

2025-2026 HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Herons' Moor Academy

Detailed below are the arrangements for ensuring that the aims and objectives of the academies Health and Safety Policy are implemented, to secure a safe and healthy working environment.

Accident Reporting, Recording and Investigation

- All accidents, including *near misses*, must be reported using the online accident reporting system, accessible via the Navigator page.
- It is the responsibility of the attending staff member or designated first aider to document any accident involving students, staff, or visitors as soon as possible.
- Every employee has a duty to ensure that all incidents are accurately and promptly recorded.
- Any fatal injuries, major injuries, or dangerous occurrences must be reported immediately to the Health and Safety team.
- Incidents that meet the criteria under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported to the **Health and Safety Executive (HSE)** by a member of the CLF Health and Safety team, following submission of the major accident form by the Academy/School.
- Parents, carers, or other nominated contacts will be informed of any accident involving a student as soon as practicable.
- The Academy will regularly review the accident reporting dashboard to identify patterns or trends.
- Where necessary, appropriate measures will be implemented to prevent recurrence.
- Findings and actions will be discussed as part of the Academy's Health and Safety Committee meetings.
- Where appropriate, an investigation will be conducted by the Principal and/or Operations Manager to determine the root cause of the incident and to mitigate future risks.
- In certain cases, the investigation may be supported or followed up by a member of the CLF Health and Safety team.

Asbestos and RAAC Concrete

Herons' Moor Academy (and the whole Campus site) is asbestos and RAAC concrete free.

Compliance

- Compliance responsibilities are managed by the Facilities Manager in collaboration with the Premises Manager.
- Internal compliance checks (e.g. fire call points, emergency lighting, water temperature monitoring, and flushing) are conducted by the Premises Team.
- A compliance contract has been awarded to John West for external statutory inspections and servicing.
- External compliance checks (e.g. boiler servicing and maintenance, emergency lighting annual testing, lightning conductor inspections) are carried out by the CLF compliance contractor, with records maintained accordingly.
- Specialist inspections for playground and gym equipment are conducted by independent contractors, currently Universal.

Contractors and Visitors

- All visitors and contractors must report to the main office to sign in, verify DBS status, receive a visitor badge, and be issued with site specific health and safety information. They must sign out upon departure.
- Contractors must be selected from the CLF-approved PQQ (Pre-Qualification Questionnaire) list available on CLiF. If not listed, contractors must complete the PQQ process before starting work.
- For urgent works involving non-PQQ contractors, the Premises Team must ensure they have assessed competence before work begins.
- Pre-Work Requirements:
 - Risk assessments and method statements must be agreed in writing.
 - Pre-contract checks (e.g. asbestos or ground surveys) may be required depending on the nature of the work.
- Relevant staff are informed of the work scope, location, timing, and duration.
- Contractors must sign the Contractor Authorisation to Work (CAW) form.
- Any changes to work activities must be discussed with the Principal, Premises Team, or Operations Manager.
- All contractors, sub-contractors, and self-employed workers must follow local safety rules and the Academy's Health and Safety Policy.
- Contractor performance is monitored throughout.
- Unsafe practices must be stopped immediately until safety standards are met.
- Any completed work is reviewed with the Facilities Team or Operations Manager, and follow-up actions are agreed as needed.

COSHH (Control of Substances Hazardous to Health)

Most substances that come under COSHH regulations are dealt with by the Facilities Team. Materials such as cleaning chemicals are dealt with in this way. The Academy occasionally uses materials that come under the COSHH regulations.

- An inventory of all hazardous substances used on site is compiled and reviewed regularly (held by Facilities Team).
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the Academy are managed by Facilities team.
- Deliveries of hazardous substances are planned for outside the Academy academic hours and are temporarily stored in the main reception area or immediately moved to a secure store.
- Any new products that are brought into the Academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities, or storage will require a risk assessment to be undertaken. Findings from risk assessments must be shared with relevant staff e.g., PPE required/ safe storage. A COSHH risk assessment template is available within the Health and Safety manual on CLiF
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the Academy's arrangements.
- An inventory is kept on the Academy's database of all hazardous substances on site by department and Operations Manager. Details of products used by the site staff are kept by the Facilities Team. Details are kept in a folder in their office.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.

Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Facilities Team so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use' and reported to the Operations Manager, so it can be logged, actioned and monitored.

