all students in their form/house are present by checking the Registers and Absence Slips provided by the School Office and making enquiries about any missing students to establish if they can be accounted for. If any students are not accounted for they must be notified to the Headteacher or a member of the Senior Leadership Team. These staff must maintain student discipline prior to the "All Clear" and ensure that students disperse in an orderly manner.

School Office

- 9.5 The school office must ensure that a full register (including Sixth Form) is printed half-termly and kept in a secure but accessible place.
- 9.6 The school office staff will ensure that the following records are taken out of school in the event of an emergency evacuation:
- ix. a register of students by house-group including contact details for parents
 - x. a register of Sixth Formers
 - xi. the daily pass slips so that students temporarily off site can be accounted for
 - xii. the daily visitor book (paper or electronic) so that visitors can be accounted for

10. Teaching, School Business Services, Staff holding positions of Responsibility

- 10.1 The Leadership Group, Heads of Faculty, Head of SBS, Subject Heads, Year Heads, SBS Team Leaders, Technicians and Caretakers must:
- a) Apply the school's Health, Safety & Wellbeing Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the School's Health, Safety & Wellbeing procedures and arrangements.
 - b) Carry out regular Health, Safety & Wellbeing risk assessments of the activities for which they are responsible, submit reports to the Headteacher or the nominated Facilities Manager where required and ensure that up to date signed risk assessments are uploaded to the school's intranet.
 - c) Ensure that all staff under their management are familiar with the Health, Safety & Wellbeing procedures for their area of work and trained and conversant with the use of equipment or special facilities that they are required to use.
 - d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher or the nominated Facilities Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
 - e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
 - f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health, Safety & Wellbeing.
 - g) Ensure all accidents and near misses in areas of responsibility are investigated appropriately.

11. Special Obligations of Teachers

11.1. Teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies and to carry them out.
- b) Follow the Health, Safety & Wellbeing procedures applicable to their area of work.
- c) Give clear oral and written Health and Safety instructions and warnings to students as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their subject or faculty leader on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Carry out an annual risk assessment on their area of work and report any hazards observed to the Facilities Manager. Upload the risk assessment to the school's intranet.
- i) Regularly check their classrooms for potential hazards, report any issues to the Facilities Manager and update the risk assessment if appropriate.
- j) Report all accidents, defects and dangerous occurrences to their Headteacher/Head of Department in the first instance.

12. Obligations of all Employees

12.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on Health, Safety & Wellbeing issued by the LGB or any other person delegated to be responsible for a relevant aspect of Health, Safety & Wellbeing.
- c) Act in accordance with any specific Health, Safety & Wellbeing training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

- f) Co-operate with other persons to enable them to carry out their Health, Safety & Wellbeing responsibilities.
- g) Inform their Line Manager of all potential hazards to Health, Safety & Wellbeing, in particular those which present a threat of serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's Health, Safety & Wellbeing arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered

13. Obligations of Contractors

- 13.1 When the premises are used for purposes not under the direction of the Headteacher, e.g. the provision of school meals, then, ***subject to the explicit agreement of the IMAT Board***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 13.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher or Facilities Manager of any risks that may affect the school staff, students and visitors.
- 13.3 All contractors must be made aware of the School's Health, Safety & Wellbeing policy and emergency procedures and comply with these at all times.
- 13.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or his/her representative, will take such actions as are necessary to protect the safety of staff, students and visitors.

14. Students

- 14.1 Students, in accordance with their age and aptitude, are expected to:
 - a) Exercise personal responsibility for the Health and Safety of themselves and others
 - b) Observe standards of dress consistent with safety and/or hygiene
 - c) Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency

- d) Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

15. Requirements for IMAT Academies

- a) IMAT Academy Headteachers must review their specific school HS&W arrangements following the headings set out in SECTION 2 and complete section 2 with the specific details for their school.
- b) All IMAT Academy LGB's are required to approve this Policy and associated Arrangements and the Arrangements at their school set out in Section 2.
- c) The Academy Headteacher is responsible for ensuring that this Policy and Arrangements are brought to the attention of all staff members, that the document is in an accessible place and that training is provided for all staff.
- d) The Headteacher must ensure that health and safety tasks are carried out in line with premises or health and safety management requirements in accordance with Annex A which provides a comprehensive list of tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually, and every 2 and 5 years.
- e) The Policy and Arrangements should be reviewed by the Academy annually to ensure that the Arrangements are updated following any accidents, incidents or process changes.

