



LANDAU
FORTE
ACADEMY
Q E M S



LANDAU
FORTE
ACADEMY
TAMWORTH
SIXTH FORM

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Glossary

Addendum – October 2020 – COVID-19

Section 1 Statement of General Policy on Health, Safety and Welfare

1. This Statement of Safety Policy is produced in respect of Landau Forte Sixth Form/QEMS and forms the basis of future planning and implementation of health and safety matters within the Campus.
2. As an education provider, the Campus is committed to setting standards of health and safety by example for its students and this commitment is seen as especially important.
3. The Principal and Senior Leadership Team (SLT) recognise and accept responsibility for health and safety both under civil and criminal law, and also under the Children's Services Scheme of delegation for local management of schools.
4. In compliance with the Health & Safety at Work 1974, will ensure, so far as is reasonably practicable, that:
 - a. The premises are maintained in a safe condition
 - b. Safe access to and egress from the premises is maintained
 - c. All plant and equipment is safe to use
 - d. Appropriate Safe Systems of Work exist and are maintained
 - e. Sufficient instruction, training and supervision is available and provided
5. In addition to the above, the Campus also recognises its obligations to non employees and where reasonably foreseeable, will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
6. In doing so, the Campus will expect all staff, students, parents and visitors to abide by the requirements of this policy.
7. The Campus will ensure that adequate resources are set aside from the total budget allocation for the Policy Statement to be properly implemented.
8. The Trust is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the Campus must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - a. To take care of their own safety and that of others and;
 - b. To co-operate with the Senior Leadership Team so that they may carry out their own responsibilities successfully
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

10. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
11. This Policy Statement and the following arrangements and procedures will be reviewed annually.
12. This Policy is reviewed on an on-going basis and amended/revised as applicable. A copy is available to every member of staff and any amendments are notified to them. Copies of the policy are available from the Health and Safety Team and it is also stored electronically on the shared drive.

Section 2 Organisational Responsibility for Health, Safety and Welfare

2.1 Trustees

The Trustees will comply with any directives issued concerning the health and safety of persons on trust premises or taking part in trust activities elsewhere. The Trustees are responsible for health and safety matters at a group level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Trustees, they accept a share of the responsibility for the way in which health and safety issues are addressed. The Trustees have established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

Health and Safety matters are reported in to the Academy Education Committee at a local level and to the Finance and General Purposes committee for challenge and review.

2.2 Chief Executive

The Overall responsibility for the day to day management of health and safety in the trust rests with the Chief Executive of the Trust. As manager of the group and of all the activities carried on within it, the Chief Executive will advise Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Chief Executive is responsible for monitoring Health and Safety and reviewing processes as required.

2.3 Deputy CEO

The Chief Executive will delegate to the Deputy CEO, the majority of the duties that are linked with the overall responsibilities of the Chief Executive.

2.4 Principal

Overall responsibility for the day to day management of health and safety in the Campus rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise the Trust of the areas of health and safety concern which may need to be addressed by the

allocation of funds. Matters requiring particular consideration by the Principal will include:-

- a) Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- b) Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- c) Adequate staffing levels for safe supervision;
- d) The delegated responsibility for maintenance of the premises;
- e) The purchase of equipment to meet appropriate safety standards;
- f) The repair, maintenance and testing of Campus equipment;
- g) The provision of appropriate protective clothing/equipment where necessary;
- h) The purchase and maintenance of first aid materials and firefighting appliances;
- i) The funding of necessary safety training for staff;
- j) The arrangements for securing health and safety assistance from a competent source;
- k) The appointment of a manager responsible for the premises;
- l) The provision of appropriate health and safety information to governors.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

2.6 Vice Principal or other nominated Deputy

The Vice Principal/other nominated Deputy will deputise for the Principal on health and safety issues as detailed above and will ensure that the duties of the staff as detailed below are carried out in accordance with policy;

2.7 Administration Manager

The Principal will delegate to the Administration Manager, the majority of the duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will:

- a) Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed by an appropriate individual.
- b) Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- c) Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

- d) Arrange for regular evacuation drills and fire alarm tests etc.
- e) Report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- f) Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- g) Ensure that all teams are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

2.8 Site Manager

The Site Manager is responsible to the Principal. Duties include:

