



Townlands C of E Primary Academy

Health and Safety Policy

Approved by: Rachael Johnson (Chair of Governors)

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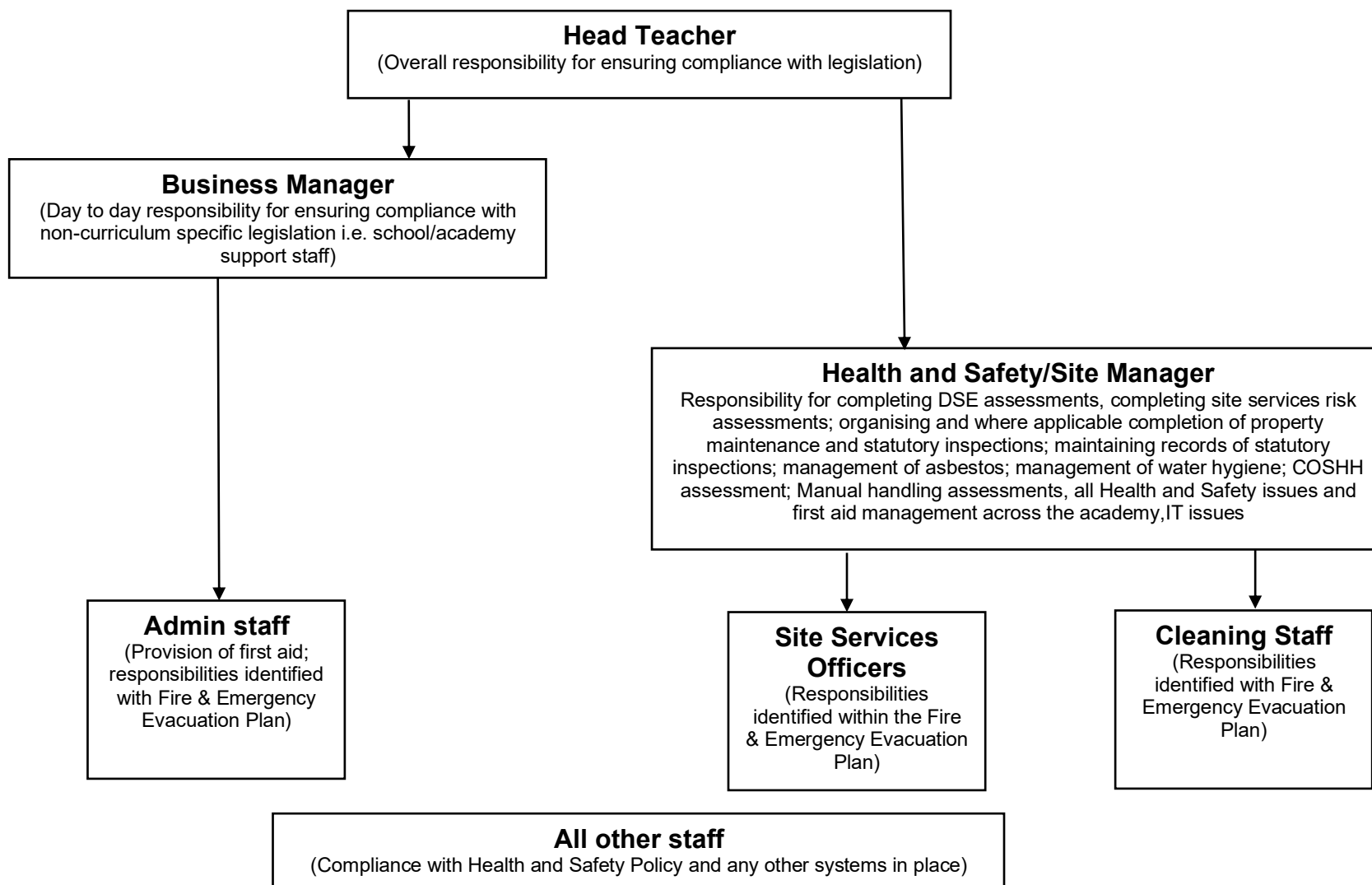
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Statement of Intent

- 1.1 As a responsible employer, Townlands Primary Academy will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 The Governing body recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils and visitors so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Townlands Primary Academy is committed to the prevention of accidents and ill health.
- 1.5 Townlands Primary Academy will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice
 - Ensure safe working conditions and safe equipment
 - Ensure a systematic approach to identified risks are developed and implemented and sufficient resources are allocated to control them
 - Ensure suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required
- 1.7 All of Townlands Primary Academy's employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.



