Littlegreen Academy

Our vision is that all pupils at Littlegreen Academy will grow to be confident adults who communicate well, so that they can live healthy, happy, and successful lives

Health and Safety Policy

Scope:	Academy Policy
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Approving Committee:	Audit and Risk – Trust Board
Statutory Basis:	Statutory policy
Requirement to publish on Website:	Yes
Date Approved:	July 2024
Review Period:	Annually
Review Date:	July 2025 Extended to July 26

Contents

1: Statement of Intent ..... 5 2: Organisation 5
2.1 Employer Responsibility 5
2.2 Responsible Manager..... 6
2.3 All Staff (including volunteers) 6
2.4 Site Manager 7
2.5 All Teachers & Education support staff 8
2.6 Safety committee 8
2.7 Fire Safety Co-Ordinator..... 9
2.8 Legionella Competent Person 9
2.9 Asbestos Competent Person 9
2.10 Educational Visit Co-ordinator 10
2.11 First Aid Lead / care assistant 10
2.12 COSHH Assessor 11
2.13 Risk Assessors 11
2.15 Food Technology Lead 11
2.16 Catering 12
2.17 CFOO (IOSH,NEBOSH) 12
2.18 Trust Estates Lead(IOSH,NEBOSH) 13
2.19 Trust Compliance and Support Officer (IOSH) 13

2.20 Trust HR Lead 14
2.21 Designated Safeguarding Lead 14
2.22 Contractor safe selection 15
2.23 Accident Investigator 15
2.24 Academy Admin Lead 15
2.25 Health and Safety / Assistance and Advice 16
2.26 Cleaning 16
2.27 Forest School lead 16 3
Arrangements 16
3.1 Health and Safety Management System 17
3.2 Accident/Incident Reporting & Investigation 17
3.21 Accidents involving Adults 17
3.22 Accidents involving Pupils 17
3.23 Additional procedures for specific incidents 18
3.24 Near Misses 19
3.3 Child Protection 19
3.4 Administration of Medicines 19
3.5 After School Clubs 19
3.6 Asbestos Management 19
3.7 Legionella Management 20
3.8 Minibus Management 20
3.9 Contractors on site 21
3.10 Mechanical Maintenance 22
3.11 Grounds Maintenance 22
3.12 Tree Survey 22
3.13 Display Screen Equipment 22
3.13.1 Working from home 22
3.14 Electrical Equipment 23
3.15 Dress Code 23

3.16 Risk Assessments 24
3.17 Hot Drinks 24
4. Emergency Procedures ..... 24 5 . Fire Safety 25
6. First Aid 25
7. General Equipment 26
8. Goodhouse keeping 27
9. Hazardous Substances 27
10. Inspections and Monitoring 28
11. Kitchens 28
12. Lone working 29
13. Moving and handling 29
14. Offsite activities 29
15. Physical Intervention 30
16. Provision of information 30
17. Risk Assessment 30
18. Security 31
19. Smoking / Vaping 31
20. Stress and Wellbeing 31
21. Traffic Management 31
22. Training 31
23. Visitors 32
24.Working at height 32
24.1 Detailed conditions 33

1: Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health & safety and welfare of our employees and all persons likely to be affected by our activities including the public where appropriate.

We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters
- To ensure safe access and egress and working environment for staff and pupils.
- To ensure safeguarding policies are always adhered to.

Our health and safety management system (iAM Compliant) has been developed to ensure that the above commitments can be met. All staff, Academy Committee Members s and trustees will be instrumental in its implementation.

2: Organisation

2.1 Employer Responsibility

The overall responsibility for health and safety at Littlegreen Academy is held by Solent Academies Trust who will:

- Ensure the importance of health and safety awareness is maintained
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

2.2 Responsible Manager

The Responsible Manager for the premises is the Head of school or in their absence a member of the Senior Leadership Team will deputise and will act to:

- Develop a safety culture throughout the academy/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- Ensure staff are aware of relevant and up to date information with respect to health and safety guidelines.

Information relating to health and safety can be found on iAM Compliant, share point, and the Health and Safety notice board in the staffrooms. Staff will also be signposted to iAM Compliant throughout the year.

2.3 All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Being aware of and supporting the academy health and safety arrangements.
- Ensuring their own work area always remains safe.

- Ensuring hot drinks are carried around the academy in mugs/cups with screw lids (the exception to this is within the office areas and staff room where pupils have restricted access).
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Wearing appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or pupils. Therefore, no stiletto heels will be worn if staff are working with pupils.
- The wearing of flip flops, slip on shoes, open toe sandals, sandals without a back strap or similar style shoes are not permitted.
- Reporting safety concerns which will be recorded within the Health and Safety management system iAM Compliant.
- Reporting any incident that has led, or could have led to damage or injury, including near misses and serious near misses (those that could have resulted in a serious injury) which must be reported immediately to the Head of school and recorded on iAM Compliant. Non-serious near misses must be recorded on iAM Compliant.
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.
- Not acting or omitting to act in any way that may cause harm or ill-health to others.
- Keeping the premises tidy and not obstructing fire exits or routes.

Any member of staff expected to undertake regular physical work which would typically include significant moving and handling must complete moving and handling awareness training at periods not exceeding annually.

2.4 Academy Site Lead

The Academy Site Lead is responsible for undertaking a wide range of health and safety related duties on behalf of, and under the direction of Trust Estates Lead and/or Responsible Manager.