Display Screen Equipment (DSE)

- The Academy is responsible for conducting DSE risk assessments for staff who are classified as "users" under the DSE Regulations. A user is typically someone who uses display screen

equipment (e.g. a computer or laptop) daily for an hour or more, such as administrative staff or the Operations Manager.

- DSE assessments are completed every two years, or sooner if there are changes to equipment, office layout, or staffing.
- Completed self-assessments will be reviewed and discussed with their line manager. Any required actions must be documented and followed up appropriately.
- Staff to complete DSE training via Nimble.
- All DSE users are entitled to a biennial eyesight test conducted by a qualified optician. If corrective lenses are recommended specifically for DSE use, staff should consult their Operations Manager for further guidance.
- For more information and access to the DSE user risk assessment and manager sign-off form, please refer to the CLF DSE User Guidance available on CLiF.

E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the Academy. The Principal, will ensure safe practices are embedded into the culture of the academy. The Principal ensures that the E-safety Policy is implemented and compliance with the policy is monitored.

Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Operations Manager, Facilities Manager. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Electrical sockets must not be overloaded. Staff should have a basic understanding of electrical safety to avoid overloading circuits.
- Extension leads should only be used temporarily and must be fully unwound during use to prevent overheating.
- Staff are not permitted to bring personal electrical items onto the premises unless the item is new or has undergone a recent PAT test.
- All fixed installations are inspected by a qualified contractor every five years, in line with statutory requirements.
- PAT is carried out in line with HSE guidance by qualified electricians or competent trained staff. During testing, any defective items are either repaired or removed from use, labelled accordingly, and stored securely.
- Hirers, contractors, and visitors must ensure that any electrical equipment brought onto the premises has a valid PAT certificate and is safe to use.
- The Academy reserves the right to conduct random checks to ensure compliance.

Expectant or new mothers

In the event that a member of staff becomes a new or expectant mother, the Academy/School will take appropriate measures to safeguard their health and safety in the workplace. A dedicated risk assessment will be conducted and documented through a one-to-one consultation. This assessment will be regularly reviewed and updated throughout the pregnancy and upon return from maternity leave to ensure ongoing support and compliance.

Fire and Emergency Procedures

- The Academy follows The Campus Fire Emergency Evacuation Procedures
- The responsible persons for the Academy are Dave Beesley and Shane Hawkings (Level 1)
- Fire safety coordinator (Level 2) is the Community Facilities Supervisor or Facilities Assistants in their absence.
- The Fire Wardens for the Academy are Dave Beesley and Shane Hawkings (Level 3) Group/Class Wardens (Level 4) are Class Teachers, Teaching Assistants, Administration Staff, LSUPs and other adults employed by the school to run clubs. Level 4 warden training is provided by Facilities Staff at the start of the academic year.
- The primary assembly point is the main playground. The secondary assembly point is the small sports field behind the multi-use games area (MUGA)
- Each week the alarm will be tested by the Facilities Team on Sunday to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the fire logbook.
- Fire drills are carried out at least three times a year to enable everyone to become familiar with the evacuation procedure. Details are recorded in the fire logbook.
- The fire extinguishers and emergency lighting are formally inspected annually by Mears as part of the compliance contract. Monthly checks are undertaken by the Facilities Team. Details are recorded in the fire logbook.
- The fire logbook is kept in the Facilities Team office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Operations managers are required to review the success of fire drills and must feedback any observations or required changes/improvements.
- Any person who has difficulty in evacuating the building, should have a PEEP 9 (personal emergency evacuation plan) undertaken.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Fire exit doors should be routinely checked to ensure integrity in the event of a fire and push bars and mechanisms work to allow for easy egress of site.
- Final exit doors are unlocked whilst there are people in the building.
- The use of display materials or pupil's schoolwork along emergency exit routes is controlled.

- Decorations, display materials or pupil's schoolwork must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors on arrival are made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable are known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical storerooms, gas and electricity supply. Information regarding this is contained in the "grab bag" which is taken by Facilities team members on evacuation.

The building has a smoke sensor system that activates the alarm system when two sensors are set off. Nevertheless, the following procedures should be followed in case the detection system should fail.

