



UNIVERSITY OF
LINCOLN

ACADEMY TRUST

Health & Safety Policy

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1.0 Introduction

The purpose of this policy is to indicate our Trust's commitment to achieving a safe working environment for all colleagues, pupils and visitors connected with our sites and activities.

The policy will be reviewed annually and ratified by the Board of Trustees.

1. The Board of Trustees and Principals recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work regulations 1999 and all other supporting Regulations in order to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees, Principals and all colleagues will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - a) Plant, equipment and systems of work that are safe;
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - c) Sufficient information, instruction, training and supervision to enable all Employees to avoid hazards and contribute positively to their own health & safety at work;
 - d) A safe place of work and access to it;
 - e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Board of Trustees and Principals to ensure the health, safety and welfare of all persons, any employee acting in a managerial capacity is responsible for ensuring that all persons under their charge comply with this Health & Safety Policy at all times.
4. A Health and Safety Advisory service (Citation), has been appointed by the Trust, they provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves colleagues themselves.

2.0 Organisation and Management Arrangements

2.1 Board of Trustees

Will:

- Ensure that there is an effective policy for health and safety within the Academies in our Trust (this Health and Safety Policy) and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from a competent health and safety advisor where necessary.
- Ensure that the Principals of each Academy and colleagues take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
 - Developing generic risk assessments.

- Taking account of reports from monitoring provided by our Trust's health and safety advisor.
- Reviewing the application of this policy from time to time and at least annually.
- Ensure that health and safety functions of all colleagues are clearly described within job descriptions.
- Support the Principals of the Academies by promoting a culture in which all colleagues are made aware of the importance of managing health and safety risks. This is achieved by involving colleagues with risk assessments, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Notify our Trust's health and safety advisor of any significant health and safety risks that exist and cannot be mitigated.
- Ensure that all liability is covered by adequate insurance and/or risk protection arrangements.

2.2 Chief Executive Officer

Will:

- Ensure that a written copy of our Trust's Health & Safety Policy is prepared for approval by the Board of Trustees and issued to each member of colleagues.
- Support the Board of Trustees with monitoring and review of the Policy.
- Support the Principals with the effective management of health and safety in their respective academies.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Liaise with health and safety advisors to undertake statutory reporting requirements, including RIDDOR reportable incidents/accidents.
- Ensure quality assurance of Health and Safety Management arrangements.
- Ensure appropriate external review and inspection of Health and Safety Management.

2.3 Principals of the Academies

Will:

- Manage health and safety in their academy on a day-to-day basis.
- Undertake the required H&S training identified for the role that is currently an IOSH Managing Safely Course.
- Have day to day responsibility on behalf of the Board of Trustees to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Support Trustees with monitoring and review of the Policy.
- Arrange for the implementation of any safety induction or subsequent training found to be necessary.
- Have responsibility for Risk Assessment, Accident Reporting, Infection Control, First Aid, Storage of Medication and Fire Evacuation within their Academy.
- Ensure, where reasonably practicable, that only safe working practices are used, in

order to provide maximum safety for all personnel under their charge.

- Liaise with the health and safety Link Trustee regarding the monitoring and review of their Academy. Update the link Trustee on any significant potential future issues or risks.
- Liaise with the Chief Executive Officer concerning health and safety matters.
- Maintain good housekeeping standards in their academy at all times and promote a positive health and safety culture.
- Ensure that colleagues receive suitable and sufficient training for the activities they undertake.

2.4 Site Managers / Caretakers

Will:

- Ensure the health and safety policy is complied with at all times and all other relevant policies and procedures are followed regarding site colleagues and activities.
- Undertake the required H&S training identified for the role that is currently an IOSH Managing Safely Course.
- Ensure that external contractors are managed and controlled.
- Ensure that only safe working practices are adopted regarding all site related activities, in order to provide maximum safety for all personnel within the academy.
- Ensure risk assessments are in place and communicated to all colleagues regarding site related activities.
- Ensure that any Asbestos on-site is managed in accordance with the Asbestos Policy and Management Plan. Any contractors working in the vicinity of Asbestos Containing Materials (ACMs) must read/sign the relevant Asbestos surveys before work commences. Only suitably qualified Asbestos contractors may work on ACMs.
- Manage COSHH relating to building cleaning and site maintenance substances.
- Ensure compliance with all legislation and guidance relevant and applicable to managing the academy building and site.
- Maintain electronic copies of all site documentation and certificates where possible to facilitate access and to support disaster recovery processes.
- Promote an active health and safety culture within the academy.
- Ensure that all statutory tests and inspections are carried out.
- Be responsible for all aspects relating to health and safety in relation to organised building works and accommodation.
- Be responsible for maintaining asbestos management plan.
- Report to and attend health and safety meetings as required.
- Ensure written risk assessments are in place and regularly reviewed for all estates and facilities activities.
- Undertake termly inspections on each academy and report to each Principals including recommendations.