These are listed below:

- Local management of legionella
- Local management of COSHH
- Local management of Asbestos
- Local management of firefighting equipment, emergency lighting and fire doors
- Local management of steps and ladders, and any moving equipment
- Local management of contractors in partnership with the school office
- Local management of site security in partnership with the Head of school and school office

- Local management of site safety
- Co-ordinate the resolutions to the defects listed on the helpdesk via iAM Compliant
- Update iAM Compliant management system – ensuring all Health and Safety procedures are planned and tracked.
- Manage all internal compliance inspections on iAM compliant within the relevant time parameters and all evidence to be recorded on sharepoint.
- Service evidence and job sheets for all external compliance contractual works that are carried out on site must be uploaded to sharepoint along with evidence of any remedial works.
- Work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead, responsible manager and/or RW Safety Solutions as required.

2.5 All Teachers & Education support staff

The responsibility of applying local safety procedures on a day-to-day basis rest with the Teachers and Education Support Staff. Their responsibilities include:

- Conduct a visual inspection of the classroom at the beginning and end of each day, reporting any defects and safety concerns through iAM Compliant.
- Checking of equipment before use to ensure it is safe.
- Ensuring safe use of equipment by adults and pupils.
- Reminding pupils of safe behaviour in class and around the academy.
- Being vigilant when on playground and lunch duty and proactively support pupils to behave in a safe manner, especially when playing on the outside equipment.
- Following the 'Educational Visit Policy' and Risk Assessments when planning and risk assessing any external trip.
- To carry out risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, food technology and any other activities that could cause an injury.
- To make certain all internal risk assessments are to be completed using the Trust risk assessment template found in iAM Compliant and refer to CLEAPSS guidance.
- Liaising with the Responsible Manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed, and any necessary precautions can be implemented.
- Recording any concerns re health and safety on iAM Compliant helpdesk.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turning off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site. • Keeping classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.

2.6 Safety committee

The purpose of the safety committee is:

- To assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager.
- To meet a minimum of once a term, to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory.
- To be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- To report to the CFOO, who will report to Academy committee and Trustees.

The Safety Committee consists of: Trust Estates Lead, Trust Compliance and Support Officer Academy Admin Lead, Academy Site Lead, Head of School. These meetings are scheduled to be held half termly.

2.7 Fire Safety Co-Ordinator

The Trust Estates Lead along with the support of the Academy Site Leadare the Fire Safety Co-ordinators. The Trust Estates Lead is trained and appointed as the fire and risk assessor for the premises and act on behalf of the Responsible Manager.

They will:

- Attend an appropriate fire safety training course and refresh this training when required
- Be responsible for the monitoring of the local management of day-to-day fire safety related duties and upkeep of the fire safety files.
- Work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RW Safety Solutions and appointed fire and risk assessor.

2.8 Legionella Competent Person

The Academy Site Leadis the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Manager to safely manage Legionella in accordance with the detail in the legionella written scheme.

They will:

- Attend appropriate training at required intervals and retain all training records, uploading all certification to sharepoint.
- Ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and

recorded in accordance with the Legionella ACOP (L8) on iAM Compliant and share point.

- Compliance with the Legionella written scheme
- Advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premise users.
- Work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.9 Asbestos Competent Person

The Academy Site Lead is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Manager to safely manage asbestos, in accordance to the detail in the asbestos management plan.

- Attend training at required intervals and retain all training records, uploading all certification to sharepoint.
- Ensure that all staff have awareness of asbestos management and dangers.
- Ensure that the appropriate staff (admin team) are competent in the use of the asbestos register.
- Asbestos is managed in accordance with academy and trust requirements.
- They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.10 Educational Visit Co-ordinator

The Educational visit coordinator will be responsible for overseeing all school education visits.

They must:

- Attend training at required intervals and retain all training records, uploading all certification to sharepoint.
- Ensure that all proposed trips are planned using Evolve and the appropriate documentation (based on the LA documentation) in full and that planning considers all aspects outlined in the academy's procedures.
- Raise any concerns with the Head of school and relevant SLT members immediately
- Support Trip Leaders in ensuring that all procedures for trips as outlined in the procedures are followed.
- Assist in the induction of new staff to the trips planning procedures.
- Keep up to date with DfE and LA guidelines for off-site trips and act as staff advisor of same.
- Attend regular training on the area of educational visits and update EVC training once every three years.

- Ensure that an up-to-date record is kept of staff qualifications relating to off-site and educational activities and facilitate the appropriate CPD for staff as required.
- Signing off all school trips.
- Work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or RW Safety Solutions as required.

2.11 First Aid Lead

A member of the education support staff will be nominated as the first aid lead.

They must:

- Attend training at required intervals and retain all training records, uploading all certification to sharepoint.
- Review and ensure all first aid provisions are checked and stocked termly. And evidence of this uploaded to sharepoint.
- Work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.12 COSHH Assessor

The Academy Site Leadis responsible for ensuring academy compliance with regards to COSHH.

They must:

- Attend training at required intervals and retain all training records, uploading all certification to sharepoint
- Work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.13 Risk Assessors

The risk assessors for curriculum-based activities are the teachers and the senior leadership team, and all premises-based tasks are the responsibility of the site team.

The responsible manager will be duty-bound to approve all curriculum-based risk assessments.

The Trust Estates Lead will be duty-bound to approve all premises-based risk assessments.

They must:

- Attend training at required intervals and retain all training records, uploading all certification to sharepoint
- Work within their level of competence and seek appropriate guidance and direction from the Trust Estates Lead and/or RW Safety Solutions as required.

2.15 Food Technology Lead

Littlegreen Academy has a kitchen facility that is used to enable the pupils to prepare and cook food with the assistance of a competent adult.

All staff and volunteers working with the pupils preparing or cooking food will adhere to the 'Food preparation and cooking' risk assessment.