If you discover a fire: -

- Activate the nearest fire alarm call point. On sounding the alarm, the fire brigade will be summoned if necessary.
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the front playground
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by the admin team and distributed to teachers for roll call
- If the fire brigade has been called there must be clear access to the site by emergency services

Please refer to The Campus Fire Emergency Evacuation Procedure for further advice and guidance

First Aid / Mental Health First Aid

- The Academy/School will implement and use the CLF First Aid Policy which must be read and understood in conjunction with these arrangements.
- A list of qualified First Aiders, holding nationally recognised certifications, is displayed at various points throughout the Academy (including outside the main admin office). These individuals are authorised to administer first aid.
- Details of certified Mental Health First Aiders are recorded as above. These individuals are trained to support and signpost those experiencing mental health challenges or emotional distress.
- Notices indicating the location of first aid facilities are displayed at key points throughout the premises.
- The designated First Aid Room is located in the KS1 corridor.
- First aid boxes are located in the following points: Administration Office, First Aid Room, Nursery and Key Stage 1 corridor.
- The Academy Health Care Assistant is responsible for ensuring that all first aid boxes are adequately stocked and that contents are replenished and in date, and this is recorded. First aid boxes do not contain any medication, tablets, creams, or ointments.
- If deemed necessary by a First Aider or the Principal, an injured person will be sent directly to hospital, typically via ambulance. Parents or carers will be informed immediately.
- No injured person will be sent to hospital unaccompanied. If a parent or guardian cannot be reached, a designated adult will accompany the individual.

Please refer to the First Aid Policy for further advice and guidance

Glass and Glazing

All academies should refer to the model Glazing Risk Assessment available on CLiF and have had an initial glazing survey to determine that the standard of glazing is compliant in critical locations.

On the regular academy formal walk rounds, the condition of glazing and visual inspection should form part of this.

If there any concerns with the condition of glazing or if it is safety glazing or requires to be, a glazing survey must be arranged, via the Facilities Team.

Infectious Diseases

- The Academy/School adheres to the latest UK Health Security Agency (UKHSA) guidance, including the “*Guidance on Infection Control in Schools and Other Childcare Settings.*”
- Specific guidance on managing infectious diseases (A to Z) can be accessed via the following link: [Managing Specific infectious disease: A to Z](#)
- The Academy/School follows the CLF model risk assessment template for infection control which is reviewed and adapted as necessary. For further advice, staff should contact the Southwest Health Protection Team (SWHPT) or the Health and Safety Team.
- In the event of a rise in infectious disease cases, the operations manager will contact the local SWHPT for further guidance and support.
- Biohazard spill kits (disposable packs) are available in the First Aid Room and via the Facilities Team for safe and effective management of bodily fluids.
- Colour-coded cleaning equipment (mop heads, dustpans, brushes) and Personal Protective Equipment (PPE) are stored and managed by the Facilities Team to ensure proper hygiene protocols are followed.

Please refer to the Health & Safety manual (infection control) for further information and guidance.

Law Poster

In accordance with the Health and Safety Information for Employees Regulations, the Academy/School is required to either:

- Display the approved Health and Safety Law Poster in a prominent location, or
- Provide each employee with an equivalent leaflet.

This poster outlines the responsibilities of both employers and employees in maintaining a safe working environment. It also includes contact details for seeking advice or raising concerns about workplace safety.

The official Health and Safety Law Poster is displayed in the staff room.

Legionella

- The CLF Legionella Management Policy V4 must be read and understood.
- A copy of the Legionella risk assessment is stored in the staff drive.
- John West is contracted to perform water testing in accordance with L8 guidance.
- The Facilities Manager is responsible for conducting weekly flushing, temperature monitoring, and other required checks.

Lettings

All lettings are managed through The Campus.

Lockdown

The Academy is equipped with a dedicated lockdown alarm system.

All staff members are thoroughly familiar with the lockdown protocols, including both partial and full lockdown scenarios. Key elements include:

- The children are regularly informed of lockdown procedures through assemblies and other communication channels.
- Lockdown drills are conducted at least twice annually to ensure preparedness and reinforce understanding across the school community.

Lone/ Remote Working

The Academy has conducted comprehensive lone working risk assessments to ensure the safety and wellbeing of staff working in isolation or outside of regular hours. The following control measures are in place:

- Staff are not permitted to work at height or engage in other high-risk tasks while working alone.
- A reporting or buddy system is implemented to ensure regular check-ins and accountability during lone working periods.
- Specific arrangements are in place for staff working during school holidays, including designated contact persons and access protocols.

