



LORD LAWSON OF BEAMISH ACADEMY

HEALTH AND SAFETY POLICY

Originator: Ken Maynard

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1. GENERAL STATEMENT:

The governors of Lord Lawson of Beamish Academy recognises and accepts responsibility as an employer for providing safe, healthy conditions for employees, students, visitors and others who may be affected by its activities.

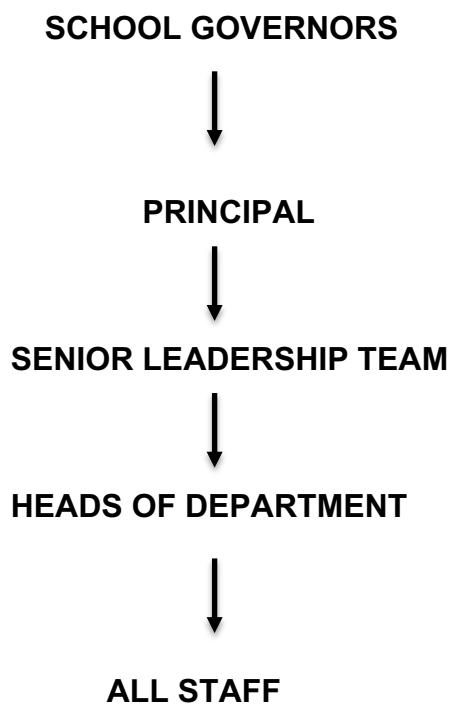
In particular the academy undertakes to provide:-

- ◆ Safe and healthy working conditions
- ◆ Instruction, Information, Training and Supervision (IITS).
- ◆ Safe plant, equipment and systems of work.

A progressive improvement in the prevention of accidents will only be achieved with the recognition that health and safety at work is everyone's responsibility. This requires the involvement and commitment of individuals at every level of the organisation.



2. ORGANISATIONAL CHART:





3. DUTIES AND RESPONSIBILITIES:

School Governors

1. Will comply with the Local Authority's Health and Safety Policy, including the monitoring and review of procedures within their academy.
2. Will approve the academy Health and Safety Policy.
3. Will ensure that adequate resources are available to fulfil the aims and objectives of the policy
4. Will ensure that actions are taken in respect of health and safety matters and will be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation which affect the running of the academy.
5. Will receive annual reports from the Principal on health and safety issues at Governors' meetings.
6. Will facilitate the work of any accredited Trade Union Health and Safety Representative.

Principal

1. Will be responsible for day-to-day management of all health and safety matters in the academy in accordance with the Health and Safety Policy.
2. Will ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare.
3. Will ensure the circulation of information on health and safety matters and where appropriate consult with safety representatives, members of staff and others for specific aspects of health and safety and ensuring that all staff are aware of such delegations.
4. Will identify and make arrangements for training all staff, including the induction of new employees and where necessary, retraining of existing staff in respect of health and safety as and when the need arises.
5. Will report any problems in implementing the policy to the Academy Governors / LA and submit an annual report on health and safety to the governing body.
6. Will ensure that termly health and safety inspections are carried out.
7. Will lead by example.
8. Will ensure that actions are taken on health and safety matters and insist that safe working practices are regularly observed.
9. Will be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation, which affects the running of the academy.
10. Will approve and review the effectiveness of the policy.
11. Will carry out appropriate / periodic safety checks.
12. Will encourage employees to suggest ways and means of eliminating hazards.
13. Will investigate and report all accidents as appropriate and ensure remedial action is taken to prevent recurrence.
14. Will liaise with the Council's Health and Safety Officer as appropriate.



15. Will facilitate the work of any accredited Trade Union Health and Safety Representative.
16. Will carry out risk assessment.

Senior Leadership Team (SLT)

1. Will be responsible for the day to day management of health and safety in accordance with the Health and Safety Policy.
2. Will lead by example.
3. Will draw up and review departmental procedures.
4. Will report to the Principal any problems in policy implementation.
5. Will ensure the circulation of information on health and safety matters.
6. Will identify staff training needs and report to the Principal.
7. Will ensure that actions are taken on health and safety matters and insist that safe working practices are regularly observed.
8. Will be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation, which affects the running of the academy.
9. Will ensure that any defects in premises, plant and equipment are brought to the attention of appropriate personnel without delay.
10. Will liaise with the Council's Health and Safety Officer as appropriate.
11. Will facilitate the work of any accredited Trade Union Health and Safety Representative.

All Employees

1. Will work in accordance with the Health and Safety Policy and be familiar with departmental policies.
2. Will check visually that classroom / work areas and any equipment used are safe before being used and kept in good condition.
3. Will ensure that safety procedures are followed and any necessary personnel protective equipment (PPE) is used.
4. Will report any problems / accidents to the appropriate person and suggest any improvement in safe practices / eliminating hazards.
5. Will use the correct equipment and tools for the job.
6. Will be aware of any action to be taken in an emergency situation.
7. Will seek appropriate advice as and when required.



Health and Safety Coordinator

The academy no longer has a Health and Safety Committee and has now appointed a Health and Safety Coordinator. Most health and safety matters are dealt with promptly within each department. Only in exceptional circumstances will it be necessary to refer matters to the Health and Safety Coordinator. The Health and Safety Coordinator may be requested if required to attend meetings to discuss any issues. Minutes are circulated to group members, the Principal and displayed on the staffroom notice board.