16. Self Review and Audit

- a) IMAT's Health, Safety & Wellbeing Policy requires its constituent Academies to monitor and review standards of health, safety and wellbeing. This process is carried out in three stages and utilises the framework recommended by the IMAT Health, Safety and Wellbeing Service Adviser from Staffordshire County Council.
 - Step 1. A Health and Safety Evaluation Checklist of day to day health and safety issues. The relevant sections of this document must be completed by the Academy Facilities Manager, senior Leadership Team and Subject area Leaders in March each year.
 - Step 2. A Health, Safety and Wellbeing Self Audit is to be used by the academy leadership team to help them identify their own health, safety and wellbeing management achievements against defined standards. This document must be completed in June each year and forwarded to the CFO for review before being passed to the Health, Safety and Wellbeing Service Adviser.

- Step 3. A Health, Safety and Wellbeing Audit is completed by IMAT's Health, Safety and Wellbeing Service professional Adviser. These are completed to a planned programme and re-auditing frequency is influenced by the maturity level achieved.
- b) In the Operational Control section of the Step 3 Audit, Academies will be monitored against policy/management arrangements relevant to their activities. Outcomes will be monitored by the CFO and reported to the IMAT Board. Headteachers will be responsible for acting on audit outcomes and recommendations and reporting to their LGB on progress.
- c) Academies will produce KPI's termly for reporting to LGB and the IMAT Board. The format is set out in Annexe B.
- d) Academies will produce an annual report to a standard format for reporting to the LGB and IMAT Board. The format is set out in Annexe C.

MONITORING AND EVALUATION

The Finance, Premises and Health & Safety Sub-committee of the IMAT Board will formally review this policy and Arrangements Part 1 every 3 years or more frequently if circumstances or legislation suggest it is appropriate and will inform the LGB of any changes as they are agreed.

The Policy and Arrangements Part 2 should be reviewed by LGB's annually to ensure that the Arrangements are updated following any accidents, incidents or process changes.

PART 2 - ACADEMY ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBING

ACADEMY NAME: *Sir Graham Balfour School*

The following arrangements and procedures have been established within Sir Graham Balfour School to comply with the IMAT Board Policy and Arrangements, eliminate or reduce Health, Safety & Wellbeing risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation including HSE RIDDOR requirements

All accidents and incidents, actual and potential, must be investigated. The depth or thoroughness of any investigation will vary depending on the immediate findings of the investigation and the severity, or potential severity, of the outcome. All accidents or incidents have a direct effect on risk assessment, eg if an original risk assessment had determined that a particular risk had a **low** likelihood of occurrence, the moment it has manifested itself in the form of an accident, the risk is now immediately elevated to a level of **certainty** of occurrence.

It is important to note that incidents that may or may not have resulted in an injury (termed a “near miss”) should be reported and investigated in the same way as accidents. Near misses are early warning signals of potential accidents and should therefore be treated very seriously and any lessons for the future should be learned.

On investigation, the cause of an accident may be very clear and obvious, resulting in an equally obvious solution to prevent a recurrence. However, as well as immediate causes, investigations should also determine any underlying causes or indeed root causes of accidents.

It is essential that all staff enter all types of accidents and incidents, including near misses, in the accident book which is located in the School Office.

This accident reporting is for the benefit of the individual who is making the report, as well as for the benefit of all their fellow workers. The accident book must be regularly monitored by the H&S Coordinator to identify any accident trends or marked deviations from accepted good practice.

Preliminary investigations should be carried out by the line manager responsible for the area or activity. Investigations should also involve the affected workforce, focussing initially on those within the area concerned. If necessary, investigations may need to ultimately involve others outside the department or area, or external advisers, depending on the seriousness of the accident or incident.

Some accidents must be reported to the Health and Safety Executive (HSE) under **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

IMAT delegates its responsibility to comply with RIDDOR to all its constituent Academies. RIDDOR requires certain **workplace accidents** to be reported.

In relation to RIDDOR, an **accident** is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, eg 'feeling a sharp twinge' are not accidents. There must be an identifiable external event that causes the injury, eg a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (eg repetitive lifting), are not classed as 'accidents' under RIDDOR.

RIDDOR only requires accidents that happen '**out of or in connection with work**' to be reported. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out,
- any machinery, plant, substances or equipment used for the work, or
- the condition of the site or premises where the accident happened.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment. (Regulation 5)

INSIGHT MAT POLICIES AND PROCEDURES

The majority of potentially reportable accidents in School arise from injuries to students which result in them being taken directly to hospital for treatment (falls under Regulation 5)

IMAT is the employer of all staff in its constituent Academies and fulfils its responsibility for competent and experienced technical advice by purchasing a Health, Safety and Wellbeing service from Staffordshire County Council/Entrust Health and Safety Advisory Team.