Food technology lead (see named staff Appendix) is responsible for the following:

They must:

- Take and record fridge and freezer temperatures twice a day.
- Monitor the use of sharp knives by pupils and staff.
- Ensure all sharp knives are accounted for at the beginning and end of the lesson and lock them away.
- Monitor the use of the hobs, ovens, microwaves and grills.
- Check the fridge is correctly filled, i.e. raw meat at the bottom etc.
- Check use by dates.
- Sort the delivery and ensure everything is put away correctly. • Have L2 Food and Hygiene certification. This must be requested through The Trust Compliance and Support Officer.
- Attend training at required intervals and retain all training records, uploading all certification to sharepoint

2.16 Catering

The academy employs a cook to provide daily hot meals for staff and pupils. All staff and volunteers working in the kitchen preparing or cooking food will adhere to the 'Food preparation and cooking' risk assessment.

The Kitchen Lead, along with their assistant, is responsible for the following:-

- Preparing and carrying out risk assessments.
- Taking and recording fridge and freezer temperatures twice a day.
- Ensuring the menu is compliant with the eat well plate.
- Ensure all foods are managed in respect of storage i.e. correct temperatures and rotations.
- Ensure all pupil allergies are known.
- Ensure food is ordered in a timely manner to meet operational demands.
- Ensuring the kitchen is kept clean in accordance with environmental health guidance.

The kitchen lead holds a L3 Food and Hygiene certification, and this is regularly updated. Any assistance by any member of staff will be required to hold a minimum L2 food and hygiene certificate. This course is available through the Trust Compliance and Support Officer.

2.17 CFOO (IOSH,NEBOSH)

The CFOO is responsible for Finance and Operations ensuring processes and guidance is available to support academies in meeting their legal responsibilities to protect pupils, staff, visitors and other stakeholders.

Responsibilities include:

- Assist Trust Estates Lead managing the estates across the trust • Ensure strategic and operational goals are met

- Proactively working with the Trust Estates Lead to ensure safety and compliance is met
- Support the Trust Estates Lead ensuring policies are kept up to date with latest guidance
- Provide support and guidance to individual academies to comply with internal and legislative requirements
- Monitoring the Trust Estates Lead processes and ensuring that all compliance checks are carried out termly.
- Ensure that the completion of the compliance tracker is carried out in a timely manner and reported to trustees.
- Report termly to the trustees at Audit and Riks committee any health and safety issues that have arisen

2.18 Trust Estates Lead(IOSH,NEBOSH)

The Trust Estates Lead is responsible for ensuring process and guidance is available to support trust academies in meeting their legal responsibilities to protect pupils, staff, members of the public and other stakeholders. They are to attend training at intervals not exceeding **three years** and all training records are to be retained (IOSH/NEBOSH)

Responsibilities include:

- Manage the estates of the Academy.
- Work alongside the CFOO to ensure that strategically the operational goals are met.
- Proactively working with the Trust Compliance and Support Officer to ensure safety and compliance.
- Support Academy Site Leads in the operational management of health and safety risks across all trust academies.
- Support on maintaining the Health and Safety policies, ensuring they are up to date in line with latest guidance.
- Provide support and guidance to individual academies to comply with internal and legislative requirements.
- Monitoring of all site tasks on a periodic basis (Termly).
- Liaise with trust Health and Safety consultant to keep academies up to date with Health and Safety changes and ensure these are disseminated effectively across the trust.
- Meet with Academy Committee members to ensure compliance monitoring is carried out as per the schedule.
- To monitor the completion of the compliance tracker and share with CFOO.
- To attend training at intervals not exceeding **three years** and all certification to be uploaded to sharepoint

2.19 Trust Compliance and Support Officer (IOSH)

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company

The Trust Compliance and Support Officer is responsible for supporting The Trust Estates Leadand Academy Site Leads to support trust academies in meeting their legal responsibilities to protect pupils, staff, visitors and other stakeholders.

Responsibilities include:

- Proactively work with the academies and Academy Site Leads to ensure safety and compliance is met
- Ensure all new staff are provided with the necessary H&S induction documents and guidance is given for the training on iAM.
- Assist on maintaining the Health and Safety policies, ensuring they are up to date in line with latest guidance
- Monitoring of all site tasks on a periodic basis (monthly)
- Work with the Trust Estates Lead to ensure that the monthly compliance tracker is complete, and any issues raised.
- Work with the Trust Estates Lead to ensure that any Health & Safety changes are effectively communicated across the trust academies.
- Send the termly bulletin via iAM Compliant to remind staff to look at the Health and Safety guidance/updates
- Support the procurement for site matters achieving economies for scale and value for money

2.20 Trust HR Lead

The Trust HR lead is responsible for supporting the HR team with the recruitment and on boarding new starters, ensuring that safe recruitment processes are followed, and a full induction is undertaken.

2.21 Designated Safeguarding Lead

The DSL is a member of the senior leadership team who takes lead responsibility for child protection and wider safeguarding in the Academies.

There are deputy DSLs available when the DSL is absent, full training is undertaken and then 2 yearly refresher training is undertaken, certification to be provided and uploaded to sharepoint.

They must:

- Provide advice and support to other staff on child welfare and child protection matters.

- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Contribute to the assessment of children.
- Refer suspected cases, as appropriate, to the relevant body (local authority childrens social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.

2.22 Contractor safe selection

The Trust Estates Lead and Trust Compliance and Support Officer are responsible or the safe selection of estate and back-office function related contractors. The responsible Manager will be responsible for all other contractors. Responsibilities include:

- **Planning** – ensure that the job is defined, hazards are identified, risks are assessed to eliminate or reduce, specify any health and safety conditions.
- **Choosing a contractor** – decide what safety and technical competency is needed, obtain evidence of qualification and method statement.
- **Contractors on site** – ensure contractors sign in and out of site, provide details of site contact and reinforce health and safety information of the site
- **Checking** – make routine checks to ensure the job is going to plan, work is being carried out safely as agreed and that no incidents have occurred.
- **Review** - carry out a review to ensure the planning was effective and the contractor performed to expectations.