- a) Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- b) Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- c) Complete an annual health and safety audit (with Administration Manager) paying particular attention to the building structure, services, access to/egress from the Campus, main circulation areas etc.
- d) Ensuring that the cleaning team are suitably managed and cleaning schedules in place and maintained
- e) Identifying any particular health and safety training needs of site and cleaning staff
- f) Ensuring that staff within the site team and cleaning team are not involved in activities outside their limitations
- g) Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- h) Ensuring that all staff work in accordance with safe working practices issued by the Campus
- i) Responsible for coordinating all contractual work and maintenance carried out on Campus premises
- j) Ensure that risks assessments are undertaken and that control measures are implemented, and that assessments are monitored and reviewed
- k) Advise the Principal of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- l) Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- m) Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

2.9 Senior Leaders

Senior Leaders are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their areas. They are

similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "learning" areas.

In the exercise of this responsibility, Senior Leaders must ensure that:

- a) All staff under their control receive instruction in their duties, regarding health and safety matters
- b) All staff under their control are adequately trained to carry out their duties efficiently and effectively
- c) Senior Leaders must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
- d) Senior Leaders are responsible for producing their own area safety policy where appropriate, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply staff etc.
- e) Senior Leaders are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

Under Section 6 of the Health and Safety at Work etc. Act, Senior Leaders are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers Data Sheets").

Senior Leaders must report to the Principal all problems, defects and hazards.

Report and, if appropriate, make recommendations to the Curriculum Leaders on any practices, premises, equipment etc., which give rise to risks to health and safety.

2.10 Curriculum Leaders

All Curriculum Leaders are responsible to the Principal (via the Senior Leaders) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Campus's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- a) Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed using the trust's preferred framework
- b) Ensure that appropriate safe working rules and procedures exist and are documented within the department and that these are brought to the attention of everyone concerned
- c) Ensure that all accidents (including near misses) occurring within their department are promptly reported and
- d) Ensure that all accidents are investigated with a view to preventing a recurrence;

- e) Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency
- f) Remove from use and inform the Senior Leader of any equipment/appliance which has been identified as being unsafe and which is in need of repair
- g) Ensure that adequate levels of class supervision are available at all times
- h) Carry out (in conjunction with other members of staff) the annual health and safety audit within their areas of responsibility and provide a report to their Senior Leader
- i) Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LA, CLEAPSS, EFA, RPA, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format
- j) Identify specific staff health and safety training needs and inform their Senior Leader accordingly
- k) Consult with all staff on any matters which may affect their health or safety whilst at work
- l) Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department
- m) Ensure that levels of first aid provision remain adequate for the activities being undertaken
- n) Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to their Senior Leader
- o) Ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk
- p) Ensure that good standards of housekeeping are maintained

2.11 Tutorial Staff inc Supply Staff, Learning Support Assistants & Technicians

Tutorial staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. learning space, laboratories, workshops, grounds etc., and off site e.g. educational visits.

Tutorial Staff shall:

- a) Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered
- b) Be aware of the Campus's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned
- c) Ensure that safety instruction is given to all students prior to commencing practical sessions

- d) Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- e) Ensure that students follow Campus/departmental safety rules and that protective equipment is worn where appropriate
- f) Ensure that all personal protective equipment is suitable and in good condition prior to issue
- g) Ensure safety devices e.g. machinery guards are in good condition and are used
- h) Report any defective equipment to the Curriculum Leader
- i) Investigate all accidents (in conjunction with Curriculum Leader) which occur through activities organised/supervised by the Department
- j) Propose for consideration by their Curriculum Leader any improvements which they consider would improve health or safety standards within the department
- k) Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking Campus parties off site on educational visits

2.12 Medical Officer

- a) The Medical Officer will assess those issues involving Campus members that are referred to him/her and will maintain a record of accidents, incidents and near misses reported, and monitor the incidence of accidents periodically;
- b) Co-ordinate, with the Designated Safeguarding Lead, suitable and appropriate first aid cover and ensure that first aid training is undertaken by staff as required;
- c) Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises

2.13 All Employees (including temporary staff and volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior staff of the Campus so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- a) To participate in the risk assessment process and comply with findings
- b) To report all defects in the condition of the premises or equipment to which they become aware to the relevant individual
- c) To report all accidents, incidents and near misses according to the Academy procedures in place
- d) Be familiar with the procedure to be followed in the event of a fire or other serious emergency
- e) To make use of all necessary personal protective equipment provided for safety or health reasons

- f) To, where necessary, make use of all control measures made available to them,
e.g. fume cupboards etc.
- g) Follow all relevant codes of safe working practice and local rules
- h) Report any unsafe working practices to a Senior Leader or the Principal

2.14 Students (this section should be drawn to the attention of all students)

All students must be encouraged to follow all safe working practices and observe all Campus safety rules. All students will:

- a) Follow all instructions issued by any member of staff in the case of an emergency
- b) Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c) Inform any member of staff of any situation which may affect their safety

2.15 Health & Safety Team

The Campus has established a Health and Safety Team which meets termly. The main purpose of the Team is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the Campus's activities.

Section 3 Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our Campus to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1 Campus Transport

Staff who drive the Campus minibuses must have the relevant license requirements, be responsible for undertaking checks on minibuses and adhere to student supervision arrangements.

3.2 Access Safety

All buildings are alarmed by the Site Team at the end of each day. Any faults are reported and the buildings are manned until alarm is in place.

3.3 Accidents and Near Misses

The Campus uses the Evolve system to record all accidents and near misses, for which staff are issued a personal logon and password. A report of all accident information is presented and discussed at the termly H&S meeting and any relevant/appropriate action taken.

The Campus will follow the HSE RIDDOR guidance '[Incident Reporting in Schools \(accidents, diseases and dangerous occurrences: Guidance for Employers\)](#)' as appropriate.

3.4 Asbestos

The Site Manager is responsible for Asbestos Record System Manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual and sign manual prior to starting any work on the premises. Any person who refuses to sign prior to commencing the work will not be allowed to carry out any work. If it is thought that asbestos has been disturbed seal off the room and do not allow entry and contact the Trust's asbestos consultants, Burton Environmental on 01283 517374.

3.5 Car Park/Parking of Vehicles

The Campus has two car parks – one for visitors (Sixth Form) and one for staff (QEMS), with a strict 5-mile per hour speed limit that applies.

Staff use their ID cards to gain access via the gate and car registration numbers are logged to aid safeguarding procedures and monitoring of only permitted cars.

Visitors enter via a security gate where a button is pressed by the Visitor and answered by Reception to allow access.

Sixth Form students are permitted to park their vehicles in the Sixth Form Visitor Car Park after completing, and having authorized, a Student Parking Application form, which contains conditions to which they must adhere. Their student ID card will then be enabled to allow them access via the Sixth Form main entrance.

Pedestrians must use the paths provided.

3.6 Communication

Regular and effective consultation and communication is seen as an essential element of developing a good health and safety culture and the Campus activities promotes this principle in order that everyone is kept up-to-date of all health and safety information. Global communications are made to all staff through the Health & Safety Team. Specific communication as deemed necessary may also be forthcoming via the Senior Leadership Team to tutoring staff.

3.7 Communicable Diseases/Infections

Students, staff members and visitors with communicable diseases may attend the Campus unless the Health Protection Agency recommends a period of exclusion. Anyone attending the Campus following the diagnosis of a communicable disease will be required to comply with the minimum periods of exclusion out-lined by the Health Protection Agency, the Principal will take responsibility for enforcing this. Students may be allowed to sit exams within

the Campus during a period of exclusion if appropriate infection control and isolation procedures can be implemented, this will be considered on an individual basis.

In the case of an outbreak of a communicable disease within the Campus the Health Protection Agency will be informed, and infection control procedures will be implemented under their guidance. In extreme cases where closure of the Campus may be required the Principle is responsible for making the final decision under the advice of the Health Protection Agency.

3.8 Contractors

The Site Manager is responsible for monitoring contractors including their working methods, health and safety documentations, risk assessment and safe working arrangements. The Site Manager (and the Site Team) are responsible for contractors whilst on the Campus premises.

3.9 COSHH (Control of Substances Hazardous to Health)

All substances are subject to a COSHH Assessment prior to use in the Campus, which are filed and maintained by the Site Manager (in the Site Office) and the Science Department also have their own records. The onsite cleaning team have a COSHH folder in each location required. A COSHH sheet should be completed for every chemical used in the Campus, including first aid needs and exposure levels.