IMAT has adopted their advisors procedure for accident reporting as follows:

Form HSF 40 – Accident Investigation Report Form (Annexe D), or the on-line reporting system when available from the HS&W Service, must be completed in the following situations:

- For RIDDOR Reportable Accidents
 - Where a student or visitor/member of the public is taken direct from the school site to hospital for treatment.
 - The death of any person, with the exception of suicides, arising from a work-related accident, including an act of physical violence to a worker.
 - Specified injuries to workers as defined in regulation 4 and detailed above.
- Where a student or visitor/member of the public attends hospital at some point after the accident for assessment and review.
- For near misses.

The HSF 40 once completed and certified by the Headteacher or the nominated H&S Coordinator must be submitted to the Health, Safety & Wellbeing Service within 3 days for RIDDOR reportable accidents and 10 days for minor (non-reportable) accidents or near misses.

The Health, Safety & Wellbeing Service can be contacted on shss@staffordshire.gov.uk or call 01785 355777 for advice and guidance.

2. Contractors

Contractors on site, including those appointed by the school, are the responsibility of the Facilities Manager, Pell Frischmann. All contractors must be appropriately qualified and experienced in the work they are undertaking. Contractors may require DBS checks depending on the work they are undertaking and the proximity/access to students. Contractors must all sign in using the school entrance security system and wear a contractors badge on a red lanyard. The Facilities Manager, Pell Frischmann is responsible for ensuring that permits are issued for access to the roof and for hot works. Pell Frischmann is responsible for keeping records of contractors' visits and ensuring that all required certificates of work undertaken are completed, correctly stored and accessible. Pell Frischmann use their own company forms to manage this process. IMAT forms HR58 & HSF46

Contractors Health & Safety Competency Checklist and Contractors Hazard Exchange Form (Annexe E) are therefore not in use at SGB School.

SGB School will advise Pell Frischmann of all contractors they invite to site and rely on Pell Frischmann to ensure that they comply with these requirements. The school will advise Pell Frischmann of any work that they require and agree the time of contractor visits and the work they are expected to undertake.

No work on the fabric of the building should be undertaken without the approval of SCC and agreement of TSS/Pell Frischmann.

3. **Drugs & Medications**

Any drugs or medication, prescribed for students by a doctor, are to be securely held in the School Office. Students requiring any drugs or medication so held are to visit the School Office where arrangements will be made for the drugs to be administered. It should be clearly understood that there is no specific legal requirement for school staff to administer medication to students, nor will there be any contractual requirement to do so. Similarly, there is no requirement to administer medication to employees, visitors or contractors etc. There is, however, a legal duty of care to the health (and safety) of students while they are in school. In certain specific instances this could mean administering medicines, and in all instances the duty includes taking some action in the event of an emergency. This action itself may require the administering of a medicine such as adrenalin in the event of a severe allergic reaction. Any parents or carers who wish the school to take responsibility for administering medication to students should be asked to complete Form 3B (Parental agreement for School to Administer Medication), a copy of which is at Annex F.

4. **Educational Visits Safety**

IMAT is the employer of all staff in its constituent Academies and fulfils its responsibility for competent and experienced technical advice for school trips by purchasing an Outdoor Education service from Staffordshire County Council/Entrust.

All IMAT Academies must use the EVOLVE system to submit trip details, carry out risk assessment and obtain approval to all outdoor learning, off-site trips and visits in the UK and abroad.

All IMAT Academies must appoint an Educational Visits Coordinator (EVC) who will undertake approved training in the responsibilities and practicalities of the role and be the point of contact for advice and guidance for all staff undertaking trips and visits.

A business case for all trips and visits must be approved by the Headteacher and the LGB and approved trips advised to the IMAT Trustees. The Form included in Annexe G (2) must be completed.

Risk assessments are to be undertaken as part of the preparation for every school visit and they are to encompass the risks of the visit itself plus any accommodation requirements and travel to/from (and between) locations as appropriate. An initial assessment should be completed using form EV1 (included in Annexe G)

Risk Assessments for adventurous activities and residential trips must be submitted to EVOLVE 12 weeks before the planned departure date.

Risk Assessments for non-residential and non-adventurous trips must be submitted to EVOVE 6 weeks before the planned departure date.

If required, provider assessment forms EVC1 (high risk) and EVC 2 (residential) should be completed. Copies are included in Annexe G.

When planning school trips it is important to ensure that staff/student ratios are considered and approved by the Headteacher and that an emergency contact is nominated to remain in school (or in UK for overseas trips) and be contactable at all times.

A flowchart showing the process at SGB School is included in Annexe G with the various forms required to be completed.