The functions of the health and safety coordinator are:-

- to analyse accident information and notifiable diseases – statistics and trends.
- examination of safety audit reports on a similar basis.
- consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act 1974.
- to assist in the development of academy safety content of staff training.
- to assist in the development of academy safety rules and safe systems.
- to monitor the effectiveness of the safety content of staff training.
- to assist in the development of academy safety rules and safe systems.
- to monitor the effectiveness of the safety content of staffing training.
- to monitor the adequacy of health and safety communication and publicity in the academy.
- to carry out regular safety inspections both internally and externally (including risk assessments).
- to provide and link with the appropriate inspectorate of the enforcing authority.
- to make recommendations to the Principal and Governing Body.

Business Manager

Duties include the day to day responsibility and liaising with all PFI associates, to ensure the requirements are met by all parties

SCHEDULE OF ARRANGEMENTS

- a) Training
- b) Fire and emergency procedures / Evacuation Due To Bomb Threat / Suspicious Mail (*HS002 / RA/006 / HSFRA001 / HS019 / SRA038*)
- c) First aid
- d) Accident and injuries (*HS20 Incident Report*)
- e) Dealing with hazards or potential risks (*Risk Assessment Database*)
- f) Stairs and exits (*SRA016*)
- g) Vehicular and pedestrian access (*HS004 / HS005 / RA001 / RA005*)
- h) Lone working (*HS014 / SRA017*) – (*HS024 / SRA043*)
- i) Security
- j) Personal protective equipment (*Risk Assessment Database*)
- k) Contractors and visitors to site (*SRA015*)



- l) Smoking Policy (HS008)
- m) Accessibility
- n) Animals / Mammals / Birds / Reptiles / Amphibians / Dogs

TRAINING

All staff trained in their specialist subject area are expected to be familiar with all its safety issues. Staff are expected to keep up to date with their specialist subjects and to pass on to colleagues any relevant information on safety.

Principals should have regard for the qualifications of both student and probationary teachers and allocate duties accordingly. No student / teacher should be left in charge of a class / group of people if the responsible teacher considers that a hazardous situation could arise.

Non-specialist teachers should not be expected to take lessons in practical subjects and physical education activities without adequate knowledge of safety matters.

All staff should be aware of the appropriate qualifications or training courses available which are required before certain activities, including use of machinery, are undertaken, as in the event of an accident, the training of an individual is nearly always scrutinised.

Training needs should always be discussed / identified in consultation with the Principal.

General

New employees of Lord Lawson of Beamish Academy will receive basic induction training on health and safety, from the Health and Safety Coordinator or the Principal; this will include arrangements on first-aid, medical issues, safeguarding, fire prevention, emergency evacuation, lone working, welfare facilities, no smoking policy etc.

Additional training will also be provided for individuals when:

- There is reason to question the effectiveness of the original training.
- New procedures, practices or equipment are introduced.
- There is a change in law or official guidance.
- As a result of finding of scientific research, technological advances or accident investigation.
- When there are additional procedures relevant to their particular department.



FIRE AND EMERGENCY PROCEDURES (INCLUDING BOMB THREATS/SUSPICIOUS MAIL AND PARCELS)

The hazards associated with fire and the products of combustion are well documented and in order to minimise the risks, the academy health and safety coordinator is required to ensure that an assessment of the risks from fire under the provisions of the Fire Precautions (Workplace) Regulations 1997 is carried out. (See *HSFRA001..\\Risk Assessment Data\Fire Risk Assessment LLOBS 2008.docx*)

Risks can arise through the poor construction / maintenance of escape routes, incorrect storage of combustible materials, poor working practices, defective electrical equipment etc.

Control Measures:

- 1) Assess what fire risks are present in the workplace including possible sources of ignition such as electrical equipment, heating appliances, smoking materials etc. The storage and removal of combustible materials should be examined particularly those that produce lots of smoke or are marked as highly flammable.
- 2) All academies have arrangements for detecting and giving electrical warning of fire. All areas of the building have a break glass electrical alarm system that is maintained by Equans staff. All call points are kept clear of obstruction.
- 3) In addition, fire call points are tested each Friday afternoon to ensure the fire alarm bell is audible internally and externally, to ensure all fire call points are in correct working condition. This test is completed by Equans. All tests are recorded by Equans.
- 4) All evacuations, either for fire, false alarms or other than fire related evacuations are recorded and documented by the site health and safety coordinator.
- 5) Where people are at risk from fire, they should be able to evacuate to a place of safety within three minutes. The structural fire protection should be considered including the availability of external fire exit doors, the maintenance of fire separation doors, means of escape signage and lighting and the integrity / maintenance of the means of escape routes. Any issues that may have a bearing upon the evacuation times should be considered such as the need to turn off machinery, gas supplies or the presence of very young children, disabled people, visitors etc.
- 6) Firefighting equipment, portable fire extinguishers, fire blankets are located on wall brackets at strategic points throughout the building according to the fire hazard present and the recommendations of the Fire Authority. Access to this equipment should never be impeded. Annual servicing is currently organised through Equans, in addition to this; a member of the Equans staff will carry out a monthly visual



inspection of equipment to see that it is in place and has not been tampered with. This check should be recorded in the Fire Log Book. Any fire extinguishers that have been tampered with should be reported to Equans immediately.