2.23 Accident Investigator

- Ensure the emergency grab bag is replenished with no out of date equipment. A record of this is kept
- Ensuring that first aid check lists are being completed termly by the First aid lead.
- Ensure procedures for 'First Aid', and 'Supporting Pupils with Medical Conditions and Administration of Drugs' policies are being followed
- Ensure that all staff carry out the necessary training in allocated time, and alert Trust Compliance and Support Officer if staff fail to comply

2.24 Academy Admin Lead

- Ensure all new staff have been given the appropriate Health and Safety Induction information – see section re Health and Safety Induction.
- Ensure the emergency grab bag is replenished, and all equipment is in date. A record of this check is kept.
- Ensure procedures for 'First Aid', and 'Supporting Pupils with Medical Conditions' policies are being followed.
- Ensure that all staff carry out the necessary training in allocated time, and alert Trust Compliance and Support Officer if staff fail to comply.
- Keep a training record for all staff on site, this is to include health and safety training and all expiry dates if applicable.
- Ensure all staff have access to any Health and Safety information via iAM Compliant, some staff may require paper copies.

- In the event of an emergency, and a fire alarm sounding – instruct the admin team of their duties and if the situation allows wait by the phone to liaise with the emergency services.

2.25 Health and Safety / Assistance and Advice

The Chief Finance Operations officer and the Trust Estates Leads are NEBOSH qualified.

RW Safety Solutions is the competent source of safety guidance for the academy/organisation as required under Reg 7 of The Management of Health and Safety at Work Regulations 1999.

Where incident, issues or concerns arise beyond the level of understanding or knowledge in the academy/organisation, then advice from RW Safety Solutions must be sought.

2.26 Cleaning

Littlegreen cleaning is outsourced and the current cleaning contractor is named in the Appendix

2.27 Forest School lead

The Forest and Beach School Leaders will carry out Risk Assessments at the beginning of each term, considering seasonal changes. They are to attend training at intervals not exceeding **three years** and all training records are to be retained

The Forest and Beach School Leaders are named in Appendix and are required to:

- Maintain the legal adult-child ratio
- Ensure that safety equipment is in good working order and is used appropriately
- Assume responsibility for the maintenance of the first aid kit, kit bags and any tools brought into the Forest/Beach School area
- Undertake risk assessments before each session to assess the area for any dangers

3 Arrangements

The following arrangements for health and safety have been developed in accordance with The Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Littlegreen Academy and are to be used alongside other current academy/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

3.1 Health and Safety Management System

The Trust Health and Safety management system iAM Compliant is used to monitor and schedule all aspects with regards to health and safety compliance.
Daily/Monthly checks are recorded on Sharepoint, so all site team and responsible managers including the Trust Estates Lead can access.

It is the responsibility of the Site Team to update iAM Compliant to ensure that compliance is met, this is supported by the weekly monitoring carried out by the Trust Compliance and Support Officer.

The iAM Complaint management system includes:

- Incident/accident reporting
- Near miss reporting
- Defect reporting
- Policy signature log
- Risk assessments for site and curriculum
- Maintenance PPM / scheduling
- Compliance scheduling
- Minibus maintenance schedule
- Awareness training modules

Monitoring of both Sharepoint and iAM compliant is carried out weekly by the TCSO, monthly by TEL, termly by the CFOO and ACM this is then documented and uploaded to sharepoint.

3.2 Accident/Incident Reporting & Investigation

3.21 Accidents involving Adults

Any major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded on iAM Compliant.

If any accident, incident or injury to members of staff fulfils the criteria, these events will be reported to the Trust Estates Lead who will then report to the Health and Safety Executive using a RIDDOR reporting from with the support of RW Safety Solutions.

The Head of School or nominated trained person will conduct a documented investigation into major accident / incident or injuries. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident / incident to be able to implement appropriate measures to prevent reoccurrence.

3.22 Accidents involving Pupils

The following has been written with reference to the following information supplied by the HSE:

All major accidents / incidents that involve children are to be immediately reported to the Head of school or deputy. Major accidents / incidents of pupils are recorded on CPOMS.

Parents/carers will be called on the same day to advise of the accident/incident.

Detailed information regarding the accident / incident will be given to medical professional supporting the pupil.

Minor accidents or incidents involving children such as a bumped head, cuts, serious grazes and injuries that required some first aid treatment will be recorded using CPOMS and a phone call to parents/carers will be made to inform them of the accident/incident.

Any communication with parent/carers will be noted on CPOMS.

The Head of school or nominated trained person will conduct a documented investigation into major incidents, accidents or injuries. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.

Dysregulated behaviours that result in incidents that cause injury or significant damage will be recorded on the online behaviour system Arbor. Such incident's will also be recorded on CPOMS. The numbers of these and patterns will be shared with Trustees and Academy Committee Members via the health and safety compliance tracker.

3.23 Additional procedures for specific incidents

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a pupil's head.

A **major** bump to the head, which is when the accident or incident results in suspected concussion or dizziness and / or result in a lump appearing on the head. The admin office or a member of the Senior Leadership Team will be informed and will ring the parents/carers or other designated contacts to inform them of the injury. The parents/carers will be offered the opportunity to come to the academy and if necessary, take their child home for monitoring. Please see First Aid Policy

If a **minor** bump to the head occurs which does not result in any of the above, the office will phone the parents/carers to inform them of the injury.

In the event of any head injury, parents/carers will be provided an information letter identifying any signs or symptoms in their child, which may indicate a more serious injury.

There will be a member of staff supporting the pupil on duty at both break and lunchtimes, they will share any incident verbally with the rest of the team initially, this will also be added to Cpoms.