3.10 Critical Incident Management (CIM)

The Critical Incident Management Plan is reviewed and updated by the Trust.

3.11 Curriculum Safety (inc out of Campus learning activity/study support)

Tutorial staff are to undertake suitable (written) risk assessments prior to commencing hazardous activities and forward to their line manager. Consideration MUST be given to the specification of staff qualification requirements to teach certain activities, the BAALPE document must be referred to for P.E.

3.12 Data Protection

Please refer to the Trust Data Protection Policy.

3.13 Defects

It is the responsibility of all staff to reports any defects to the Site Manager, who will action as appropriate.

3.14 Disabled Facilities

See section on Equal Opportunities.

3.15 Drugs & Medication

Parents must complete a 'Parental Agreement Form', available within the Medical Needs Policy, prior to staff administering medicines to students.

Staff are not permitted to Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances. Staff must adhere to the statutory DfE guidance and the academy medicines policy.

3.16 Electricity at Work Regulations

All electrical items are periodically tested and all hard-wired items are tested and inspected. All records kept by the Site Team. See also section on PAT Testing.

3.17 Emergency Closure of Campus

The Principal is the decision maker in the event an emergency closure of the Campus. A schedule of contacts has been circulated so that Managers know who they should contact via telephone. This schedule is regularly updated and re-circulated to reflect staff changes.

3.18 Emergency Services

Emergency – 999 – all services - all 999 calls are logged by Reception.

Good Hope Hospital (A&E)
Rectory Road, Sutton Coldfield, West Midlands B75 7RR
Tel 0121 424 2000
www.heartofengland.nhs.uk

Sir Robert Peel Hospital
Plantation Lane, Mile Oak, Tamworth, Staffs
B78 3NG Tel 01827 263800
www.burtonhospitals.nhs.uk

Tamworth Mercia Community Fire Station
Lichfield Street, Tamworth, Staffs B79
7QL Tel 08451 221155
tam.enquiries@staffordshirefire.gov.uk

Tamworth Police Station
Spinning School Lane, Tamworth, Staffs B79 7BB
Tel 101 (non-emergency and general enquiries)

3.19 Environmental Conditions (inside Campus)

3.19.1 Temperature – a reasonable temperature is maintained throughout the Campus at all times.

3.19.2 Lighting - adequate lighting is provided during the occupation of the Campus.

3.19.3 Cleanliness - all areas are cleaned daily by the Cleaning Team.

3.19.4 Floors/routes – kept clear at all times are inspected daily by the Site Team

3.19.5 Windows - secured each night by room owners, checked at close of business by Site Team.

3.19.6 Doors - where applicable all doors are locked daily

3.20 Equal Opportunities

The Campus is set up to ensure that those with disabilities are able to safely access the building and facilities. The building has disabled toilets, a lift and a wet room with hoist in-situ. A PEEP will be put in place for any student or staff member requiring assistance to ensure their safe evacuation from the building in case of an emergency, and a generic PEEP is in place for visitors to the Campus.

3.21 Fire Safety, Precautions and Procedures

3.21.1 Fire Policy - a specific Fire Safety Policy has been written for the Campus, including Fire Evacuation Procedures and Assembly Points Plan (see separate current Fire Safety Policy documentation including Staff Fire Responsibilities and Fire Evacuation Procedure). This document is reviewed on an on-going basis, amended as appropriate and circulated to all staff. Each learning space has fire procedures displayed.

3.21.2 Fire Drills - fire drills take place regularly (at least once a term) and details are logged.

3.21.3 Fire Alarm testing – testing of all alarms takes place once a week by the Site Team and details logged.

3.22 First Aid

First Aid is overseen by the Medical Office and should be carried out by qualified members of staff. An up-to-date record will be maintained by the Designated Safeguarding Lead of staff who have undertaken First Aid training.

First Aid kits are stored in green boxes/bags marked with white crosses and are located at allocated points throughout the Campus, the contents of which are checked regularly by the Medical Officer. Kits are also stored in the Medical Room(s).