5. **Electrical Equipment [fixed & portable]**

A fixed wire inspection is required every five years. Fixed equipment should be inspected at least annually or as required by the manufacturer. All persons working on fixed electrical equipment, cabling, testing etc are to be competent to do so and safe working practices and systems must be in place, including adequate records to show testing, servicing, maintenance and installation of electrical systems and installed equipment. At SGB this is the responsibility of Pell Frischmann.

The school is responsible for portable appliance testing (PAT) and an annual inspection of all items including ICT is undertaken by external contractors with a follow up to inspect missed items if required. A full report is forwarded by the contractor to SGB and reviewed and retained by the H&S Coordinator. Items that do not pass the test must be removed. In addition all portable electrical equipment is to be visually inspected on a regular basis by users who are to report any possible defects to the SBM without delay.

Staff members who bring their own electrical equipment into SGB are personally responsible for its electrical safety and should bring only new items in whenever possible.

6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

IMAT requires all its constituent Academies to ensure they have comprehensive and regularly maintained fire protection systems utilising professionally qualified contractors. This responsibility is fulfilled by Pell Frischmann.

The fire alarm is to be tested at least weekly by Pell Frischmann. Emergency lighting is to be tested at least termly by Pell Frischmann.

All fire appliances (extinguishers, blankets etc) are to be maintained by an appropriately qualified contractor and are to be situated at strategic points around the school. This responsibility is fulfilled by the School and its contractor Calbarrie.

Annual review of fire risk assessments are carried out by Pell Frischmann and confirmed as part of the annual self-audit.

Fire Drills are to be carried out at least termly. Timing and frequency of such drills is the responsibility of the School who will liaise with Pell Frischmann on alarm sounding. All staff are advised of the detailed procedures for fire drills and evacuations at induction and reminders can be found by means of red coloured notices displayed in every room. Fire exits and escape routes are clearly marked on site plans. A review must be undertaken after every fire evacuation in order to establish any improvements or changes required and any training needs.

Responsibility for calling the Fire and Rescue Service rests with the School.

7. Lock Down Procedures

IMAT requires all schools to ensure they have an Evacuation Procedure in place.

All staff must be advised of the procedure at induction and reminders sent after Lock Downs have been reviewed.

Lock Down procedures should be displayed in every room.

The Lock Down drills are to be carried out at least annually and a review undertaken after every drill in order to establish any improvements or changes required and any training needs.

Responsibility for calling the appropriate emergency services rests with the School.

8. First Aid

IMAT requires all schools to implement first aid procedures and recruit and train sufficient First Aiders from among its staff.

Details of trained First Aiders must be updated termly and displayed in all rooms throughout the school.

All first aid administered must be recorded in first aid folders located in:

- School office
- PE Staff Room
- all Science teaching rooms
- all D&T teaching rooms

Schools should use Form HSF26 (attached Annexe I) to record First Aid given and keep in the first Aid folder.

First Aid boxes are located in:

- First Aid Room
- PE Department
- Science Prep Room

The Office Manager, checks and restocks first aid boxes on a termly basis.

If a student, staff member or visitor is injured or becomes ill while on site, the Receptionist is to call for an ambulance if necessary. In the case of a student being taken to hospital, the Receptionist is to identify a member of staff to accompany the student and to remain with him/her until relieved by a parent or carer or discharged from hospital to School.

A half-termly review of First Aid undertaken is prepared by the H&S Coordinator and reported to the School Health, Safety and Wellbeing Committee. The format of this report is attached as Annexe B (First Aid and Accidents Section).

An annual review of first aid facilities is to be undertaken by the H&S Coordinator using Form HSF 16 (attached in Annexe I).

9. Glass & Glazing

All glass in doors, windows, side panels etc within school is to be safety glass which complies with the latest regulations. This is the responsibility of the Facilities Manager, Pell Frischmann.

10. **Hazardous Substances (COSHH) and (CLEAPSS)**

IMAT as an employer is required under COSHH to control substances that are hazardous to health. These could cause harm to employees, contractors and users of its Academies. Sometimes substances are easily recognized as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

Pell Frischmann is responsible for obtaining COSHH Safety Data Sheets and undertaking risk assessments and training for materials used in cleaning and maintaining the school premises.

In terms of curriculum delivery, IMAT Academies should obtain information about hazardous substances, including their safe use and general support for practical work, from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). CLEAPSS advice and documentation is recognised by the Health and Safety Executive and the Department for Education.

Schools should be members of CLEAPSS by payment of an annual subscription.