- 7) Fire evacuations drills are an important part of an academy emergency arrangement; they should be carried out on a termly basis and the results recorded by the site health and safety coordinator. In addition, the academy is encouraged to have at least one lunch time fire drill per year.
- 8) New employees in an academy, before starting work, they should be appraised of the fire procedures during their induction, procedures notices are displayed in all main areas detailing what to do on discovering a fire, hearing alarm bell etc. (Notices are to be displayed in each classroom / office). Staff will need to be trained on the use of the portable fire-fighting equipment.
- 9) All academy staff will be informed of a written document procedure for Evacuation Due to Bomb Threat / Suspicious Mail and all relevant "key" staff will be regularly trained / refresher training of what is required in the event of any threatening occurrence

Further guidance may be obtained by contacting the Establishment Services Section in the Education Department or the Health and Safety Section in the Personnel Management Serviced Department.

FIRST AID (*This page / section is recorded as form HS015a and is subject to change when required*)

There are members of staff with First Aid Qualifications who are authorised to give first aid assistance:

- Mrs J Ballantyne
- Mrs K Maynard
- Miss B Dixon
- Miss J Leigh
- Mr P McGovern
- Mrs D Hogg
- Mrs K Coates
- Mrs D Smith
- Miss K Milburn



- Mrs J Clarke
- Mrs L Bland
- Mrs C Brown
- Mrs J Kemp
- Mr K Maynard
- Mrs A McDowell
- Miss T Isles
- Mrs H Bradley
- Miss A Harrison

These authorised members of staff are based around the academy. First Aiders can be contacted through reception on ext. 200 or contacted directly on the internal radio on channel 1. Notices giving this information are posted around the academy.

Identification of students needing first aid

1. If a teacher / cover supervisor feels that a student has a medical problem or injury which cannot be dealt with in the classroom, please contact the 1st Aid Unit on extension 231 to speak to the member of staff.

If there is no answer when you ring the 1st Aid Unit **DO NOT** send the student along anyway.

If the 1st Aid Unit do not answer it will mean they are already dealing with a 1st Aid incident - this may be on the Unit or they may have been called away to a different area of the Academy.

Sending a student without speaking the 1st Aid staff first may mean that the student arrives and there is no-one to attend to them, leaving them in a vulnerable position.

If your call is not answered:

- If the illness/injury is not urgent - leave a message and staff will contact you as soon as they are available
- If you feel the illness/injury is urgent - contact reception who will call for a 1st Aider to attend.
- All students who come to the Unit without a telephone call will be sent back to your lesson.



2. If it is considered desirable the student will be accompanied to the internal Health Unit by another student *or* in extreme cases, by a teacher *or* another available authorised staff member who will be called on the internal radio. Circumstances may require a First Aider to go to the classroom / office to give assistance.
3. A First Aider will assess the student's / adult's problem and will respond accordingly. This will include one or more of the following actions:-
 - a) Make the student / adult as comfortable as possible in the medical room in the case of illness and monitor their condition regularly.
 - b) Return a student / adult to their lesson / place of work if improvement in the condition is apparent.
 - c) Inform parents if necessary and ask them to collect their child if illness persists.
 - d) Administer emergency first aid when necessary either in the Health Unit or at the site of an accident.
 - e) Call for external medical services when necessary.
 - f) If hospital treatment is necessary and parents / carers *or* emergency contact cannot be located, a member of the first aid staff will accompany the student / adult to the hospital and will remain with them until parent / carer or relative arrives (the accompanying first aid staff member will also be accompanied by an authorised driver of a local taxi service *or* another member of the academy staff).
 - g) **ALL** head injuries to any injured person, **MUST** be sent directly to the Hospital from the academy. Relevant parents, guardians, carers **MUST** be informed via telephone message from the academy Health Unit First Aider.
4. In some cases when a student sustains an injury, a medical condition slip is sent home with the student explaining that first aid has been administered and advice given that if further symptoms become apparent *or* pain from the injury becomes worse, then further medical help should be sought as soon as possible.
5. All details of students and symptoms of the injury are recorded on CMIS Facility in the student health tab. Confidentiality is maintained with the use of lettered codes.
6. Tutor and attendance registers are completed as appropriate
7. An accident report (HS20) is completed when appropriate.
8. First aid boxes are found in each house block, science room, the general office, the LRC, ILC, PE and Student Support. Kitchen staff also have first aid kits.
9. First aid boxes are checked and replenished at each first aider update training session per half term *or* on request.



10. The medication of students with known on-going problems is kept in a locked cabinet located in the internal health unit.
11. In the general office, each house block and in health unit there is a comprehensive list of the medical conditions of all students.
12. All staff have access / have received a copy of the “Academy Asthma Policy” located in the teacher’s handbook.

FIRST AID BOXES

1. First aid boxes *or* similar containers (i.e. bags *or* cupboards) should be made of suitable material and designed to protect the contents as far as possible, from damp and dust. Boxes *or* containers should be clearly identified as first aid containers; it is recommended that the marking used should be a white cross on a green background.
2. First aid boxes *or* similar container which is to form part of an establishment’s permanent first aid provision should contain only the following items and nothing else.
 - Individually wrapped sterile adhesive waterproof dressings.
 - Sterile eye pads, with attachment (an example of a suitable eye pad currently available would be the Standard Dressing No 16BFC)
 - Triangular bandages these should be if possible be sterile; if not, sterile coverings appropriate for serious wounds should also be included)
 - Safety pins;
 - Disposable latex gloves
 - A selection of sterile none medicated wound dressings which should include at least the following;
 - Medium sized sterile non-medicated dressings (approx. 10cm x 8cm; examples of suitable dressings currently available are the Standard Dressing No 8 and No 13).
 - Large sterile non-medicated dressings (approx. 13cm x 9cm: example of suitable dressings currently available are the Standard Dressings No 9 and No 14 BPC and the Ambulance Dressing No 1)
 - Extra-large sterile non-medicated dressings (approx. 28cm x 17.5cm: an example of a suitable dressing currently available would be the Ambulance Dressing NO 3).
3. Soap and water and disposable drying materials, *or* suitable equivalents, should also be available. Where tap water is not available, sterile water normal saline, in disposable container each holding at least 300ml, should be kept easily accessible, and near to the first aid box, for eye irrigation.