A First Aid folder with emergency care plans for students with medical needs is stored in the Medical Room(s), alongside emergency boxes containing medication that might be required in an emergency and plans for its

administration. Regular First Aid updates take place to ensure that all First Aiders understand the information contained in the First Aid folder.

3.23 Glass & Glazing

All glass in doors and side panels to be safety glass. All replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

3.24 Handling & Lifting

The introduction of the Manual Handling Operations Regulations 1992 has resulted in a more defined legal obligation to both employers and employees with regard to lifting and handling tasks. The emphasis should always be on the avoidance of manual handling activities wherever possible. Where manual handling cannot be avoided, work should be organised to (i) assess the risk and (ii) reduce the risk.

No person should carry out manual handling activities unless they have had suitable training. Where any lifting is required, it should be preceded by a risk assessment.

3.25 H&S Advice and H&S Posters

Health and Safety posters are displayed on the main notice boards located on each floor of the Campus, which includes the names/contacts of the H&S Team. Anyone who requires health and safety advice should see a member of the H&S Team.

3.26 Hazardous Substances

Procedures:

- Safely dispose of any substances that are no longer required.
- Make a list of all remaining hazardous substances that are used or created within the Campus – these are to be kept in departments and reviewed at least annually.
- Obtain a Supplier Hazards Data Sheet for every hazardous material.
- Determine whether it is possible to eliminate the need to use any of the remaining substances by modifying current working methods.
- Identify whether it is possible to substitute any substance with an equally effective but less hazardous material.
- Undertake a risk assessment of the use of each remaining hazardous substance in the Campus. The assessment must identify any risks to staff and students that are created through use of the substance.
- Identify what precautions or control measures are required to completely eliminate the risk or reduce them to the minimum level possible. Implement the precautions.
- Record the assessment.
- Provide all staff with adequate training and information on the safe use of hazardous substances and safe working procedures to be followed by staff and students.

- Monitor the use of hazardous substances periodically to check that precautions are being properly followed.
 - Periodically examine and test all mechanical control systems (such as fume cupboards) to ensure efficient operation. Keep records of all checks.
 - Review all assessments and safe working practices periodically to ensure they remain valid.
-
- Inform all new staff of the above requirements where applicable.
 - The Radiation Protection Supervisor for LF Tamworth Sixth form is Dr. Alderson. Please contact Dr Jon Alderson prior to doing any radioactivity work, email jalderson@lfatsf.org.uk.

3.27 Housekeeping, Cleaning & Waste Disposal

The Cleaning Team is managed by the Site Manger and arrangements are in place to ensure premises are kept clean and to minimise the accumulation of rubbish. There are arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, external waste bins are located in a locked compound.

3.28 Visitors and Identification and Control of People entering the Campus

3.28.1 Staff - all staff are issued with a Landau Forte ID badge which shows their photo, name and job title – this is worn on a Landau Forte red staff lanyard. As part of the recruitment/employment process, all staff have to be DBS checked before being allowed to work in the Campus

3.28.2 Students - all students are issued with an ID badge which shows their photo, name, date of birth and admission number – this is worn on a Landau Forte blue student lanyard.

3.28.3 Visitors - all visitors to the Campus report to Reception who check their ID. Visitors are required to sign in/out via the electronic InVentry system (at Sixth Form) which includes details of their arrival/departure time and also their car registration number. They are issued with a Visitor Pass which is returned to Reception on departure. The Visitor Pass includes a section on the back relating specifically to health and safety and fire.

3.29 Jewellery

Jewellery should be kept to a minimum and no responsibility can be taken by the Campus for accidents caused by excessive/dangerous items. Nose studs should not be worn. Only one stud should be worn in each ear. Students are required to accept the Campus's opinion of what is suitable in matters of clothing and appearance.

3.30 Lettings/Shared use of Premises

The Trust Office/LFE Manager have a set of health and safety/risk assessment documents appropriate to the hiring out of the Campus facilities outside of normal hours. These documents are issued to all persons/companies who use our facilities. All documentation is stored and maintained by the Trust Office/LFE Manager.