CLEAPSS Publications, which also apply to D&T as well as Science, can be found at <http://science.cleapss.org.uk/Resources> and include:

- Guides
- HazCards
- Laboratory Handbook and computer disk (updated annually)
- Procedures
- Recipe cards
- Student Safety Sheets

In addition, the Association for Science Education (ASE) provides help and advice on all aspects of Health, Safety & Wellbeing in a school science department. Safety data sheets for all chemicals should be held in the Science Prep Room.

Documentation on radioactive sources should be held in the Science Prep Room and all sources are to be signed in and out. The designated Radiation Protection Officer is the School's Head of Science. A radiation inspection must be carried out and certified every three years. The School uses SCC as its professional adviser.

11. **Health, Safety & Wellbeing Advice**

IMAT subscribes to the Staffordshire CC/Entrust Health, Safety & Wellbeing Advisory service which ensures appropriately qualified advice is received and will be guided by their advice. All constituent Academies will benefit from this service.

12. Housekeeping, cleaning & waste disposal

The Facilities Manager, Pell Frischmann, must maintain the premises and grounds in a clean and tidy condition and ensure that rubbish does not accumulate in any areas. All external and internal waste bins are to be emptied at least daily and bulk rubbish is to be kept in purpose-made bins and secured in a locked bin store.

Floor cleaning of hard surfaces is to be carried out in such a way as to minimise the risk of any person slipping on wet surfaces.

Accumulations of snow/ice must be cleared before staff and students arrive at school by appropriately qualified contractors or trained school staff.

13. Lifting & Handling Heavy Loads

Staff are not expected to carry out any significant manual handling. The Facilities Manager, Pell Frischmann, should provide a handling service for heavy loads. However, if staff feel that they need to engage in manual handling eg carrying heavy loads of books they should contact the H&S Coordinator who will carry out a risk assessment and make necessary arrangements.

For avoidance of doubt:

Manual handling is the transporting or supporting of a load by hand or bodily force and includes any lifting, putting down, pushing, pulling, carrying or moving. Regulations require a preliminary manual handling risk assessment to identify those tasks where there is a possibility of injury from a manual handling operation. Where a potential problem is identified, a detailed risk assessment should be carried out to establish whether the activity needs to be carried out and, if so, how it can be done safely and efficiently.

HSF19 should be used to carry out the risk assessment.

14. Jewellery

Students are permitted to wear only the following items of jewellery:

- A watch
- One stud in each ear

Wearing expensive watches is actively discouraged. This information is to be included in the student planner issued to each student.

15. Nail Varnish

Students may not wear nail varnish in any Food Technology lessons where food is being prepared.

16. Lettings/shared use of premises

SGB is a PFI school. The premises are fully serviced and available for school use from 7am to 6pm on school days only. In addition a number of 'additional occasions' are permitted in the contract and by arrangement with Pell Frischmann, SGB may use the buildings/grounds for meetings of governors/trustees, parents evenings, school shows, revision sessions etc.

All use of the school premises outside these times is the responsibility of, and organised by, Pell Frischmann who are wholly responsible for staffing, first aid provision, fire and emergency arrangements and cleaning.

Parents Association fund raising events etc, after school and/or at weekends and staff personal events should comply with Pell Frischmann's letting conditions and the organiser of the event is solely responsible for carrying out and then acting upon any necessary risk assessments, arranging necessary licences, securing the school etc.

17. Lone Working

There is no legal requirement to prevent lone working, however risks are to be assessed and lone working, when necessary, is to be taken into account.

When lone working is unavoidable, communications and rapid response systems are vital. IMAT requires all constituent Academies to undertake a preliminary risk assessment Working Alone form GRA058 (Annexe K) in any situation where a member of staff will be working alone.

If a member of staff wishes to work late/start early then they must advise the Facilities Manager, Pell Frischmann, so that the caretaking staff is aware.

Working Alone also applies when a member of staff is working in a one to one situation with a student in a student's home or otherwise off-site and a risk assessment must be undertaken.

18. Maintenance / Inspection of Equipment (including selection of equipment)

School equipment can be split into:

- Machinery (ie power driven)
- Other Equipment (eg ladders)

Ownership at SGB School is split between:

- Pell Frischmann owned/managed
- School owned/managed

Machinery includes all power saws, planers/thicknesser, drills, CadCam equipment, cookers (including microwaves), washing machines, refrigerators, freezers, sewing machines, tumble driers, ceramic kilns, computers (including file servers), reprographics machinery, power vacuum cleaners (indoor and outdoor), floor scrubbers/polishers, whiteboards, multi-media projectors, printers, panic alarm equipment, portable electrical appliances, recording equipment, televisions and other audio visual equipment, fume cupboards, dust/fume extraction, telephony equipment, autoclaves, pressure cookers, portable air conditioning equipment, sound/lighting desks, electronic pianos etc, fire alarm and smoke detection equipment, all CCTV equipment, the lift, school minibus etc.