3.24 Near Misses

Near misses are reported onto iAM compliant. Staff attend annual awareness training, and this supports them to identify near misses.
These are reported monthly to the CFOO, who will share with Trustees and Academy Committee Members.

3.3 Child Protection

Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policy.

All visitors must sign in/out using the electronic signing in procedure.

Visitors must tick a box on the sign in/out system to acknowledge understanding of the safeguarding and health and safety arrangements.

All staff will adhere to the academy's individual pupil risk assessment and the Absconding Policy.

3.4 Administration of Medicines

Arrangements regarding medicines are set out in the policy, ' Supporting children with Medical Conditions'.

3.5 After School Clubs

There are currently no after school provision.
When required risk assessments are carried out for all after school clubs.
During any after-school activity a DSL and appropriate first aid provision will always be present throughout.
Dependant on the activities undertaken a competent person will always lead the activity.

3.6 Asbestos Management

Asbestos management on site is reviewed annually by an external contractor and internally controlled by the asbestos competent person in accordance with the Asbestos management plan, this is reviewed annually by the Trust Estates Lead unless any significant changes have been made and it will be reviewed immediately.
The asbestos register is in main reception and is shown to all contractors who are contracted to carry out work on site. Contractors must read and sign the register prior to being permitted to commence any work. Any changes to the premises' structure that may affect the asbestos register information **must** be recorded in the asbestos register.

Under no circumstances must school staff drill or affix anything to walls that may disturb materials.

Any damage to any structure that possibly contains asbestos, which is known or identified during

inspection, should be immediately reported to the Academy Site Leadand/or Responsible Manager

who will immediately act to cordon off the affected area and seek appropriate advice.

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and reported to the Academy Site Lead.

3.7 Legionella Management

Legionella management is controlled in accordance with the academy's legionella written scheme and the legionella risk assessment. The nominated contractor will carry out monthly temperature monitoring and 6 monthly TMV servicing. Records of all checks / monitoring by the nominated contractor will be stored on share point.

All other aspects of Legionella management will be managed and undertaken by the site team, with records stored on share point.

The boiler is inspected and serviced annually by our nominated contractor.

The calorifier will be inspected, descaled and disinfected annually by our nominated contractor.

Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes, they are stored on share point.

The Legionella Risk Assessment is reviewed annually by the Trust Estates Leadand amended as new details or required amendments are identified.
Every 3 years or sooner if there is a significant change to the premises, a new legionella Risk Assessment will be undertaken by a competent contractor.

3.8 Minibus Management

The Academy Site Leadis responsible for ensuring minibuses are maintained and used according to trust vehicle policy.

Responsibilities include:

- A daily visual check is carried out.
- Security measures are in place so at the end of the day the buses are secured.
- All equipment on the bus is in safe working order.
- All damaged/faulty equipment is reported.
- Any fault with the minibus is dealt with accordingly.
- Monthly inspection, which is documented.

The Trust Compliance and Support Officer is responsible for

- Pre-inspection journey checklists are collected and checked monthly.
- Servicing and MOT is booked and carried out in accordance with the policy by the named contractor in Appendix.
- Investigations are carried out if any damage occurs.
- Ensure Section 19 permits are valid.
- Taxing of the vehicles.
- Renewal of disability badges.

All drivers must have completed MiDAS training if transporting pupils.

All drivers of the minibuses must adhere to the vehicle policy, which details the need for internal and external checks before each use.

Each Minibus is fitted with a tracking system this is to ensure the safety of the driver and the pupils.

3.9 Contractors on site

Appropriate safe selection procedures are to be used to ascertain the competence of contractors prior to engaging their services.

Centrally approved trust contractors who carry out routine maintenance will only need to provide risk assessments / method statements at the time of being appointed for those specific jobs. Any work to be undertaken outside of routine maintenance will need to provide specific risk assessments, method statements and qualifications.

All contractors must have appropriate insurances in place and provide proof of competency etc.

The Trust Compliance and Support Officer will check all necessary documents for centrally approved contractors and will store these documents on estates, facilities and health and safety share point site.
This procedure will be monitored by the Trust Estates Lead.

All contractors must sign in/out using the electronic signing in procedure.

All contractors will be asked to read and agree to a health and safety statement. Safeguarding information is attached to the lanyard provided. Contractors must tick a box on the sign in/out system to acknowledge understanding of the safeguarding and health and safety arrangement.

All contractors will also be asked to read & sign the asbestos register.

Contractors may not carry out any work during the time that pupils are present at Littlegreen Academy unless it is an emergency, and this will only be allowed if permission has been sought from the Trust Estates Lead and Responsible Manager.

Contractors working outside of the time that pupils are present can carry out their duties with permission of the Academy Site Lead.

All academy staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their own, or any other staff/children's safety is at risk.

Contractors without a valid DBS will be always escorted by a member of the site team whilst pupils are present on site.

No tools will be left unattended by any member of staff or contractor.

3.10 Mechanical Maintenance

Mechanical compliance is carried out by an external contractor, who provides an annual schedule of works in accordance with our service level agreement.

These are named in Appendix

3.11 Grounds Maintenance

Grounds maintenance is carried out by an external contractor, who provides a annual schedule of works in accordance with our service level agreement

These are named in Appendix

3.12 Tree Survey

A tree survey is carried out annually by a competent contractor and any remedials are completed within the required timescale.

3.13 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

DSE users will be assigned an annual workstation self-assessment form via iAM compliant, and any issues will be flagged and if necessary, a face to face assessment will be carried out by the Trust Compliance and Support Officer.

DSE awareness training is provided during the annual health and safety inset day.

Trust Estates Lead and Trust Compliance and Support Officer are trained assessor's and will undertake annual training.