3.31 Licenses

The Campus presently holds licenses in the following main areas:-

- Copyright Licensing Agency (CLA)
- Schools Printed Music Licence (SPML)
- Education Recording Agency (ERA)
- Public Performance for Sound Recordings (PPL)
- Public Performance for Sound Recordings – out-of-hours activities (PPL)
- Public Performance for Music (PRS for Music)
- Public Performance for Music – out-of-hours activities (PRS for Music)
- TV Licensing

3.32 Lift (Sixth Form only)

All staff and students should take appropriate care when using the lift, an emergency button for which is located inside. A key to operate the lift is issued to staff/students as deemed appropriate, and one key is held on Reception at all times. Any problems with the operation of the lift should be reported to the Site Team and notices put on the lift doors immediately to state 'Out of Order'.

3.33 Litter

Litter picks are carried out by the Site Team on a daily basis to ensure litter-free premises.

3.34 Lone Working

If staff intend to work late and thus may be a lone worker, they should notify Reception who will contact the site team member who will be working late on the day in question. Reception will then inform the appropriate member of the site team who will be working the late shift on the date in question. A risk assessment has been written for this.

3.35 Maintenance/Inspection of Equipment

Ladders and steps are subject to visual checks prior to use and written checks every six months by the site team. Fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire

extinguishers, panic alarms are all subject to checks co-ordinated through the site team.

3.36 Manual Handling

All appropriate staff have basic manual handling training where their role demands any lifting – training records kept, see section 'Training'.

3.37 Medicines & Medical Procedures

See 'Medical Needs Policy' stored on the shared drive which includes a form 'Parental Agreement for the Academy to administer medicine'. The dispensing of Aspirin & Paracetamol is forbidden and the Campus do not issue aspirin or Paracetamol under any circumstance.

Staff are not permitted to Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances. Staff must adhere to the statutory DfE guidance and the academy medicines policy.

3.38 Monitoring of H & S Performance by Campus & Policy Review

Performance is monitored on a monthly basis by the Health & Safety Team and any appropriate actions taken (and minuted). Review of the Health & Safety Policy takes place on an annual basis, and any updates/revisions made as appropriate.

3.39 Personal Protective Equipment (PPE)

All PPE conforms to BS standards and is provided by the Campus free-of-charge, to be used as appropriate.

3.40 Plant, Machinery & Equipment

It is the responsibility of staff in their various departments for maintaining any plant and machinery and defining Safe Systems of Work (SSOW) accordingly. This includes:-

- Adequate and correct guarding of machinery
- Appropriate signage
- General inspection of plant, equipment and machinery □ Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials

No new machinery/equipment or dangerous substances will be brought into the Campus unless first having been cleared with the Principal. If specified, the correct PPE should be worn when using any equipment/machinery.

3.41 Pond (on Sixth Form site)

The pond is kept locked on all occasions. For emergency purposes, a key is held on Reception. A Risk Assessment is on file for those members of staff who access the area, which is which is the Site Team in order to maintain the area.

3.42 Portable Electrical Appliances/PAT Testing

The Campus has a PAT Testing Policy which can is stored electronically on the shared drive and covers the testing of all appliances on a regular basis.

3.43 Risk Assessments

Risk Assessments relating to H & S are stored on the shared drive.

3.44 Security

3.44.1 CCTV cameras are in operation across the Campus. The Site Manager and IT Manager and their teams have access to the camera system in accordance with the Data Protection Act.

3.44.2 Keys - all keys issued to staff are logged and signed for in the Key Register (kept by Admin) and returned if staff leave. Exam keys are separate and not on the Academy suiteing and are maintained/issued by the Exams Officer. All spare keys are kept in a suitable locked storage.

3.44.3 Doors across Campus – are monitored by a maglock system, activated by staff ID cards.

3.44.4 Main Gates to Campus - these gates are kept locked by maglocks during Campus term time during specific hours and access is via an intercom located on the gate which allows a Visitor to announce their arrival. The intercom is managed by the Admin/Reception team.

3.44.5 Main Entrances to Campus – during holiday periods, this entrance. An intercom is located on the main Door which can be used by Visitors and which is managed by the Admin/Reception Team.

3.44.6 Side Gates – side gates which leads to an entrance though neighbouring houses are kept locked during term time during specific hours.

3.45 Smoking/Vaping

There is a Strictly No Smoking Policy maintained everywhere on the Campus premises and grounds – this includes any variety of eCigarette or Vapour Cigarette. The No Smoking policy also applies to the area outside the main Campus gates. A designated smoking area has been assigned at the front of the old music block.