Manual Handling

The Academy is committed to ensuring the safety of all staff involved in manual handling tasks. The following procedures and expectations are in place:

- Manual handling training is mandatory for identified staff and must be completed via Nimble every three years.
- Staff must assess any manual handling activity for potential hazards. If an item is too heavy or awkward for one person to lift safely, appropriate control measures must be implemented (e.g., team lifting, use of trolleys or mechanical aids).
- A manual handling risk assessment must be completed and documented for any activity that poses a risk of injury, particularly for staff who regularly engage in such tasks.
- Staff are responsible for ensuring they are physically capable of safely performing manual handling tasks. Any concerns should be raised with their line manager.
- Expectant mothers must carry out manual handling tasks in accordance with their individual risk assessments, ensuring all activities are conducted safely.
- Staff with relevant medical conditions or those recovering from surgery must consult with their line manager before undertaking manual handling tasks.

Medication

- The Academy will implement and use the CLF Supporting Students with Medical Needs including Intimate Care template Policy which must be read and understood in conjunction with these arrangements.
- In accordance with CLF requirements, the Academy/School ensures that a sufficient number of staff members are trained in the safe administration of medication.
- A current list of staff who have completed the *Administering Medication* training is available in the staff drive.

Please refer to the Supporting Student's with Medications Policy for further advice and guidance

Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- Faults or defects to equipment will be reported to the Operations Manager
- Any damaged equipment will be taken out of use
- The PE equipment is inspected annually by UNIVERSAL and a record of the inspection is kept in the Facilities office and any remedial actions must be undertaken in the relevant time frame
- The Academy has a risk assessment for the gym activities and equipment.

Outdoor play equipment

- External play equipment will only be used when supervised within academy hours
- The equipment is not to be used before and after Academy/wraparound care hours.
- Such equipment will be checked daily (before use), and weekly by Glendale for any apparent defects and particularly for contamination by animals or foreign objects
- The outdoor play equipment is inspected annually and independently, by UNIVERSAL and a record of the inspection is kept in the Facilities office and outcomes from the report are actioned within the specified time period.
- The Academy has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

Personal Protective Equipment

The Academy is committed to ensuring the health and safety of all staff and students through the appropriate use of Personal Protective Equipment (PPE). The following procedures are in place:

- PPE will be provided free of charge where it is identified as a necessary control measure.
- All PPE must be fit for purpose and compatible with other required protective equipment.

- Heads of Department or Line Managers are responsible for the periodic inspection of PPE and for ensuring it is worn correctly by staff and students when required.
- Designated staff (e.g., Technicians or relevant personnel) are responsible for ensuring their PPE is regularly cleaned and maintained in good condition.
- All staff are expected to use PPE appropriately and consistently wherever it is provided.
- Clear and sufficient signage will be displayed in areas where PPE is required.
- Students will receive appropriate information, instruction, and supervision regarding the use of PPE when it is required as a control measure.

Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the staff room.
- Blank risk assessment forms can be found on CLiF.
- Each department should have a copy of the risk assessments relevant to them and these should be readily available to all staff
- Staff are involved in the adoption, implementation review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments with their line manager.
- Risk assessments will be reviewed annually as a minimum or after significant change or incident.
- A specific risk assessment for expectant mothers will be undertaken.
- All Academy trips or learning outside the classroom activities will have recorded risk assessments. (See Academy trips section).
- Every off-site visit taking place after Academy hours, of a medium/high risk or for residential will be specifically assessed.
- In some instances, an individual pupil risk assessment may be required. These should be developed in conjunction with the Academy SENCO and DSL.
- The procedure for training and to undertake Risk Assessments is available within the H&S manual on CLiF and within NIMBLE.

Safeguarding

- The Academy Council fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.

- The Academy has a Safeguarding Policy that was last reviewed in September 2025 .
- The Academy DSL is Georgie Tinker and the assistant DSL's are Dave Beesley, Donna Harris, Shane Hawkings and Karen Tucker.
- The Local Authority Designated Safeguarding Officer is Julie Bishop
- The Multi-Academy Trust Designated Safeguarding Officer is Steve Bane.
- All staff have receive annual routine safeguarding training and information.