Townlands Church of England Primary Academy Health and Safety Organisation and Arrangements – Staff

2.0 Townlands Primary Academy Organisation – Roles and Responsibilities

Background & Context

2.1 The Academy is a charitable company established January 2015. The Members are the original signatories to the Memorandum of Association and agreed the Academy's first Articles of Association.

Structure & Organisational Responsibilities

2.2 The Members have appointed Governors who are to ensure that the charitable objectives of the Trust are carried out. The board is the corporate body accountable for the overall health and safety performance of the Academy.

2.3 The Academy Governors have delegated responsibility for the executive management and the performance of the Academy. The Governors will determine H&S objectives that are aligned to the vision and aims of the Academy.

2.4 The Scheme of Delegation and/or Controls Matrix are as derived from the organisation's Articles of Association.

2.5 The Head teacher leads the School.

2.6 The Head Teacher and SLT recognises that governance within Townlands Primary Academy will be overseen by The Governing Body.

2.7 The Governing Body comprises of an incumbent, and a representation from Academy staff, and additional elected governors.

2.8 Townlands Primary Academy is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy.

Governing Body

2.1 Townlands Primary Academy is an academy whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed. The Governing Body is responsible for:

- Determining the academy's health and safety policy and its implementation.
- Allocating sufficient funds for health and safety.
- Establishing clear lines of accountability for health and safety.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Identifying and evaluating risks relating to possible accidents and incidents connected with Townlands Church of England Primary Academy.
- Providing access to competent health and safety advice.
- Ensuring the provision of a business continuity plan for Townlands C of E Primary Academy.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved.
- Setting health and safety aims and objectives for the school.
- Developing and maintaining a clearly defined health and safety audit program.
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Performing a health and safety inspection within the academy termly.
- The Governing Body is also responsible for planning and setting standards which include:
 - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
 - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
 - iii) Developing a positive health and safety culture.

Head Teacher

2.2 Without limiting the responsibility of the Governors, the Head Teacher will oversee the day-to-day management of safety and implementation of this policy within Townlands Primary Academy. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- Ensure compliance with Townlands Primary Academy's Health and Safety Policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Townlands Primary Academy and maintain an up to date system of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the Health and Safety Policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Ensure a termly health and safety performance report is presented to the Governing Body.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Townlands Church of England Primary Academy's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure Townlands Church of England Primary Academy has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

2.3 In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

2.4 The Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

Business Manager

2.5 The Business Manager will:

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.

- Will maintain an up to date copy of the health and safety policy together with all associated documentation.
- Notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.

Site Manager

2.6 In addition to the responsibilities above the Site Manager has:

- To maintain an understanding of the Health and Safety Policy arrangements and the Site Manager responsibilities detailed within them.
- Ensure that all certification and statutory inspections are kept up to date.
- Maintain an awareness of the relevant premises related health and safety legislation, issues and procedures.
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensure adequate security arrangements are maintained.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are maintained.
- Arrange for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensure that plant and equipment is adequately maintained.
- Arrange for the regular testing and maintenance of electrical equipment.
- Maintain suitable records of plant and equipment maintenance and tests.
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices.
- Ensure first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored.
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Ensure the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request.
- Ensure that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures.
- Respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors.
- Complete and record daily inspections of play/sports equipment, playgrounds, grasses areas and paths.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Establish a health and safety training plan and identify staff training needs.

All Staff

2.7 All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support Townlands in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Site Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

2.8 All pupils are expected to behave in a manner that reflects the Townlands Church of England Primary Academy's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at Townlands Church of England Primary Academy.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- Report to a teacher or other member of Townlands Church of England Primary Academy staff any health and safety concerns that they may have.

3.0 Organisational Arrangements for Health and Safety

3.1 The following arrangements will be adopted to ensure that the Governing Body and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

Setting health and safety objectives

3.2 The Governing Body and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the Townlands Church of England Primary Academy's action plan.