The Trust will refund the cost of a routine sight test and contribute £50 towards the cost of glasses for staff who qualify as a regular DSE user. A claim form can be downloaded from share

point. The completed claim form will need to be accompanied by an original printed receipt from the place of purchase, this must be signed by your line manager.

Staff can only make a claim once every two years unless recommended more frequently by an optician (evidence must be provided).

3.13.1 Working from home

Regularly (weekly) working from home will only be agreed in exceptional circumstances and when the employee can provide evidence that they have a suitable and sufficient workstation in line with the DSE Regulations 1992.

If there is a requirement to work from home on an ad hoc basis, for periods not exceeding more than 2 hours at any one time, you will not be required to provide a photo or complete an additional DSE assessment however, your workstation must be suitable and sufficient for the activity being undertaken.

3.14 Electrical Equipment

- All staff attend annual awareness training during the health and safety inset day
- Personal electrical equipment not belonging to the Trust MUST not be brought onto the premises or used unless it has been PAT tested and approved by a member of the Site Team.
- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable earthed electrical equipment will be inspected/tested annually by the nominated contractor.
- All portable double insulated, and IT electrical equipment will be inspected/tested every two years by the nominated contractor.
- Adhoc testing of items will be carried out by a member of the site team who are trained PAT testers.
- All fixed appliance testing will be carried out every 3 years by an external competent contractor.
- New equipment must be advised to the Academy Site Leadin order that it can be added to future PAT testing schedules.
- Only one extension is to be used. No linking together of extension leads. If a reel extension lead is used it must be extended to its full length when in use. This includes reeled vacuum cleaner cables.
- Battery operated equipment can be used providing a visual check has been carried out by the Academy Site Lead. • PAT testing equipment is sent off for annual calibration.

3.15 Dress Code

Appropriate footwear must always be worn on the academy site, this includes inset days and half term working on site.

- Teaching staff: - must wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no backless footwear or stiletto heels will be worn if staff are working with children.

- All staff: - the wearing of flip flops, no backless footwear, open toe sandals, sandals without a back strap or similar style shoes are not permitted due to risk to the wearer.

The Trust's full-dress code arrangements are detailed in the staff handbook.

3.16 Risk Assessments

All risk assessments need to be approved by a trained risk assessor depending on the are of risk.

- They must attend training at intervals not exceeding **three years** and all certification to be uploaded to sharepoint
- Curriculum – This is the responsibility of the responsible person and will include the assessment of any equipment used during curriculum-based activities.
- Site – This is the responsibility of The Trust Estates Lead.

3.17 Hot Drinks

All hot drinks/liquids taken out of the staff room whilst pupils are on site are to be in a screw top cup. Hot drinks are not to be carried through the school or admin areas without a lid. This applies to all academies across the Trust except for the Trust Office, staff room and head of school office, access to these areas are only accessible to key holders and the door is kept always closed

4. Emergency Procedures

Littlegreen Academy has an Emergency Evacuation Plans which are used for fire and non-fire evacuations.

There are fire action notices displayed in all rooms which detail nearest fire alarm call and fire assembly points along with evacuation route details.

All staff can view a copy of the Emergency Evacuation Plan via share point. This will be periodically reviewed by the safety committee and amended as necessary. iAM Complaint will then send a bulletin to notify all staff of the amendments to the Emergency Evacuation Plan.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Littlegreen Academy also has a Lock Down Procedure which is to be used if there is an external threat to safety and adults and pupils need to be kept within the building. A drill for lock down procedure will happen at least twice a year with staff only.

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Littlegreen Academy also has an localised Emergency Plan/Emergency Disaster Plan which details the evacuation plan if the staff and children need to evacuate to a location away from the academy. At present this evacuation site is as follows:

This is situated in the courtyard.

5 . Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Policy and Management Plan. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. Will attend an appropriate fire safety training course and refresh this training every **three years.**

The Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- Fire Marshall Training be refreshed every three years.
- Fire Extinguisher training be refreshed every three years.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire action notices are displayed in all rooms and/or at all call points.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked "*flammable".*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety manual.
- The fire risk assessment is reviewed annually by the Trust Estates Leadand amended as new hazards or required amendments are identified. A fire risk assessment is carried out every three years by external trained fire risk assessor.
- The Assembly point is Lower school – Front Lawn Upper school – Back Lawn
- The necessary checks for fire doors, firefighting equipment and emergency lighting are carried out locally and by external contractor when appropriate or at least annually. These records can be found on share point.
- Sweeping of the building will be carried out by trained fire marshals. Please refer to Fire Evacuation Procedure.

6. First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy.

The names and locations of the first aid trained staff are displayed on the Health and Safety notice board and in areas of the academy including the staffroom, a copy is also kept on iAM Compliant.

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First aid supplies in the first aid room are checked termly for expiry dates and quantities by the nominated person and refilled/reordered as necessary.

Educational Visit Leads are responsible for checking kits prior to going off site and replenishing upon return.

The admin team are responsible for checking/replenishing the grab bag located in the main office.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

7. General Equipment

Gym and external play equipment is checked visually by a member of the site team during term time, it is also inspected on an annual basis by a competent contractor, inspection information will be available on share point.

PE equipment is visually checked by staff and annually by an external competent contractor, inspection information will be uploaded to sharepoint along with any remedial work evidence.

Boilers are inspected by our nominated contractor annually and recorded on iAM Compliant. Evidence of inspections are stored on share point.

Please refer to Fire Safety Policy Management Plan for all fire related checks. Records of these checks are stored on share point.

Lightning conductor is inspected by a competent contractor annually, records will be available on share point.

Thermostatic mixing valves (TMVs) receive monthly temperature checks and are serviced by the nominated contractor every 6 months. Records of these are available on share point.