The school and Pell Frischmann have a joint responsibility as ownership of this equipment is mixed. Pell Frischmann's Planned Preventative Maintenance System records the requirements for statutory inspections including those that are the responsibility of the School.

Results of regular inspection and testing are retained by Pell Frischmann and the H&S Coordinator.

Other equipment includes ladders, scaffold tower, step ladders, waste bins (internal and external).

Whenever any machinery or other equipment is purchased (new or used), consideration must be given to ensure that all appropriate hazards are considered before the equipment is put into use. A checklist available for this purpose and for carrying out risk assessments on current machinery or equipment is included as Annexe L.

19. Monitoring the Policy and results

IMAT requires its constituent Academies to nominate a Governor to be responsible for Health, Safety & Wellbeing.

IMAT requires its constituent Academies to establish a Health, Safety & Wellbeing Committee (HS&WC) to meet at least termly and include representatives from PE, D&T, Science, School Business Services, Facilities Management and the Governors.

The Health, Safety & Wellbeing Committee will review all accidents, first aid statistics, complaints and trends at their termly meetings.

The Minutes must be reported to the appropriate sub-committee of the LGB by the governor with responsibility for Health, Safety & Wellbeing.

KPI's will be provided to the CFO for reporting to the LGB and the IMAT Board. See Annexe B.

An annual Health & Safety Evaluation Checklist must be carried out by each Academy and completed by March each year. The proforma is attached as Annexe M. This will generate an action plan.

An annual self-audit carried out by the Academy Leadership Group and completed by June each year must also be carried out. The proforma is attached as Appendix N. This will generate an Action Plan and should include any outstanding issues from the Premises Evaluation Checklist action plan. Progress against the Action Plan should be reviewed at each HS&WC meeting.

Accident reports must be notified to the Governing Body.

An annual HS&W report reviewing the past year must be produced by the Academy and be submitted to the HS&WC and the appropriate LGB and IMAT Board meetings. The format is in Annexe C.

20. PEEPs

Personal Emergency Evacuation Plans (PEEPs) must be created for all students and staff who have an ongoing mobility issue which renders them unable to exit the building without assistance in the event of an emergency evacuation.

The PEEP sets out the evacuation arrangements agreed with the student or staff member and is reviewed annually, or after an emergency evacuation.

Students who have a temporary mobility issue must report to Reception where they will be given a short talk about emergency evacuation and given a laminated card that states they can use the lift (other than in an emergency) and where they should go in the event of an emergency evacuation.

A copy of the PEEP documentation is attached as Annexe O.

21. Poster on Health, Safety & Wellbeing Law

A poster setting out all relevant aspects of Health, Safety & Wellbeing law must be displayed in the main Staff Room and must be kept up to date with current contact details by the H&S Coordinator.

22. Personal Protective Equipment (PPE)

PPE is defined as ***all*** equipment which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her Health, Safety & Wellbeing. In general, PPE is considered to be:

- Head protection
- Eye protection
- Foot protection
- Hand and arm protection
- Protective clothing for the body

More specific (complex) types of PPE are for:

- Ear protection
- Respiratory protection

Academy staff members are required to wear PPE in the following areas:

- Science (lab coats/goggles/gloves)
- Resistant materials (lab coat/goggles/gloves)
- Food Technology (lab coat)
- PPE is to be worn by students in practical lessons in Science and Resistant materials under the supervision of the classroom teacher.

PPE should be regularly checked to ensure its fitness for purpose and, when required, it should be replaced without delay. The requirement for staff and students to wear PPE will arise from a risk assessment, the results of which should be recorded on Form HSF19 attached as Annex J.

23. Reporting Defects

All Academy staff members have a responsibility to report real or potential Health, Safety & Wellbeing hazards, including defects in any equipment.

Premises and fixed equipment defects should be reported to the Pell Frischmann Help Desk where they will be recorded and given a timescale for correction. All logged work is monitored and reported at the monthly facilities management meetings.

Reports on other matters should be made to the H&S Coordinator or to any member of the school HS&WC. Committee members should immediately pass on concerns received by them to Pell Frischmann/the H&S Coordinator who will liaise and take any necessary remedial action, including taking equipment out of service while awaiting repair or replacement.

24. Risk Assessments

In addition to specific risk assessments carried out (COSHH, CLEAPPs, Trips etc) general risk assessments for specific/departmental activities must be undertaken as required by the appropriate Faculty/Department. The assessments should identify potential hazards and any risk reduction actions already being carried out and any further actions required to control or eliminate risks.