Provision of effective health and safety training

3.3 The Governing Body and the Head Teacher will consider health and safety training on an annual basis focussing on mandatory training as a priority.

Provision of an effective joint consultative process

3.4 Townlands Church of England Primary Academy health and safety committee will meet and produce a clear action plan, identified responsibilities and target dates.

Establishing adequate health and safety communication channels

3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Staff meetings
- Site health and safety committee
- Provision of information relating to safe systems of work and risk assessments
- Training
- Communications with relevant specialist advisors and bodies

3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

3.7 The Governing Body along with the Head Teacher and Business Manager will review Townlands Church of England Primary Academy's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

3.8 Townlands Church of England Primary Academy will ensure that access to competent technical advice on health and safety matters is procured to assist in complying with statutory duties and meeting health and safety objectives by;

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service.

4.0 Organisation - Other Arrangements

Accident and assaults

- 4.1 All accidents, assaults and near miss incidents will be reported using online 'Medical Tracker' (web based) via an iPad, and reporting within 24 hours of occurrence (or as soon as is practically possible). RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Audit

- 4.5 Townlands Church of England Primary Academy health and safety management will be audited by LCC Traded Standards every two years (last audit dated March 2025). Townlands review this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the Academy.

Contractor management

- 4.6 Townlands Church of England Primary Academy will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. Townlands Church of England Primary Academy ensures that:

- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
- Competent contractors are used.
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site.
- Key contacts are identified.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored, and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register.
- All contractors to complete a contractor site induction sheet before work can proceed.

Control of hazardous substances

4.7 Townlands Church of England Primary Academy comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. Townlands Church of England Primary Academy will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any requirement for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the school's procurement systems can be used on site.

- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet.
- COSHH risk assessments are monitored quarterly and reviewed annually.

Dealing with health and safety emergencies - procedures and contacts

4.8 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.9 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Defect reporting

4.10 Townlands Church of England Primary Academy has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported via an on line 'Every System'. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

4.11 Townlands Church of England Primary Academy acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Townlands Church of England Primary Academy ensures that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

Driving

4.12 All staff that drive their own cars will have an annual licence and insurance check undertaken and documented.

Electrical systems and equipment

4.13 Townlands Church of England Primary Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

4.14 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.

4.15 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Townlands Church of England Primary Academy defect reporting procedure is followed as required.

Fire safety

4.16 Townlands Church of England Primary Academy is committed to providing a safe environment for both staff and pupils. Townlands Church of England Primary Academy manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- A 5 yearly fire risk assessment is in place and reviewed on an annual basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff.
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained.

First-aid and supporting pupils' medical conditions

4.17 Adequate first aid arrangements are assessed, maintained and monitored at Townlands Church of England Primary Academy and for all activities undertaken, we ensure that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, Townlands Church of England Primary Academy maintains a register of all qualified staff and will arrange re-training as necessary.
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
- A suitable area is available for the provision of first aid.
- Staff are regularly informed of first aid arrangements within Townlands Church of England Primary Academy, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed including those required under RIDDOR regulations.
- Individual risk assessments have been carried out which consider first aid provision for lone-workers and employees who travel in vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency.
- Children with medical conditions will be cared for in line with the Medical Policy.
- Medication shall be kept securely in line with the Medical Policy.

Glass & Glazing

4.18 Townlands Church of England Primary Academy will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

4.19 Townlands Church of England Primary Academy will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

Grounds - Safety/Security

Safety

4.20 Townlands Church of England Primary Academy will ensure that there is safe access from the buildings and grounds including balancing the need for security with the need for emergency escape. We will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

Security

4.21 All visitors have to ring the buzzer on the front gates, identify themselves and the purpose of their visit, most visitors are not allowed to drive onto the site, the office staff then electronically open the pedestrian gate and visitor enter, following signage to the reception area. They then sign in, via the Inventory system in the foyer. The internal reception door is controlled by a Paxton Net security lock system and is either opened/closed by a security pass carried by staff or a button in the front office for visitors. No visitor is allowed to walk around the Academy without a visitor's label on or unaccompanied. All visitors are collected from the reception point and returned there to exit; they are ALWAYS accompanied by a member of staff whilst on the premises.