4. Sufficient quantities of each item should always be available in every first aid box *or* container.

PROVISION OF FIRST AID

Administration of medication in the academy

Over recent years there has been a general increase in the number of children in education establishments requiring medication to be administered. The LA recognises that teachers are not contracted to undertake the administration of medicines, but staff are encouraged to volunteer to do so after having appropriate training, which will usually be provided through the Academy Nurse Services.

Unless directed by terms of an employment contract no member of staff should feel compelled to be responsible for the storage and administration of medication to students. The legal position of a member of staff giving any medication incorrectly *or* inadvertently administering an incorrect medication is that provided training has been received and guidelines have been followed then he / she is automatically indemnified for insurance purposes. In addition, in the unlikely event that legal action is taken then the member of staff will receive the full support of the Authority.

Whether or not a member of staff volunteers to administer medicine he / she must act as a reasonable parent would in the case of an extreme emergency. If it is essential that the medication is administered in the academy then the following guidelines should be followed:

The medicine should be prescribed by a doctor and the original container should be clearly marked with:

- The child's name;
- The name of the drug and the dosage;
- Date of issue and expiry;
- Printed headed pharmacy label.

Children responsible for their own prescribed medication at home may, with the prior approval of the Principal *or* other designated teacher, bring it into the academy but the amount should be sufficient only for the dosage that day. This permission must be recorded in the Health Unit.

Asthma

The most common condition for which medication is required in the academy is asthma. Children are encouraged to take responsibility for their medication as early as possible. Inhalers for asthma are varied in prescribed content and colour bodies for different asthma conditions. Each individual asthma case should be consulted and prescribed by an authorised GP or Medical Body.



The Academy Health Unit will be involved in discussion with academy staff and parents to ensure that adequate training and advice is given to all concerned and an individual health plan is put in place.

Severe Allergic Reactions (Anaphylaxis)

An increasing number of children are being diagnosed as having an allergy to various substances such as nuts, particularly peanuts, and bee stings. For children this can develop into a life threatening allergic reaction. Adrenaline given by injection as soon as a reaction begins can be lifesaving. Increasingly children who are prone to very severe reactions are provided with a syringe (Epi-pen) loaded with the appropriate amount of adrenaline. They must have immediate access to this at all times, and it may be necessary in the case of young children for members of Teaching and Support staff to be trained in the use of the Epi-pen.

The academy Health Unit will be involved in discussions with academy staff and parents to ensure that adequate training and advice is given to all concerned.

Diabetes

Children learn to give their own injections of insulin as soon as possible after diagnosis. Many children have one or two injections a day. In order to give the best possible control of diabetes children will give themselves frequent injections of short acting insulin during the academy day.

The Academy Health Unit will be involved in discussions with academy staff and parents to ensure adequate training and advice is given to all concerned.

Epilepsy

The vast majority of children with epilepsy are educated in mainstream academies. They will be taking an anti-convulsing medication, which is usually taken twice a day, avoiding the need to take any medication during academy hours. In some cases the drug taken can cause drowsiness.

Should a convulsion occur it can be very alarming for someone seeing this for the first time. It is therefore important to ask for advice from the academy Health Unit on what should be done in those circumstances.

Attention Deficiency Disorder (ADD - ADHD)

A growing number of children are being diagnosed as having ADD – ADHD and are often prescribed medication to see if their behavioural difficulties improve. The medication most commonly used is “Ritalin”.

In addition to supervising the administration of the drug, academy staff are likely to have a crucial role in observing the child’s reaction to a course of treatment.



Other Specific Medication (Pain Relievers)

The provision of pain relievers to students is strictly controlled and issued as an exceptional, rather than a regular occurrence. Tablets are only issued by the Academy Health Unit and a record of each issue kept for the future reference.

The tablets issued for such problems as period pain or migraine is “**Paracetamol 500g**”. Under no circumstances will aspirin, or other preparations containing aspirin, be given to children.

Written permission (proforma) must be obtained from parents / carers enabling the issue of analgesics to children and must be renewed annually.

HEALTH UNIT

The unit is located on the first floor at the East end of the academy. It can be contacted on extension **231 (0191 433 4044)**. The unit is open to both staff and students for various medical problems, treatment and advice. There is no need for an appointment and confidentiality is maintained within the bounds of the law.

An authorised first aider is located in the Health Unit from 8.30am until 15.30pm. This member of staff is the first contact for any incident or issue of medication. Prescribed or over the counter medication, ointments or creams should not be administered to students by staff other than trained, authorised qualified personnel.

All accidents to both students and staff are recorded by law on an accident report and reported to SMT and the Health and Safety Coordinator.

In the event of a student feeling unwell in lesson time, staff are requested to contact the Health Unit via telephone in the first instance. Once they have spoken to a member of staff there, they may then be asked to send the student to the Health Unit with a signed planner. If there is no answer on the phone, staff are asked to leave a voicemail message and they will be contacted or visited in their classroom by the Health Unit staff of the day. Care should be taken to avoid sending students unnecessarily.