- Advise senior leaders on health and safety issues and/or queries.
- Liaise with external health and safety advisor.

2.5 Trust Health & Safety Lead

- Ensure the principles and details of our Trust's Health and Safety Policy are fully implemented.
- Undertake an appropriate H&S training course for the role. Either an IOSH Managing Safely Course, or preferably hold a NEBOSH General Certificate in Health & Safety.
- Be responsible for all aspects relating to health and safety in relation to people (staff, students and visitors) both on and off site.
- Report to and attend health and safety meetings as required.
- Ensure written risk assessments are in place and regularly reviewed.
- Manage and advise on Health and Safety requirements across our Trust.
- Keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across our Trust as required.
- Undertake annual inspections on each academy and report to each Principals including recommendations.
- Undertake an annual health and safety audit/review of each academy and report to each Principals.
- Advise senior leaders on health and safety issues and/or queries.
- Liaise with external health and safety advisor.
- Communicate with Academy H&S reps and colleagues, providing guidance and advice.
- Promote a proactive H&S culture with colleagues, sharing lessons learned and providing regular guidance.
- Ensure that Academy Site Managers receive the information and training for the activities they undertake.
- Keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across our Trust as required.
- Manage and advise on Health and Safety requirements across our Trust, in relation to Facilities Management and Estates.

2.6 Academy Health & Safety Representatives

Will:

- Familiarize themselves with this health and safety policy and other related relevant documents.
- Undertake the required H&S training identified for the role that is currently an IOSH Managing Safely Course.
- Conduct health and safety discussions/meetings with colleagues (working groups) regarding their academy.
- Review policy and other documentation, including the revision of risk assessments and fire procedures, with colleagues.

- Represent staff and be a contact point for health and safety queries/concerns, providing advice and obtaining additional support where required.
- Undertake health and safety walks and site inspections, working with senior management and external health and safety advisor when necessary.
- Promote an active health and safety culture within the academy.

2.7 All colleagues

Will:

- Ensure, where reasonably practicable, that they and persons who are in their charge, use only safe working practices.
- Ensure that any health and safety problem or concern, which cannot be resolved by them, is raised quickly with the appropriate member of colleagues, i.e. Site Manager and/or Academy Health and Safety Representative in the first instance and then the Principals' if necessary.
- Make themselves familiar with the health and safety policy and relevant risk assessments in addition to any safety rules and code of practice that have been established.
- Make appropriate use of safety equipment and protective clothing.
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment, to the appropriate member of colleagues, i.e. Site Manager and/or Academy Health and Safety Representative in the first instance and then the Principals if necessary.
- Take reasonable care of the safety of themselves and of anyone else who may be affected by their acts or omissions at work.
- Co-operate with the academy health and safety representative to support them in their role.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety or welfare.
- Work with the academy and Trust colleagues to promote a positive health and safety culture in the workplace.

2.8 Union Safety Representative

Where trade union representatives request to appoint a member of colleagues as a Union Safety Representative, the academy will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. In addition, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996. The academies currently have no trade union safety representatives.

2.9 Legal Framework

The following is a brief guide to the legislation for the benefit of all colleagues of our Trust:

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc., 1974 and other relevant legislation.

- The Board of Trustees are ultimately responsible for health and safety in all academies within our Trust. Therefore, the Board of Trustees must ensure each academy has the resources available for effective health and safety management. The CEO must be notified immediately if a significant event occurs or a high risk which cannot be controlled or mitigated.
- The appointed Health and Safety Advisor will monitor standards of health and safety in each academy, in particular ensuring adequate risk assessments are developed in accordance with the academy's risk assessment procedure. The academy is responsible for reporting accidents and ill health resulting from work activities including educational visits.
- Section 7 of the Act places a duty on all employees of the academy to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- Colleagues are also required to co-operate as far as is necessary so that the Board of Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a magistrate's court of an unlimited fine and or up to 6 months' imprisonment and at crown court of an unlimited fine and up to 2 years' imprisonment for breach of Sections 2-6 of the HASAWA.