3.46 Sports Centre

The Sports Centre H&S policy is linked to the Sixth Form policy and the separate documents relating to this are stored on the shared drive (Health & Safety). Doors are accessed by staff using their ID cards.

3.47 Staff – H & S concerns

Staff can raise health and safety concerns initially to their Line Manager, who will report on to the Principal or a member of the H & S Team.

3.48 Staff – H & S Training and Development

Staff are encouraged to ask for and attend health and safety training sessions. Staff performing certain tasks such as significant manual handling, operation of D&T machinery etc. must attend specific training and required updates. New staff are briefed and issued with copies of any relevant policies and documentation as part of their induction.

3.49 Staff - issue of H & S documentation

New staff are briefed and issued with copies of any relevant H&S and Fire policies/documentation as part of the new staff induction procedure, for they sign receipt. Any amendments to our policies are notified to all staff via email and Managers are expected to ensure that their teams have sight/printed copies as appropriate.

3.50 Staff - well-being/stress

Staff have access to services for counselling and well-being via Westfield Health. Details are on the Trust Intranet, to which staff have access.

3.51 Supervision (including out of Campus Learning Activity/Study Support)

When students are in the care of the Campus, agreed ratios for Campus visits will be adhered to. All staff and responsible adults will complete an enhanced DBS check.

3.52 Swimming Pool (QEMS)

The Site Manager has overall responsibility for health and safety procedures within the swimming pool areas, and suitable trained staff have been appointed and all relevant Sports Teachers have been trained in life saving procedures, certificates for which are held by the PE department. A section has been included in the Fire Policy regarding evacuation procedure from the swimming pool area. A gate has been installed to the main pool area to prevent any injury or accident and is only opened upon the arrival of a responsible person in charge of the session.

3.53 Trips (Educational) and off-site activities

The Campus has a Trips Policy and all visits are approved by the Principal. Written risk assessments must be completed prior to the visit being approved and form part of the Trips Application Form that must be completed. Also a trained staff first aider must be present on any trip.

3.54 VDU/Display Screen Equipment

All staff who are classed as DSE Users will be asked to regularly complete a workstation assessment as/when required and will notified of this by the H & S Team.

3.55 Vehicles on Site

There are restrictions on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, and special arrangements for deliveries at the Campus.

3.56 Violence to staff

Reception/Admin staff have a pre-agreed code should there be any occurrence in which they feel threatened while working on Reception. In addition, for any serious situation, there is an emergency panic button located on Reception with direct access to the Police.

3.57 Working at Heights

All staff working at heights must be fully trained (records kept as per section 'Training') and there must be a risk assessment in place. . All access equipment is regularly tested and maintained by the Site Team.

3.58 Work Placement/Work Experience

3.58.1 Campus students going outside the Campus – the Campus have opted to buy into the Work Experience Support Services. The Campus has a detailed procedure that is followed by specially trained staff who are aware of health and safety processes involved in Work Experience.

3.58.2 Students on placement within the Campus - students/schools interested in work experience with the Sixth Form must first seek permission from the Principal, and approval by the Assistant/Vice Principal. An online procedure is in place for this.

Risk Assessments

Risk assessments have been written for the following, all of which are secured stored on the shared drive and submitted to Trust:

- Main Campus (issued to all staff as/when assessment updated, emails on file) □ Fire (ditto)
- Departments
- Staff (Individual and BAME)
- Students (as required)
- PEEPs (as required)

Security

Only one entrance/exit is used for visitors which is via Sixth Form main gates. The QEMS entrance is only used by staff, activated by their ID cards. Pedestrian gates (for students) are activated via their ID Cards at designated times throughout the Academy Day. The side gates (the one to School Walk and the other to the walkway at the back of QEMS) are now locked and not in use.

Fire Evacuation

The evacuation procedure is now as per the COVID Fire Risk Assessment (and issued to staff), including the checking of zones. Assembly points remain the same at the back of the Campus within the astroturf area.

Trips and Off Site Visits

The academy has ceased the organisation of any off site trips during the pandemic and will follow Government guidance in this regard.



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Change Made	Updated version
Made By	A Eggleston