All areas should carry out a generic risk assessment on their workspace and review this annually. Any defects identified should be reported to Pell Frischmann and the H&S Coordinator.

Specific risk assessments may be required for staff members returning to work following a period of absence due to illness or injury or for female members of staff who are pregnant. These risk assessments should be carried out by the H&S Coordinator in conjunction with the appropriate line managers. A pregnant worker risk assessment (HSF17) is included at Annexe P. Guidance should be sought from the IMAT H&S Adviser for risk assessments for other employment circumstances.

All risk assessments must be reviewed annually or after an incident, whichever is the sooner and uploaded to Office 365.

25. School Owned Transport

All minibus drivers are required to have regular medical checks and minibus tests at periods not exceeding 5 years. The responsibility for organising these checks and tests lies with the individual who should contact the School's Training Manager.

School minibuses must be serviced regularly by a qualified provider. In addition, all drivers are personally responsible for carrying out daily safety checks whenever they take out the minibus. These daily checks should be contained in a booklet kept in the minibus and should include:

- Sufficient fuel
- Oil level
- Tyre wear
- Tyre pressures
- Tyre damage
- Windscreen wash level
- Windscreen wash operation
- Handbrake operation
- Footbrake operation
- Damage to windscreen or other windows

Any issues must be noted in a daily checks record and must be reported to the School Office who will contact the provider as necessary.

The driver of the minibus must be trained in First Aid and this must be kept up to date.

26. Smoking

All IMAT Academies are no-smoking sites. This includes all buildings and grounds. No smoking notices must be prominently displayed throughout the premises and enforced.

27. Staff Consultation and Communication

A SGB HS&W Committee has been constituted and consists of:

- Headteacher (or representative - H&S Coordinator)
- 1 Governor
- Representatives from following departments:
 - Science
 - Design & Technology
 - Physical Education
 - School Business Services
- Facilities Manager

HS&W Committee meetings are held at least termly and minutes are circulated to all committee members, governors and members of the Leadership Group, as well as being displayed on Office 365.

All staff members should be issued with a synopsis of their responsibilities for Health, Safety & Wellbeing which outlines:

- General responsibilities
- Accident reporting
- Fire safety
- Work with hazardous substances
- Electrical safety at work
- First aid
- Manual handling
- Work equipment

All staff members are obligated to report any health or safety concerns through normal channels or to any member of the HS&W Committee.

A copy of this policy and arrangements document and of the synopsis is available in the main Staff Room and on Office 365.

28. Staff Wellbeing

IMAT as the employer of all staff takes staff wellbeing seriously and considers work/life balance to be important.

Staff experiencing wellbeing issues can raise these directly with line managers, members of the LG or the Business Manager through the return to work process or through colleagues in the pastoral faculty. A Staff Wellbeing Risk Assessment may be appropriate and a pro-forma is included as Annexe J.

IMAT has wellbeing package offering 24 hour telephone consultations and counselling.

SGB staff members are free to make their views known via the “Grumble Box” and the “Happy Box”, both of which are in the Staff Room. Concerns raised in this way are addressed termly by Leadership Group.

The School Leadership will circulate an annual questionnaire to all staff inviting their views on any/all matters that affect their wellbeing.

29. Supervision [including out of school learning activity/study support]

Students must be properly supervised at all times while on school premises, including during lessons and before school, at morning break, at lunch time and after school. Levels of supervision vary during these periods with on-duty staff responsible for maintaining a presence both in and out of the building during break and lunchtime.

The Headteacher has discretion over staff/student ratios on school trips (County recommendation 1:10).

All Trustees, Governors and staff, including those who are not Academy employees but who regularly come into contact with students, are required to have enhanced DBS clearance. Details of DBS clearances are included in the Single Central Record prepared and held by the Headteacher’s PA.

30. Training and Development

IMAT requires all staff to receive appropriate training.

All staff must be issued with a brief HS&W summary on an annual basis and notified where the Health, Safety & Wellbeing Policy and Arrangements can be found.

New staff must undertake a HS&W induction. Summary details should be included in the Staff Handbook updated and issued annually.

Staff can opt into training in the use of the Defibrillator and Resuscitation techniques and the conduct of risk assessments.

Prior to appointment, staff competencies in areas for which they will be responsible (eg hazardous substances, work at height, use of VDUs etc) are tested by interview and/or references.

Ongoing training is organised for staff with specific responsibilities, eg Health & Safety Co-ordinator, Science/D&T Technician. First Aiders training is updated every three years.

The Facilities Manager, Pell Frischmann, is responsible for all appropriate training for premises and/or cleaning staff.

The Headteacher's PA is responsible for maintain training records for the Academy.