2.10 HM Inspectors of Health & Safety

- Inspectors may enter the premises at any time, without notice, but in practice they would usually notify the Principals' of a proposed visit to an academy.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Chief Executive Officer will advise our Trust's Health & Safety Advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Chief Executive Officer, who will immediately inform the Chair of the Board of Trustees.
- Information regarding HM Inspectors and the law can be found at <https://www.hse.gov.uk/toolbox/managing/law.htm>

3.0 Procedural arrangements

3.1 The Management of Health and Safety in the academies

Our Trust recognise that, like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work-related accidents and ill health that may otherwise affect employees and visitors. The

health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the academy. The majority of these costs are not met by our insurance.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Senior Leaders have responsibility for coordinating health and safety information, including risk assessments, with colleagues under their immediate control.

Advice on the technical aspects of health and safety is available from the Chief Executive Officer. Any training requirements should be identified and raised by colleagues with their line managers.

3.1 Risk Assessments

Our Academies have Risk Assessment Procedures in place. It is important that colleagues take time to familiarise themselves with this procedure and any risk assessments written for academy activities that they may be expected to undertake.

All colleagues in receipt of risk assessments agree to acknowledge receipt, read and understand them and comply at all times. Any concerns need to be raised at the earliest opportunity in order that risks can be addressed. The risk assessments are produced so that all colleagues know how to ensure their health and safety, and that of other people who may be affected by the work of the academy. Any queries should be raised with the Academy Health & Safety representative / Principal. The procedures and risk assessments are subject to annual review or where there are significant changes to working practices.

3.2 Workplace requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc. colleagues should consult our Trust's Health & Safety lead.

3.3 Control & Management of Contractors & Reporting Repairs

Only contractors approved by the Site Managers can be used to carry out maintenance and construction work in any academy. The Site Managers are responsible for liaising with Contractors regarding on site risk assessment. Advice is available from the Trust Health & safety Lead.

All staff are responsible for reporting routine defects to the Site Manager via email. Defects which pose a health and safety risk or have an operational impact should be cordoned off or have access restricted then reported immediately to the site team. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis. Staff should report any outstanding repairs to the Principal if there are any issues, who will then liaise with the academy's site team.

3.4 Management of Asbestos

A non-intrusive asbestos survey has been carried out for each of the academies. A copy of the Asbestos Register is held by the Site Manager of each academy and colleagues may consult it for further information. There is no material in such a condition that it presents a risk to health.

Staff must not disturb materials containing asbestos (where applicable) in the academy and any concerns should be reported to the Principal who will liaise with the Chief Executive Officer. The Site Manager must ensure that any contractor or any other person carrying out work in the premises consults the Asbestos Register and acts in

accordance with the procedures therein before commencing work. They **must** also sign the register to confirm that they have read and understood the content and that where applicable their work will not disturb any known materials containing asbestos. Any instances of materials containing asbestos accidentally disturbed by a contractor must be reported to the Site Manager immediately in order that the appropriate measures can be put in place to reduce the risk of exposure to the contractor, colleagues and pupils.

All work involving asbestos must be carried out under the control of the Site Manager who may consult with the Health and Safety Advisor if necessary.

Please refer to the Asbestos Policy and Management Plan for more information.

3.5 Accident Reporting

All accidents to employees, visitors and pupils must be reported using the academies online reporting system (Atlas). Those accidents that are "reportable" under RIDDOR regulations - must be reported via telephone or email to the Health and Safety Advisor within 48 hours of the accident occurring, at which time an electronic copy of the incident/accident report should also be sent to them. All potential RIDDOR reportable incidents must also be reported to the Trust Health & Safety Lead who will liaise with the Chief Executive Officer.