Security

The Academy is committed to maintaining a safe and secure environment for all students, staff, and visitors. The following measures are in place:

- The Facilities Manager is responsible for site security and conducts regular inspections of boundary walls, fencing, access points, outbuildings, and external lighting to ensure integrity and functionality.
- All staff are expected to challenge any individual on site who is not wearing a visitor badge. If it is safe to do so, the individual should be escorted to reception for verification. In the event that an intruder becomes aggressive or threatening, staff must not engage and should seek immediate assistance.
- The Academy enforces a zero-tolerance policy regarding violence, threats, or abusive behaviour directed at staff or students.
- Any incidents involving verbal abuse or threatening behaviour from parents, visitors, or students must be reported immediately to the Principal for appropriate action.
- Security concerns can be escalated to the CLF Central team via the Ops Manager or Principal.

Smoking/Vaping

The Academy is a non-smoking site and there is a no smoking / no vaping policy.

Staff Consultation

The Academy/School is committed to maintaining open and effective communication with staff on all health and safety matters. The following arrangements are in place:

- The Academy/School Council, through the Principal, ensures full and proper consultation with employees regarding health and safety issues.
- There is no mandatory requirement for a union-appointed health and safety representative at the Academy/School.
- Staff wishing to act as union appointed safety representatives must either:
 - Have been employed by the Academy/School for the preceding two years, or
 - Possess sufficient experience in a similar role or employment setting.
- The Academy/School adheres to the *Safety Representatives and Safety Committees Regulations 1977 (as amended)*, which outlines the legal duties of employers in consulting with staff on health and safety matters.

Training

The Academy is committed to fostering a strong health and safety culture through effective and ongoing training. Key arrangements include:

- Needs are identified through risk assessments, audits, appraisals, and changes in roles or responsibilities, guided by the Academy/School's training matrix.
- Training is overseen by the Operations Manager . Records are maintained on the Single Central Record (SCR), with certificates stored in individual personnel files.
- All staff receive a structured induction covering site-specific and departmental procedures .
- Most training is refreshed every three years..
- All staff must complete annual training via Nimble, including:
 - *Workplace Safety for New Starters* or
 - *Workplace Safety & Security Refresher*
- Completion data supports the annual training needs analysis and ensures staff remain competent and accountable for safety.

Transport / Minibus

- Staff and authorised volunteers must read and follow the *CLF Minibus Guidance v9.docx*.
- The Academy does not have its own minibus and generally makes use of those at HPA.
- Valid *Permit 19* certificates must be clearly displayed in all minibuses.
- Staff using their own vehicles must comply with the *CLF Driving at Work Policy*.
- When transporting students, staff must:
 - Undergo licence and MOT checks.
 - Implement and adapt the "Driving Students in Own Vehicles" risk assessment.
 - Hold appropriate business insurance.
- The Operations Manager conducts annual checks to confirm:
 - Valid driving licences
 - Completion of MIDAS training
 - Appropriate insurance and MOT certification (where applicable)
- Only transport operators from the approved EVOLVE list may be used.
- If an unlisted provider is considered, the Health & Safety team must be consulted in advance.

Trips/off site activities

The Academy follows a dedicated trips procedure aligned with CLF and OEAP (Outdoor Education Advisory Panel) guidance, as outlined in the EVOLVE system.

- The Academy/School will implement and use The CLF Offsite Trips and Adventure Activities Guidance.

- All offsite trips that meet requirements must be submitted via Evolve. Routine local sports fixtures, such as inter-school matches or league games, are not submitted through EVOLVE, as they are considered part of the academy's regular, low-risk activities and are managed under established departmental procedures
- The nominated Educational Visits Coordinator (EVC) is Dave Beesley.
- The EVC will review all trip plans, including transport, activities, and risk assessments, and submit them to the Principal for final approval.
- Category C trips (adventurous, residential, or overseas) require:
 - Principal sign-off.
 - Submission to the Health & Safety Team via EVOLVE for final approval (minimum six weeks in advance).
 - For adventurous activities led by external providers, checks will be made to ensure:
 - A valid AALA licence is held.
 - The provider has a Learning Outside the Classroom (LOtC) Quality Badge.

Please refer to the Academy Trips Procedure for further advice and guidance

Wellbeing

- Where workplace stress arises, the Principal in consultation with the HR, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step-by-step risk assessment approach.
- If employees are experiencing any problems in relation to stress, they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and an Employee Assistance Programme are available to staff and should be contacted when required.
- A CLF wellbeing website including BLOG is available to all staff via the home navigation page.
- The academy has 3 Mental Health first aiders.