ACCIDENT AND INJURIES

The reporting of all accidents at work is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which places a duty on the LEA to report injuries, certain cases of ill health and dangerous occurrences within set time limits to the Health and Safety Executive.

If there is an accident or dangerous occurrence on educational premises or arising from the academy activities involving an employee, student, visitor or contractor, the Gateshead MBC on-line Accident Report form (HS20) should be completed sent to the Health and Safety Department at Gateshead via e-mail within seven working days.



Recording of minor injuries are logged onto the Lord Lawson health unit database. However, the Principal should be satisfied that the cause of the accident was not attributable in some way to the supervision of a teacher, defective equipment, the use of substance or the condition of premises.

It is the responsibility of the injured person to ensure that the accident is reported *or* recorded the same day of the accident.

Notification by Telephone

In the case of any serious injury such as a fracture, amputation etc. or a dangerous occurrence such as a wall collapse, the release of a poisonous gas, electric shock etc. or the diagnosis of a recognised work related condition such as lead poisoning, dermatitis etc. the Establishment Services Section should be notified by telephone as soon as possible after the accident / occurrence.

This applies to injured employees, students, visitors and contractors.

Accident Investigation

Preliminary investigation of accidents to be carried out by the Health and Safety Coordinator in accordance with the standards set out by the LA and the policies of the academy.

All “notifiable” accident reports / dangerous occurrences are brought to the attention of the Assistant Health and Safety Officer (Education) who will conduct an investigation into the causes of the accident, depending upon the circumstances in each case.

Further advice relating to the reporting of accidents may be obtained from the Establishment Services Section in the Education Department or the Health and Safety Section within the Personnel and Management Services Department.

Dealing with Hazards and Potential Risks

Under the Management of Health and Safety at Work Regulations 1992, the LEA must undertake a “suitable and sufficient” assessment of:

- The risks to the health and safety of employees to which they are exposed whilst at work.

and

- The risk to the health and safety of persons not in their employment arising out of or in connection with the undertaking.

Where an employer employs five or more workers, then the assessment must be in writing (or recorded in some way) and any particular group especially at risk must also be identified i.e. young children or people with disabilities.

Risk assessment is a continuous and ongoing process. If there are changes which may affect the assessment such as the introduction of new working methods or new technology etc. then the assessment needs to be revised / updated.



Risk Assessment

The concept of risk assessment is not new to academies, as teaching staff will have been carrying out assessments of risk as part of their teaching activities before the Management of Health and Safety at Work regulations become law e.g. limiting some activities for students to a certain age range *or* opting for a demonstration of a process rather than active participation by the students. What is new is the requirement to consider risks involved with the academy undertaking in a systematic manner and to record the significant findings of the assessment.

Generic risk assessments outlining hazards, possible risks and preventative measures are included in the arrangements for health and safety in this policy document. What academies need to do to is examine the procedures in their establishment in relation to the guidance in the arrangements and the publications detailed.

If there is a significant difference in the way that the academy manages health and safety issues *or* an activity is not covered by the general arrangements, i.e. summer fairs, performances, hire of equipment e.g. bouncy castles, helium gas etc., then a “special” risk assessment will need to be carried out and appropriately recorded. The record could form part of the arrangements of the academy health and safety policy, or faculty / staff handbook or via other means such as class rules / procedures.

In whatever form the assessment takes, the findings need to be communicated to these people exposed to the risks and not simply filed away.



RISK AND HAZARD

People who are appointed to carry out risk assessments (known as the assessor and who have been trained in basic techniques and are familiar with the activity being assessed) need to appreciate the difference between HAZARD and RISK. Hazard is the potential to cause harm and is present in every work activity. Risk is the likelihood of that potential being realised and so the extent of the risk will be dependent on a variety of factors.

The Risk Assessment Process

The risk assessment process needs to be carried out in a systematic, logical manner by a person who has been trained in basic techniques of risk assessment, Gateshead LEA recommend the following approach.

1. Split the work activity being assessed into separate components in order that each part can be adequately assessed.
2. In identifying the hazards, consideration needs to be given to what could happen as well as considering what usually happens.
3. There is a need to determine the risk level achieved as a result of the assessment in order to determine whether any additional measures are necessary. This can be done by giving it an overall rating of High, Medium or Low. If existing methods do not reduce the risks to the lowest level reasonably practicable, then additional preventative measures should be considered. Reference should be made to the many reference books and guidance literature available for health and safety in academies to prevent needless duplication of accepted safe practice and procedures when recording assessments.

Protective Measures – Principles

In deciding on protective measures, the following principles need to be applied:

- i. Wherever possible avoid the risk altogether.
- ii. Combat risks at source.
- iii. Whenever possible adapt work to the individual.
- iv. Take advantage of technological and technical progress.

SUMMARY

There is no doubt that Risk Assessment can be a time consuming process, involving considerable management commitment. Nevertheless, it can result in significant savings if it identifies the possible causes of accidents and incidents, since it requires proactive measures to be taken to prevent such incidents.

Once properly completed it merely requires regular reviews and updating as work methods and circumstances change. In any event it is a legal obligation and must be completed. Failure to undertake a Risk Assessment will not only increase the risk of accident but will inevitably lead to enforcement action.



For further guidance please contact the Establishment Services Section in the Education Department or the Health and Safety Section in the Personnel and Management Services Section Department.