- Minor Accidents: All accidents will be recorded in the academy accident book, as practically possible following the incident.
- Major Accidents: The accident report must be completed as soon as possible following the incident.
- Accident Reporting: The academy will follow the reporting procedure. It will be the responsibility of colleagues to inform the Principal or a member of the Senior Leadership Team (SLT) when accidents occur.
- Accident Investigation: In accordance with the Health and Safety Guidelines, to prevent the possible recurrence of accidents the academy will investigate the circumstances of each accident at the earliest opportunity. If remedial or preventive action is necessary, the academy will act promptly and a record of such action will be recorded.
- Near Misses: In order for the academy to improve its safety arrangements, all near misses should be recorded using the reporting process through Atlas online portal.
- Any potential reportable accidents/incidents should be discussed with the Trusts Health & Safety Lead and/or Chief Operating Officer and where necessary the health and safety advisor. The Health & Safety Representative will submit RIDDOR reports on behalf of our Trust.
- Reported accidents and incidents will be reviewed on a termly basis.

3.6 Violence & aggression: reporting procedures

Our Trust is committed to reducing the incidence of verbal and physical abuse towards its colleagues. Consequently, our Trust has adopted the HSE'S definition of violence at work; "any incident where a member of colleagues is abused, threatened or assaulted in circumstances relating to their work".

Given the nature of the academies in our Trust, perceived violence or aggression from pupils can actually be behaviour related to their specific/individual needs. Reporting processes been developed to identify more specific categories of incidents and assess any further controls or preventative measures that can be implemented. Incidents of this nature are reviewed at each academy's SEN team meeting.

Staff must report incidents of this nature to line managers. A member of SLT from the Academy will review the incident and any follow up action required with the member of colleagues in order to reduce the likelihood of a recurrence.

Please refer to the Accident Reporting Procedure for more information

3.7 First Aid arrangements

There are members of staff qualified to deliver first aid in each academy. The contents of all first aid boxes are checked on a regular basis. For details of the first aiders see the First Aid Emergency Procedure notice displayed in each academy.

If a pupil has an accident requiring first aid treatment, then a trained member of colleagues should be sent for initially. They will then decide what treatment should be administered and any further course of action required.

Academy sites with an EYFS provision have trained paediatric first aiders in line with the EYFS framework.

3.8 Display Screen Equipment (DSE)

Some members of staff are classified as "DSE Users." They have been given information about the risks associated with DSE use and understand how to control these risks. If colleagues have any concerns or are experiencing any issues they feel are related to their use of Display Screen Equipment they should raise with their Principal / Academy Health & Safety Representative.

3.9 Manual handling of inanimate objects

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. Our Trust aims to eliminate all manual handling tasks where possible, or reduce the risk, so far as is reasonably practicable. Where appropriate, colleagues can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements), use of mechanical aids etc. The site colleagues carry out the majority of manual handling and have received specific health and safety training in this respect.

No member of staff will undertake a manual handling task for which they have not been trained or equipped to do so. Trained colleagues will work with strict compliance with the Health and Safety policy, risk assessment and any other information or procedures provided for their safety.

3.10 Management of Moving & Handling

Some disabled students and/or students with SEN/ASD may require specialist moving and handling, treatment or facilities. Students may not be able to recognise everyday hazards, communicate distress, or move around independently.

Risk assessments will be carried out for pupils to identify their individual needs. Staff will be given appropriate training to carry out the moving and handling activities and ensure that individual plans are adhered to.

The appropriate lifting and moving equipment will be provided and maintained in accordance with PUWER and LOLER regulations.

3.11 Fire Precautions & emergency procedures

A Fire Safety Risk Assessment (FSRA) is carried out for each academy by an externally qualified and competent person. This FSRA is reviewed annually to ensure it remains suitable and sufficient to address the building fire risks.

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Displayed materials should not cover emergency signage or fire alarm call points.

The Site Manager, in consultation with the Principal, will organise and monitor a fire drill every term. A reflection of each drill will be discussed by all those involved then documented and evidenced in the Fire file. Each academy has Fire Emergency Procedures that are updated regularly and displayed in every classroom and appropriate location around the building. Sufficient numbers of staff will be trained as fire marshals as identified in the FSRA as well as training on fire evacuation chairs. The procedures will be reviewed after the Fire Drill has taken place and any necessary amendments made.

All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the site manager as soon as possible.

A notice outlining the evacuation procedures will be displayed at the main entrance. Colleagues are asked to park in designated areas only.

All staff are required to register in and out of the building, by signing in/out at reception either manually or via an electronic system. In an emergency, pupils will evacuate the building and assemble in the designated area/s. A member of the admin team will collect necessary documentation to confirm who is on site and report to the principal or their deputy.

There are individual Personal Emergency Evacuation Plans (PEEPs) for all colleagues, students and visitors who require them.