Food technology appliances are visually checked monthly by site staff for any obvious damage and annually by external contractor, records of these checks are stored on share point.

All DT hand tools are stored appropriately based on size and risk. All equipment is checked and monitored by a member of staff.

Art Equipment:

- All paint and some brushes are stored in a locked cupboard when not in use. Other brushes are stored in an unlocked cupboard when not in use and on the windowsill throughout the day to allow students free access.
- General art equipment, i.e. pens, rubbers, rulers etc are stored in accessible drawers.
- Ink, scissors, cutters, wax melter, glue gun etc, are stored in a locked cupboard and are accounted for after use.

All mains powered equipment will be serviced and PAT tested annually.

All glue guns used are low voltage and will be replaced annually.

Defective equipment **must not be used**. All defects are to be reported on iAM Compliant and immediately taken out of use until repairs can be carried out.

8. Good house keeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be always adhered to:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.
- Any excess rubbish created during the day is placed directly outside the classroom door, larger items are placed on the iAM compliant helpdesk to be removed.

9. Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, Trust Compliance and Support Officer or Academy Site Leadand the product has been approved for safe use on site by the Responsible Manager or Academy Site Lead. The premises COSHH assessor acting on behalf of the Responsible Manager is detailed in Appendix .

The Trust Compliance and Support Officer and Academy Site Leadwill undertake necessary COSHH assessor training every three years

At Littlegreen Academy COSHH assessments are stored in the courtyard storage area. Copies will be available on share point.

Except for cleaning products used in the staff rooms/staff kitchens, which are restricted to staff only, all other hazardous substances are stored in locked area's as per as above.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

Flammable liquids are stored in a locked metal container located in the maintenance workshop. Access to the workshop is restricted and only accessible to the site.

Cleaning products will only be purchased through the academy ordering system and authorised by the Academy Site Leadonly.

10. Inspections and Monitoring

Daily inspection will be undertaken by the site team along with the monitoring of the premises, findings of which are logged on the daily check sheet and the information is then stored on share point. Through working routines and staff awareness, it is expected for staff to identify general safety concerns and issues which should be immediately recorded on iAM Compliant help desk function.

Routine documented inspections of the premises will be carried out as follows:

- Monthly site/building inspections are currently carried out by the Academy Site Leadand the Trust Compliance and Support Officer, template found on the Trust's Estates and Facilities Share point site. Any identified highlevel risks or safety management concerns are to be actioned and shared at Safety Committee and Trustee meetings.
- Compliance tracker is completed monthly and shared with the trustees.
- Half termly site/building inspections are carried out termly by the Trust Estates Lead and the Head of School and our academy committee member.
- Detailed inspection of the premises' safety management system will be carried out half termly by the Trust Estates Lead and then termly by the responsible manager. These inspections will be documented and examine specific areas of the safety management system and reports will be stored on share point.
- Detailed inspections of the premises' safety management system and site/building will be carried out half termly by the academy committee member, these follow a schedule, so all areas are covered during the academic year. These documented inspections will examine all areas of the safety management system and reports will be shared termly with the board of Trustees at the Audit and Risk Committee.

11. Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Solent Academies Trust manages procedures for local management of the main kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry by the competent person and must strictly adhere to the kitchen safe working practices. Main kitchen

lead should have L3 Food and Hygiene Certificate anyone else should have a level 2 food and hygiene

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

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The academy has a cookery/food technology room to enable the pupils to prepare food and cook food with the assistance of a competent adult. All staff and volunteers working with the pupils preparing or cooking food will adhere to the 'Food preparation and cooking' risk assessment.

Any member of staff working in the food technology room should have L2 Food and Hygiene certification. This is available via iAM Compliant.

12. Lone working

All lone working is to be approved by the Trust Estates Lead and or Responsible Manager and is to be carried out in accordance with the Security and lone working Policy.

13. Moving and handling

All staff must complete moving and handling awareness training at periods not exceeding annually.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

The site team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years.

Cleaners are expected to carryout regular moving and handling, iAM compliant online training will be carried out annually.

Midday supervisors are also expected to carryout regular moving and handling and details of how to do this are detailed in the tables and chairs moving and handling risk assessment. All staff will be given access to and asked to read the HSE guidance concerning Moving and Handling which can be found on iAM Compliant.

Specific Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.

14. Offsite activities

Arrangements regarding off-site activities are managed in accordance with Evolve and following the Trusts Educational Visit Policy, found on iAM Compliant. This is overseen by the Educational Visit Co-ordinator (EVC) and the Responsible Manager.

15. Physical Intervention

Arrangements regarding physical intervention are set out in the Positive Behaviour Policy, including the Physical Intervention.

16. Provision of information

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

iAM Compliant and share point will hold all Health and Safety information, staff will be sent a bulletin from iAM to review information held within iAM Compliant and share point when new documents are added.

Health and Safety information is emailed to staff throughout the year to relevant members of staff.

The Academy Admin Manager will ensure those without access to a computer will have paper copies of the necessary information they require concerning Health and Safety.
Trust Compliance and Support office will update the Health and Safety Notice board Termly to share information and notification of any changes to any information.

Health and Safety / Safeguarding will be a standing item on staff meetings, and information shared when required.

Local health and safety advice is available from the Trust Estates Lead, Academy Site Lead, the Trust's Health and Safety Compliance Officer and RW Safety Solutions who can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the staffroom and also in the reception area.

17. Risk Assessment

General risk assessment management will be co-ordinated by the Trust Compliance and Support Officer and must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists.

The trained risk assessors on site are detailed in Appendix.

COSHH assessors detailed in appendix

Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the fully trained Responsible Manager or their deputy. Completed risk assessments are listed in the Risk Register and will be reviewed on an annual basis or sooner if changes are required to be made.

All risk assessments are stored on Sharepoint and iAM Compliant.