STAIRS AND EXITS

All students and staff members are informed when pedestrian movement is undertaken around the academy that they all must keep to the **LEFT** wherever possible to reduce pedestrian congestion.

Use of stairwells, regardless of which floor is being used; the same rule applies to all pedestrians – Keep to the left.

With **ONLY** the exception of any emergency evacuation, the main reception entrance doors are used only by staff, sixth form students, visitors and contractors. These entrance doors are not authorised to all other students for entrance to the building.

The main entrance / exit route for students is the electronic student entrance doors located on the South of the building, four entrance / fire exit doors on the North of the building. Additional fire exit doors are located on both the East and West sides of the building (*please ensure the site plan for exact locations of all fire exit doors is understood*) All entrance / exit doors will be internally locked during normal teaching hours to eliminate any unauthorised personnel entry, however, these fire exit doors can still be opened from inside in the event of an emergency evacuation.

VEHICULAR AND PEDESTRIAN ACCESS

Aims of the policy

To encourage and promote for all academy site users:-

- i. The safe access and passage to traffic to, from and within the academy site.
- ii. The safe parking of vehicles within the academy site.
- iii. Specific delivery times
- iv. Authorised traffic movement during end of teaching day – 15.15 – 15.30, **NO** public traffic permitted on site unless previously authorised.

Plan of Implementation

The academy will:-

- i. Maintain the arrangements for vehicular access, to, from and within the academy site and recommend changes when considered necessary to improve safety.
- ii. Monitor the parking facilities within the academy site and recommend any changes necessary to improve safety.



- iii. Identify and promote those areas where parking is permitted.
- iv. Establish and promote the method vehicular access to, from and within the academy site.
- v. Provide staff supervision on site for the boarding of students at the end of the academy day to Public and Local Education Authority transport. (HS005)
- vi. Monitor the parking and access situations on the public highway fronting the academy site and make recommendations to the Highway Authority as considered necessary and appropriate to improve safety.
- vii. The academy will inform annually all academy site users where it is possible and practical to do so of those areas where parking is permitted and the access arrangements to, from and within the academy site.
- viii. Any unauthorised vehicles on site will be reported to the police.

MONITORING OF POLICY

- i. The Health and Safety Coordinator and Senior Leadership Team will monitor the vehicular and pedestrian access during their normal duties which include a site duty at morning break and a bus duty after academy teaching hours; Academy lunchtime ancillary staff will report any action causing concern during the lunch break.
- ii. Appropriate action will be taken immediately if necessary.

Lone Working

The academy accepts its responsibilities to:

1. Ensure specific guidelines are issued for our own operations;
2. Develop appropriate levels of training;
3. Improve working practices and procedures to minimise risk.
4. Ensure work places are as safe as practicable;
5. Consider the use of special equipment where appropriate (or Personal Alarms)

The following Guidelines should be followed depending upon the type of risk involved.

Environment: All places of work should be as safe as is practicable by ensuring sufficient ventilation, lighting, and heating, (if necessary) and are free from obstruction.



Type of work: Staff should have received the appropriate training dependent upon the type of work to be carried out e.g. manual handling for heavy loads etc. Risk assessments are required for each type of work. Once risks have been identified the academy is responsible to take the appropriate steps to minimise or eliminate the risk i.e. training, protective clothing etc. Risk assessments should be reviewed by the academy on a regular basis.

People

1. Be courteous and calm;
2. Avoid confrontation i.e. Do not challenge, locate nearest phone and call police if necessary.
3. Only use self-defense as a last resort.
4. Ensure a mobile phone is carried (which should include contact numbers such as security, police, Buildings Manager etc.)
5. Ensure a radio is carried to enable contact with other radio holders on site (if available)
6. If possible make sure someone knows where you are.
7. A record of known students with a violent history should be made available, so that those members of staff working alone can familiarise themselves in case of a one to one encounter.
8. All staff working after 18.00pm must inform the academy site staff (Equans) of their whereabouts.
9. All staff **MUST** vacate the building no later than 18.30pm unless prior arrangements have been made with the Business Manager

In the event of a lone worker falling ill or suffering injury contact should be made with the Buildings Manager, security or other members of staff for assistance. First Aid equipment is sited at various locations around the building, more centrally the main office and Buildings Manager Office.

Off Site Lord Lawson of Beamish Academy Lone Worker Staff

1. Internal Procedure Reference No HS014 (Lone Worker Off Site)
2. Relevant Risk Assessment Reference No SRA/017 (Lone Worker Off the Site of Lord Lawson of Beamish Academy)
3. Procedure and risk assessment will be reviewed every two years *or* as required should any incident occur.
4. Documented evidence of offsite staff member home visits, estimated arrival times, exit times that are recorded before and after each home visit by telephone conversation between the duty receptionist and the offsite staff member.
5. Procedure in place to ensure the Lord Lawson of Beamish Academy duty receptionist is fully aware of the exact location of the offsite staff member undertaking home visits of students
6. Procedure clearly indicates precise instructions of what has to be done in case of imminent danger to the offsite home visitor staff member – contact with external emergency service – **Police**



SECURITY

Duty staff member of Equans is a key holder but the first key holders are public works security, when the security section are notified of alarm activation by the schools nominated ARC. The security section notifies the Equans staff member who decides whether to attend, (the option rests with the site Equans staff member). The academy keys and alarm information are held by security.