A six-monthly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with regulations. Weekly tests of fire alarms and monthly testing of emergency lighting and fire extinguishers is undertaken by site colleagues and documented accordingly.

An annual review of all fire precautions and procedures is undertaken as part of the FSRA completed by the external fire safety advisor.

3.12 Control of Substance Hazardous to Health (COSHH)

The site teams use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control any risks to their health.

3.13 Infection Control

As children are particularly susceptible to infections, it is important that our Trust has an infection control policy. This will include measures to; promote immunisation, ensure that unwell pupils & staff members are promptly excluded and routinely checking that hand washing is carried out. Effective cleaning of the facilities and equipment is critical and should be continually monitored.

3.14 Electricity at work

The mains electrical system is tested every 5 years. Portable electrical equipment is listed within each academy. It is subject to Portable Appliance Testing (PAT testing) annually by a suitably qualified electrician. Any electrical equipment brought from home by pupils or colleagues should not be used in the premises unless it has been subject to satisfactory examination and test.

3.15 Prevention & Control of Legionellosis

As part of a Service Level Agreement, a risk assessment is carried out to determine what cleaning and disinfection is required to the water system in each academy. The treatment is carried out by an approved contractor. The copy certificate is held in the main or site office. There are regular routine water checks carried out by site colleagues and external contractors.

3.16 Boiler & Electrical Room Safety / Management

On an annual basis, the boilers and heating plant are serviced and maintained. The Site Manager holds copies of service records. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and unauthorised colleagues. These areas are identified by safety signage and kept locked at all times.

3.17 Provision & Use of Work Equipment (PUWER)

All work equipment must be suitable for the purpose for which it is intended, and must not present a risk to the health and safety of the user or other people.

A risk assessment has been undertaken relating to the use of ladders and any tower scaffold by site colleagues, who have received appropriate information, instruction and training in the use of the equipment. Stepladders used by colleagues must be of an industrial classification.

Machinery and equipment purchased (such as woodworking machines, pedestal drills, cookers etc.) must conform to the Provision & Use of Work Equipment Regulations 1998. Colleagues must seek advice from Site Managers and Academy Health & Safety Reps before making such purchases.

3.18 Lifting Operations and Lifting Equipment Regulations (LOLER)

Hoists are provided for colleagues to move and assist pupils when toileting etc. Moving and assisting training is provided to relevant colleagues where appropriate. The hoists are serviced on a six-monthly cycle, as are passenger lifts in line with LOLER Regulations.

3.19 Lone Working

Lone working should be avoided where practicable. If any member of staff is a Lone Worker at any time a Lone Working Risk Assessment must be completed.

Please refer to the Lone Working Policy.

3.20 Security

Please refer to the individual Academy Site Security Policy.

3.21 Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time in some areas of the academy. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Arrangements can be made to carry out noise assessments in the academy. Any staff member with concerns over the level of noise in their working environment should contact the Site Manager in the first instance or Principal for further advice.

3.22 Personal Protective Equipment (PPE)

Site Managers will arrange for the purchase of suitable PPE for site colleagues, as this is required for the majority of the roles/tasks they undertake on a daily basis. If it is deemed necessary because of a risk assessment, that any other employees require

PPE, the Site manager will arrange for such equipment to be provided for their use. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

3.23 Vehicle Movement on Academy Premises

Pupils use designated areas at break times and at lunchtime and are supervised by colleagues as appropriate. The pupils' area is separated from the car park/ vehicle area.

Vehicles enter and leave the academy premises by use of the entrance and exit gates. Colleagues and visitors should park in the designated parking bays. There is clear signage at each academy displaying the speed limit for vehicle movement on academy premises.

Vehicle movement on site is restricted where possible and any unnecessary traffic (deliveries etc.) during pupils' arrival and departure times is eliminated.

There are procedures in place for transport for the arrival and departure of pupils and there are risk assessments in place for this time and activity.

3.24 Educational Visits

Educational visits must be approved by the designated Educational Visits Co-coordinator for each academy and are subject to formal risk assessment, parental consent and insurance arrangements. Our Trust uses Evolve to record academy external visits. Trustees review and approve adventurous activities, including any foreign travel.

Please refer to the Educational Visits Policy for more details.

3.25 Control and Administration of Medication

All medication is to be kept in a locked cupboard and only to be administered by trained members of colleagues, who have the necessary permissions. Appropriately trained academy staff may administer a controlled drug to the child for whom it has been prescribed. Colleagues administering medicines should do so in accordance with the prescriber's instructions.