18. Security

Arrangements regarding security are based on the Security and Lone Working Policy and are set out in the security and lone working risk assessment which include emergency unlock routines.

19. Smoking / Vaping

Smoking (including vapour cigarettes) is not permitted on the premises at any time or within 10 metres of the perimeter fence or within sight of the school grounds.

All rubbish resulting from smoking will be fully extinguished correctly and disposed of and not left on the floor.

20. Stress and Wellbeing

Please see Staff Wellbeing Policy for more details.

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress.

Staff wellbeing is a focus for Solent Academies Trust. Staff wellbeing will be monitored through formal (anonymous) surveys no less that twice yearly, formal and informal open conversations between management and staff and during staff appraisal meetings. To support these approaches all members of the Senior Leadership Team have an 'open door' policy, allowing staff to access the management team when needed.

Wellbeing improvements will be identified through these approaches and specific actions to improve wellbeing will be undertaken through the team of Wellbeing Ambassadors. Wellbeing Ambassadors are a small group of staff (with a parent representative) formed to support improvements and maintenance of Wellbeing across the school community. The Wellbeing Ambassadors are drawn from all areas of the Trust, including the parent body.

The Wellbeing Ambassadors, alongside suggestion boxes in the staffroom will also provide feedback to the Senior Leadership Teams on how Wellbeing is viewed across the Trust. Improvements to Wellbeing will be tracked through the Wellbeing Action Plan, overseen by the Assistant Head of school responsible for Wellbeing.

21. Traffic Management

Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment, this can be downloaded from iAM Compliant.

22. Training

Induction training will be provided and recorded for all new staff/volunteers. Health and Safety training along with Safeguarding training will be available through iAM compliant.

The induction process will be managed by the Trust's HR team and the Trust's Estates Lead. The Academy Admin Lead is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and information regarding their safety at work.

All staff will be provided with the following as a minimum training provision:

- Online Health and Safety induction powerpoint – iAM Compliant.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities.
- Periodic refresher face to face or online training will be annually.

Training records are held by the Academy Admin Lead, they are responsible for alerting the Trust Support and Compliance Officer for all training needs pertaining to health and safety training requirements.

23. Visitors

All visitors must sign in/out using the entry signing in procedure.

All visitors will be asked to read health and safety and safeguarding information which is included as part of the sign in system. Visitors must tick a box on the electronic sign in/out system acknowledge understanding of the safeguarding and health and safety arrangements.

Their acceptance will be recorded on the sign in/out log.

24.Working at height

Work at height is always to be undertaken in accordance with the Academy Risk Assessment.

At Littlegreen Academy general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working practices.

Specific or higher risk tasks will be carried out in accordance with a relevant risk assessment for that specific task.

Requirements for working at height are as follows:

- Staff are only permitted to use a step ladder or stool that has been provided by the trust and used within manufactures guidance and they must be trained to do so
- Working at height is only permitted when the pupils are offsite
- No member of staff is allowed to work at height whilst lone working
- No member of staff is allowed to work at height without reading the specific risk assessment for the task

- Roof access is not permitted, unless being carried out by a contractor with sufficient RAMS in place.

24.1 Detailed conditions

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by the relevant risk assessment determined by the task to be carried out.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use stepladders if they have received training
- Staff may only use leaning ladders if they have received training
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

The competent persons for work at height on the premises who has attended training is the Academy Site Leadand Caretaker they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Keep an inventory of ladders and conduct a half termly inspections of all on-site ladders and step ladders
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training.

All risk assessments, surveys and training records are stored on share point. Risk assessments can also be found within the iAM Compliant documents.

Appendix

Named Personnel

Responsible Manager (Head Of School)	Hannah Davis
Executive Principal	Louise Quaid
Academy Site Lead	Tim Ellinor

DSL Director	Faye Watton-Lawrence
DSL Designated	Louise Quaid
DSL Deputy	Hannah Davis
Trust Estates Lead	Jessica Davies
Trust Compliance and Support Officer	Jewlee Harris
Academy Admin Lead	Grace Jones-McCarroll
First Aid Room Supply Check	Laura King
Fire Safety Co-ordinator	Tim Ellinor
Accident Investigator	Louise Quaid
Legionella Competent Person	Tim Ellinor
Asbestos Competent Person	Tim Ellinor
EVC	Pierre Neollier
Health & Safety Academy Committee Member	TBC
Forest Lead	Pierre Neollier
Trust HR Lead	Sarah Robb
Risk Assessors	Pierre, Laura and Jo
Food Tech Lead	Sheena Elsmore
Kitchen Lead	Nicky Hodgett
Cleaners	Emma Hart, Chantelle Barnes

Trust executive leadership team

Chief Executive Officer	Sharon Burt
Chief Finance Operations Officer	Sam Galloway
Senior director of SEND and Safeguarding	Faye Watton-Lawrence
Director of Projects and Technology	Darren Nash

Nominated Contactors

Legionella/water management systems	Feestons
Mechanical Servicing	Hopkins

PAT Test / Electrical	Street Electrical
Fire Risk Assessor	Clarity
Fire fighting equipment & Fire Alarm	Premier
Grounds Maintenance	TBC
Tree Survey	Southern Arboriculture
Internal Play Equipment	Universal Services
External Equipment	ROSPA

Safety committee

Head of school	Hannah Davis
Academy Site Lead	Tim Ellinor
Academy Admin Manager	Grace Jones-McCarroll
Trust Estates Lead	Jessica Davies
Trust Compliance and Support Officer	Jewlee Harris

First Aiders

Chantelle Barnes
Kate Dennis
Trixi Ellis
Emma Hart
Nicky Hodgett
Laura King
Pierre Neollier
Tony-Mari Somes
Greg Tognarelli