Violent and challenging behaviour

- The academy does not tolerate any form of violence, aggression, or threatening behaviour towards staff, pupils, or visitors.
- Individual risk assessments will be conducted for students known to exhibit challenging behaviour, with input from relevant staff and external professionals where appropriate.
- Designated staff will receive regular training in de-escalation techniques, conflict resolution, and safe intervention strategies, including the lawful use of reasonable force.
- All incidents of violent or aggressive behaviour must be reported promptly using the online incident reporting system and reviewed by senior leadership.

- Staff and pupils affected by violent incidents will be offered appropriate support, including access to counselling services if needed.
- Tailored behaviour support plans will be developed for pupils who present ongoing challenges, in collaboration with parents/carers and relevant agencies.
- The academy is committed to maintaining a safe and respectful environment for all and will take proactive steps to prevent and address violent behaviour.

Waste

- Suitable waste collection bins are provided in strategic locations throughout the Academy/School to prevent overfilling.
- Waste containers are emptied regularly by cleaning or premises staff to maintain hygiene and safety.
- Segregated waste areas, secure from vandalism and unauthorised access, are located at the bin store in the main car park.
- An authorised person or a member of the facilities team will be equipped with appropriate personal protective equipment (PPE) for safe waste handling.
- Suitable arrangements are in place for the disposal of hazardous waste generated through school activities.
- Hazardous waste, including chemical disposal, is managed in compliance with regulations via the Waste Regulation Authority or a licensed and competent contractor.
- Waste is collected Veolia.

Wellbeing and Mental Health

Where poor Mental Health is experienced the academy/school will:

- Have Mental Health Leads in place to support staff that may be experiencing poor mental health and/or work-related stress.
- Encourage open conversations about mental health and the support available when employees are struggling and offer appropriate workplace adjustments to employees who require them.
- Develop and promote mental health awareness among employees by making information, tools and support accessible
- Provide mental health awareness among employees by making information, tools and support accessible.
- Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their line manager, supervisor or organisational leader and train and support line managers and supervisors in effective management practices.
- Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors.

- Adopts the HSE Management Standards for work-related stress, applying a step-by-step risk assessment approach to identify and manage the six causes of stress at work.
- Support is available through the HR Department, Occupational Health, and the Employee Assistance Programme (EAP), which staff are encouraged to access as needed.

Work Equipment

- All work equipment is fully inspected upon installation to ensure it meets safety standards.
- An annual recorded maintenance and service inspection is carried out by a competent person for all work equipment.
- Maintenance and servicing records are maintained and readily accessible.
- Staff, technicians, and premises teams are responsible for conducting and recording pre-use visual checks of equipment within their departments.
- Employees are not permitted to use or bring in personal equipment for work purposes.
- The Operations Manager must ensure that:
 - Equipment is used appropriately.
 - Users receive appropriate training where necessary.
 - Suitable and sufficient risk assessments are completed prior to equipment use.
- Examples of work equipment include site staff power tools, D&T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kilns, etc.

Work Experience Pupils

- For placements within the Academy, students will be monitored and supervised by their assigned class teacher and/or support staff, with liaison as needed with the Operations Manager.

Working at Height

Activities requiring work at height are identified and eliminated wherever possible.

- Where elimination is not feasible, all reasonable steps are taken to reduce the risk to the lowest practicable level.
- Risk assessments must be conducted prior to any work at height; this is the responsibility of the Operations Manager
- The Academy has access to appropriate equipment for safe working at height.
- Only ladders compliant with BS EN131 standards are permitted; domestic ladders are not allowed under any circumstances.

Workplace Inspections (Site Walks)

- Regular workplace inspections (minimum three times annually) will be conducted to identify hazards and unsafe conditions, with appropriate remedial actions taken.
- The Premises Manager, in collaboration with the Operations Manager, is responsible for monitoring and controlling premises-related hazards.
- Site walks may be accompanied by:

- Principal
- Operations Manager
- Facilities Team
- Designated Safeguarding Lead (DSL)
- Health & Safety Academy Councillor
- Students
- Union Representative
- Findings from site walks will be documented in a written report and shared with the Health & Safety Committee.

Health and Safety Committees

The Campus Health and Safety Committee has an overarching role, being responsible for Health and Safety across the whole site. Representative members of all the constituent parts of The Campus sit on the committee.

The standard agenda items for The Campus Health and Safety committee meetings are: -

- Any accidents of note since the last meeting, how many accidents in total and identification of any trends.
- Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed.
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.
- Risk assessment progress and review
- Training needs
- Inspection findings and required actions.
- Any relevant compliance issues.