When security arrives on site they carry out an external check, if they cannot deal with the incident they have to call the duty Equans staff member. He should not enter the academy grounds unless security is in attendance, in the event of a break in being discovered whilst on the premises the security will be requested by the Equans staff member to radio their control to summon the police for further assistance.

Under no circumstances will the Equans staff member attempt to apprehend an intruder, but should always observe the basic principle of ensuring their own safety. The site staff of Equans have had no training in security, public works security have gone on a SITO Training course and is more experienced in dealing with these situations. They also are in constant radio contact with their base so they can summon help immediately.

The Equans site staff should be reminded that their own safety is paramount, and they are not to place themselves at risk. They are not there to act as a policeman and should not do so.

Student and staff safety between the hours of 08.00am – 16.00pm is monitored by internal and external CCTV cameras.

During event open evenings of the academy, site staff are on duty throughout the hours of the event. CCTV cameras are still in operation but are not monitored during academy event evenings.

The site manager and duty receptionist have been instructed of the action to implement in the event of a bomb threat telephone call, *or* if mail / parcels are of a suspicious nature – evacuation procedure will be implemented and the Police will take charge of such incidents.

PERSONAL AND PROTECTIVE EQUIPMENT (PPE)

Summary of duties and rights

Personal Protective Equipment (PPE) includes all protective equipment to reduce risk of personal injury clothing.

The Personal Protective Equipment Regulation came into effect in 1992. They include duties on employers. Employees and self-employed workers.



Employers' duties are to:

- ◆ Provide PPE to employees whenever health and safety risks are not adequately protected against by other means.
- ◆ Select PPE that is suitable for the risk; for employees who will be using it; and the working environment.
- ◆ Assess the PPE available to ensure it is suitable and sufficient.
- ◆ Maintain the PPE in a clean and effective condition.
- ◆ Provide suitable storage for PPE provided.
- ◆ Ensure that the PPE provided is properly used.
- ◆ Provide information, instruction, training and supervision (IITS) for employees.

Employee's duties are to:

- ◆ Use protective equipment provided, in accordance with information, instruction training and supervision (IITS) given by their employers.
- ◆ Report any loss, damage or obvious defect in personal protective equipment provided immediately to their employer.
- ◆ Take all reasonable steps to ensure that their protective equipment is returned to the storage provided for it after use.

CONTRACTORS AND VISITORS TO THE SITE

It is the academy's responsibility to ensure the safety of all contractors and visitors to site.

Visitors and the general public

Visitors where possible should not be left unaccompanied and should not (if possible) be taken into hazardous areas of the premises. **ALL** visitors should sign in and out on arrival and departure, to assist with both emergency evacuation and security arrangements.

In the event of any evacuation of the academy, the designated staff member of Lord Lawson of Beamish Academy responsible for the visitors must report directly to the fire coordinator to give information of the last know whereabouts and numbers of the visitors should they not be at the designated assembly point.

Contractors / Sub-contractors

All contractors / sub-contractors visiting the academy will sign in and out on arrival and departure.



The contractor / sub-contractor on site is responsible for ensuring, so far as is reasonably practicable, the Health and Safety of himself, his employees and anybody who may be affected by his activities. These duties include his manner of working, objectives, falling from heights, electrical safety and all other work done.

A "Permit to Work" must be completed by the Buildings / Facilities Manager and where necessary the Contractor / Sub Contractor before any work commences.

All contractors' / sub-contractors' electrical tools must comply with the Electrical Equipment Regulation and must be currently PAT (Portable Appliance Tested).

All equipment for working at height must be of British Standard Approval and be currently tested and tagged for use.

Areas of work by contractors / sub-contractors must be securely cordoned off to stop any student, member of staff or visitor unwittingly or unauthorised entering a working area.

In conjunction with the authorised "Permit to Work" a general contractor / sub-contractor detail of work example guide is as follows below:

1. NATURE OF WORK AND SPECIFICATION:

2. DATES AND TIMESCALES:

3. WORKS:

Will the works create any risk to staff and students?
Yes / No (If yes what precautions have been taken?)

4. STAFF:-

Have the appropriate staff been informed?
Yes / No

5. INFORMATION:-

Has the contractor been provided with information about the academy?
Yes / No (e.g. break times, fire alarms etc.)

6 CONTRACTORS: -

Contractor details including qualifications.

7 CONTRACTORS VEHICLES:-

Will they interfere with the normal running of the academy?
Yes / No (If yes what arrangements have been made)

8 RISK ASSESSMENT: -

Has a Risk Assessment been carried out?
Yes / No (If yes has a copy been given to the contractor?)



Yes / No

This should include details from the Asbestos Register if applicable.

9 METHOD STATEMENT: -

Has the contractor / sub-contractor provided a Method Statement clarifying a safe system of work?

Yes / No (If yes has a copy been attached to the Permit to Work? – If no, has a plan of work been agreed between contractor and the Buildings / Facility Manager?)

10 REVIEW:-

Has the work been reviewed regularly?

Yes / No

11 SIGNED OFF BY:-

a) Building Facilities Manager b) Contractor

NO SMOKING POLICY

1. Following and complying with Government Legislation introduced in 2006 and implemented on 1 July 2007, it is prohibited for any staff, students, contractors, visitors to smoke within the perimeter boundary fence of Lord Lawson of Beamish Academy site.
2. Clear signage is displayed on each entry door of the academy.
3. Lord Lawson has in place a Smoking Policy (**HS008**) which is obtainable to all staff via the internal internet computer system.
4. All new staff whether full time, temporary or work placement etc. are informed of the Smoking Policy.
5. This Smoking Policy is reviewed / updated by the site Health and Safety Coordinator on a two yearly interval *or* when any legislation changes occur.
6. All offenders to the smoking legislation are dealt with following the smoking policy guidelines. Records of all offenders are kept for reference purposes.
7. Lord Lawson Academy actively promotes a smoke free environment though the internal Health Unit,
8. Offending students who persist with smoking upon the academy site are dealt with under the procedure of the Smoking Policy, parents / guardians are encouraged to participate in the academy Smoking Policy.