All medication should only be administered by an appropriately trained and competent person, with the necessary permissions and in line with the Managing Medication Policy

Staff members should at no point leave medication for their own personal use in any area accessible to pupils. It must be locked away and in a limited amount that covers the period of the same working day or an emergency.

Please refer to the Managing Medication Policy and/or First Aid Policy of each Academy for more information.

3.26 External Hirers

It is important that external hirers follow health and safety procedures, particularly as there may be minimum number of Trust colleagues on site. Specific areas relating to security, fire procedures, first aid and emergency action are covered in the lettings policy for each academy site.

3.27 Minibus Operation

Our Trust have a number of vehicles for day-to-day usage and the transport of UOLAT students. These vehicles must be used in accordance with our Trust's Mini Bus Policy.

Colleagues must have undertaken the relevant driving assessment, submitted a copy of their driving licence and undergone a brief medical (where applicable) to assess fitness to drive Trust vehicles. For further information, contact the Trust Health & Safety Lead.

Each vehicle is checked weekly by site colleagues and a safety check is completed by an external contractor every 10 weeks. Although there are designated persons responsible for vehicle maintenance, it is the driver's responsibility to ensure that appropriate checks have been carried out every day and before the vehicle is driven.

3.28 Working at Heights

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or similar furniture is strictly forbidden. Elephant's foot stools and stepladders are available if required. Colleagues who believe that they work at height or use stepladders on a regular basis are to request training through their line manager.

No member of colleagues will undertake a working at heights task for which they have not been trained or equipped to do so. Trained colleagues will work with strict compliance with the Health and Safety policy, risk assessment and any other information or procedures provided for their safety.

3.29 Inspection of outdoor play equipment

External play equipment is inspected daily as part of the Site Daily safety schedule. Detailed inspections are carried out at least annually by trained external persons.

3.30 Arrangements for new employees and induction

All new staff must have an induction that will include familiarisation with their working environment, Trust policies and procedures, work equipment, safety procedures and any information appropriate to their role such as activity risk assessments. In addition, a summary of the Health and Safety Guidelines for the academy they are to be based in will be provided. All staff new to the academy including supply teachers and students on work placement will be given a Health and Safety induction that includes a tour around the building. Any queries should be directed in the first instance to their line manager.

3.31 Food Safety

To ensure food safety standards, kitchens run by Trust colleagues will use the FSA 'Safer food, better business' food safety management procedures. All colleagues will be suitably trained in food handling allergen awareness and First Aid where appropriate. Inspections will be carried out by Environmental Health on all Trust academy kitchens to ensure buildings are safe, hygienic and food standards are maintained. Any actions raised during these inspections will be addressed immediately.

Academy kitchens managed by Local Authority (LA) colleagues will be subject to LA food safety procedures and colleagues trained appropriately regarding food handling and allergen awareness.

3.32 Water Safety

Some academies have water features such as ponds or streams in their grounds. These features are subject to regular inspections and updates sent to colleagues regarding weather changes that may affect conditions. Access to these areas are restricted, all activities are risk assessed and control measures put in place.

3.33 Monitoring the Policy

Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the academy are being adequately recognised and

controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all colleagues and students (especially new members of the academy) are matters that should also fall within the monitoring exercise. Monitoring of any accidents, incidents and instances of occupational ill health occurring at academy level is particularly important so that remedial action can be taken to prevent any recurrence. The Trust Health & Safety Lead will monitor all reported accidents, incidents and occupational ill health in order to determine those events that are legally reportable to the relevant enforcing Authority, those that require further investigation and possible notification to others within the academy, and to set in place appropriate remedial action.

3.34 Reviewing the Policy

The implementation of this policy will be audited by our Trust's Health and Safety Advisor and will be reviewed at least on an annual basis by the Chief Operating Officer before being passed to Trustees for approval. If there are any reasonable changes required or amendments necessary to this policy, the review may be conducted at an earlier period than the agreed annual date.

3.35 Swimming Pool

Wrangle Primary Academy has a swimming pool on site. The pool is operated in accordance with HSG 179 Managing Health & Safety in Swimming Pools and Pool Water Treatment Action Group (PWTAG) guidance. A Pool Safety Operating Procedure is in place and colleagues operating the pool and therapy instructors are suitably trained. Associated risk assessments are in place.