31. Use of DSE's (Display Screen Equipment)

Staff who regularly use display screen equipment should complete a DSE Assessment questionnaire every two years, or sooner if required, and submit this to the H&S Coordinator who will review it and make necessary recommendations. Screen filters, foot rests, mouse mats and wrist supports should be made available to affected users upon request to the H&S Coordinator. Eye test vouchers are available for DSE users if required. The DSE Risk Assessment is attached as Annexe Q.

Category 2 lighting is fitted as standard at SGB and "daylight" tubes are fitted where reflection/glare from screens may be an issue.

32. Vehicles on Site

Vehicle and pedestrian movements on Academy sites should be segregated. This is to be achieved by appropriate signage and necessary fencing.

Vehicle access to the site is limited to the main drive from North Avenue to SGB main buildings.

All pedestrians should be encouraged to use marked crossings to cross roads.

Delivery vehicles must only use the allocated access and parking areas.

Parents are expected to drop off and collect students outside the school and are not permitted to access or park on site at the start and end of the school day for this purpose.

In the event of a fire drill or emergency evacuation Pell Frischmann staff will stop vehicles, other than emergency vehicles, from accessing the main site. School fire safety wardens will supervise students leaving the building and safely moving to the evacuation area located on the Tennis Courts.

33. Violence to Staff / School Security

IMAT expects all its constituent Academies to give serious consideration to site safety and security and to undertake a review with the IMAT H&S Advisor.

Vehicle access to the site is limited to the main drive from North Avenue to SGB car park and main buildings. Pedestrian access is possible via the main drive or through the Oaks & Parkside gates, which are locked from 10:40 to 14:30 (Oaks) and 10:40 to 11:30 (Parkside) Monday to Friday and at weekends. In all cases, normal entry to and exit from the building is via the main entrance only, at the front of the school, through Reception.

Visitors (including Pell Frischmann visitors and contractors) are recorded and issued with an easily identifiable visitors badge on a bright red lanyard. All staff members wear photo badges on a royal blue SGB lanyard. All sixth formers wear photo badges on a purple lanyard. There should be no exceptions to this rule which ensures instant identification of anyone in SGB who may not be authorised.

All staff are expected to challenge anyone in school they do not recognise and who does not have ID.

All staff are advised (Staff Handbook) of the need to report all incidents of verbal and/or physical violence.

34. Working at Height

Pell Frischmann staff will carry out all functions involving working at height including setting up and removing displays. There should be no need for staff to use steps or other ladders on a regular basis. Staff and the students in their care must never climb on furniture. Loft ladders should be

fitted to all access doors to loft spaces. These are solely for use by Pell Frischmann staff all of whom should have the necessary training.

35. Water Hygiene

The safety of hot and cold water is the responsibility of Facilities Management, Pell Frischmann who must ensure that their staff members receive appropriate training for routine testing and an appropriately qualified contractor is appointed.

36. Work Experience

Academies are responsible for co-ordinating all aspects of Work Experience placements for Y10 students and other students. This includes verifying insurance requirements are met, appropriate safeguarding checks are carried out, suitable "mid-term" visits are made and final reports are prepared. Employer inspections must be carried out by a qualified and experienced contractor appointed for this purpose.

Work experience placements are the responsibility of the Careers and Aspirations Lead.

INSIGHT MAT POLICIES AND PROCEDURES

Annexes

Annex	Form No	Detail
A	HSFA	Health and Safety Planner for IMAT Academies
B	HSFMAT A	IMAT KPI Report proforma
C	HSFB	IMAT Annual Report to School LGB proforma
D	HSF40	Accident Investigation Report Form
E	HR58 HSF46	Contractors Health & Safety Competency Checklist Contractors Hazard Exchange Form NOT IN USE AT SGB SCHOOL, PELL FRISCHMANN USE THEIR OWN FORMS
F	Form 3B	Parental Consent for School to Administer Medication
G	EVC Flowchart EV1 EVC1 EVC2 EVRA	Educational Visits Process SGB School External Visit Application Form Providers Checklist Providers Checklist (Residential) Risk Assessment Pro-forma
H	HSF60	Formal Visual Inspection of Electrical Equipment Log
I	HSF26 HSF16	First Aid Record Sheet Assessment of First Aid Provision
J	HSF19	Risk Assessments for Lifting, Manual Handling and Personal Protective Equipment
K	GRA058	Working Alone
L	Appendix 1	Machinery Checklist
M	HSF1	Annual Checklist
N	HSF3	Annual Self Audit
O	HSFMAT B	PEEP proforma
P	HSFMAT C HSF19	Risk Assessment (Pregnant Workers) Risk Assessment Staff well Being Form
Q	HSF7	DSE Risk Assessment