ACCESSIBILITY

Provisions are made for any person(s) (students, staff, members of the public) who may be permanently *or* temporarily disabled from the use of their limbs – arms, legs, back, use a wheelchair, etc.

Provisions are made for females who are pregnant *or* have recently given birth to a child / children.



Provisions are made for staff vehicle parking who are suffering with disabilities, short term / long term illness.

Provisions are made for vehicle parking of female staff / students who are pregnant.

Disabled members of the public entering the academy site who drive *or* are transported by vehicle who fall within the disablement category have designated disabled car parking spaces (*eight spaces in total*) in the main South car park of the academy.

The use of the designated disabled car parking spaces is not permitted for any other vehicle user with authorisation from the academy Site Manager.

During academy performance evenings only, disabled vehicle users who find the designated disabled car park full are permitted to park their vehicle in the North academy recreation yard close to the academy entrance doors for ease of accessibility.

Accessibility for wheelchair users of the school comprises of:

- Flat level door entrances / exits throughout the ground floor of the academy
- One mechanical / electrical personal lift with the capacity to accommodate a wheelchair and other person.
- Refuge points on all stair landings on the first and second floors.
- External access by concrete ramp to the East recreation field.
- Disabled toilets with fitted panic /assistance alarms on all floor levels.
- No steps on any ground floor entrance doors.

IMPORTANT NOTE:

For emergency evacuation reasons and for the safety and wellbeing of **any** wheelchair user, during any organised / scheduled evening academy performance shows where wheelchair user members of the public may be present, under **NO** circumstance must they be allowed to park their wheelchair to watch the show from the first floor balcony overlooking the main hall stage.

Any other planned evening event for the public, where external wheelchairs users may be present inside the building, must have their own “*buddy*” system to assist with any unexpected evacuation from the building.

For academy student(s) / staff who may be temporarily disabled, i.e. using walking aids *or* plaster casts on limbs, the academy provides a “*Special Provision Risk Assessment*”, the use of the lift during academy hours, special accessibility for students to be dropped off / picked up from the internal South car parking area of the academy. This special provision is completed in conjunction with the student Head of House and the academy Health and Safety Coordinator.

Temporarily disabled *or* long term medical issue student(s) staff member(s) are registered on the Health and Safety database for use when an emergency evacuation situation arises.



A paper copy of registered temporarily disabled students / staff data-base list is printed and copies given to the fire marshal and site manager, as well as a copy at reception and in the refuge call point box. This list will be given to the Fire Chief if required upon arrival to any emergency situation at the academy site, after which a professional search of the internal refuge collection points can be completed.

Academy females (staff / students) who are in expectancy of a child, will receive a full “Risk Assessment” covering all aspects of associated hazards within and around the academy and who may be attending external education, colleges etc. All information discussed during the “Risk Assessment” with the academy Health and Safety Coordinator will be recorded and dealt with in **strict confidentiality** for the expecting mother.

Special provision for vehicle parking and ease of accessibility in to the academy for expectant females will be taken in to consideration by the academy Health and Safety Coordinator.



ANIMALS / MAMMALS / BIRDS / REPTILES / AMPHIBIANS / INSECTS / DOGS

For the paramount health and safety of all students, staff, visitors and contractors, Lord Lawson of Beamish Academy will not allow any animal, mammal, bird, reptile, amphibian, insect or dog of any nature within the perimeter site unless specifically authorised by a member of the Senior Leadership Team *or* from the Health and Safety Coordinator.

Animals, mammals, birds, reptiles', amphibians, insects and dogs of any description for teaching, demonstration purposes must be discussed, authorised and relevant documentation provided:

- A relevant risk assessment completed
- Method statement describing the demonstration, safety considerations etc.,
- All current veterinary vaccination documentation
- Qualified person(s) documentation to control the event
- Current Liability Insurance Certificate
- Safety cages etc. to keep animals, mammals, birds, reptiles, amphibians, insets and dogs segregated form students, staff and visitors.

DOGS:

No dogs of any breed are permitted inside of the academy perimeter boundary fence without prior consent from a Senior Leader / Health and Safety Coordinator. If dogs are carried in any mode of transport by members of the public, the dog **MUST** remain in the vehicle at all times. If for any reason the vehicle carrying a dog is left unattended by the owner, the vehicle **MUST** be left in a locked safe condition. No responsibility will be accepted by Lord Lawson of Beamish Academy should this request be misused.

Dogs permitted upon the site of Lord Lawson of Beamish Academy are:

- Guide dogs
- Fully trained emergency services dogs – Police, Ambulance, Army (Bomb Threats)
- Organised and approved student teaching / demonstration events.

Any organised and approved teaching / training event will be carefully monitored. Should any unforeseeable risk become apparent or identified, the event will be postponed until satisfactory solution / advice has been sourced, especially in conjunction with any relevant potential epidemic, e.g. bird flu pandemic, foot and mouth outbreaks etc. All potential risks will be investigated before any event is approved.