Housekeeping – storage, cleaning & waste disposal

4.22 Townlands Church of England Primary Academy will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

4.23 Townlands Church of England Primary Academy will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. We will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

4.24 Where applicable and to accommodate the requirements of environmental legislation Townlands Church of England Primary Academy will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

4.25 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Jewellery

The wearing of jewellery in school (pupils) is strongly discouraged with the exception of small stud earrings and watches which MUST be removed for PE. Staff members are not allowed to replace any items of jewellery which may have fallen out. We are obliged to follow Health and Safety guidelines regarding jewellery – which state no jewellery should be worn during PE lessons.

Children should not wear make-up, nail varnish or have tattoos.

Lone working

4.26 Townlands Church of England Primary Academy will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone

working e.g. work at height. A separate lone working policy is in operation at Townlands Church of England Primary Academy.

Management of asbestos

- 4.27 Townlands Church of England Primary Academy complies with the HSE's approved code of practice '*Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*'. Townlands Church of England Primary Academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The School has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.
- 4.28 A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in Townlands Church of England Primary Academy's Lamp.
- 4.29 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.30 Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

Moving and Handling

- 4.31 Townlands Church of England Primary Academy complies with the HSE's approved code of practice '*Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*'.
- 4.32 Within Townlands Church of England Primary Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. We manage the risk associated with moving and handling tasks by ensuring that:
- Moving and handling is avoided whenever possible.
 - If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
 - Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.

- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Noise

4.33 Townlands Church of England Primary Academy will decide for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

4.34 Townlands Church of England Primary Academy acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

4.35 Townlands Church of England Primary Academy will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

Off-site visits including school-led adventure activities

4.36 Townlands Church of England Primary Academy has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits and school-based activities by delegated visit leader/s or member of staff running the activity.
- Townlands Church of England Primary Academy requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>

- All residential, and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments, and the Head Teacher will approve the visit.

Risk assessment

- 4.37 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.38 Within Townlands Church of England Primary Academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times.
- 4.39 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.40 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

- 4.41 Townlands Church of England Primary Academy complies with UK law on smoking in both indoor and external spaces. Townlands Church of England Primary has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes.

Statutory Inspections

- 4.42 Townlands Church of England Primary Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager and monitored by the health and safety committee.

Preventing workplace harassment and violence

4.43 Townlands Church of England Primary Academy is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible
- Withdraw from a situation or escalating situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact emergency services, as appropriate.
- Inform the Head Teacher or a member of the senior management team if confrontation has taken place.

Townlands Church of England Primary Academy will:

- Ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Offer counselling/ support through Occupational Health
- Debrief individuals following any incident
- Provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident.

Vehicles on Site

4.44 For most occasions' parents are requested not to bring their cars onto the school site. Parents collecting children who are injured or unwell should use the telecom on the school gate and access will be permitted. Staff cars should be parked in the marked bays only in the car park, or along the entry driveway, no admission is allowed between 8:25 – 8:45 and 14:55-15:20.

4.45 Delivery vehicles are expected to use the telecom on the gates to gain access and deliveries are not allowed through the gates at 8:25am - 8:45am and 14:55 – 15:20, which then should be made safely into the building. Other trade vehicles should park safely along the side of entrance and not blocking doorways, disabled parking or delivery areas. No responsibility is taken for loss or damage to any vehicles parked on the site.

Water hygiene management

4.46 Townlands Church of England Primary Academy will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

Townlands Church of England Primary Academy will:

- Employ a competent external contractor to provide a suitable survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.
- Changes to the water system or its use.
- Changes to the use of the building in which the water system is installed.
- Townlands will follow new information about risks or control measures, including the results of checks indicating that control measures are no longer effective.
- If a case of legionnaires' disease/legionella is associated with the system, then address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable.
- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings.

Working at height

4.47 Townlands Church of England Primary Academy will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. Townlands Church of England Primary Academy use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. We will ensure that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted or stopped
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

4.48 Townlands Church of England Primary Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Townlands Church of England Primary Academy's defect reporting procedure.

Monitoring and review

4.49 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed every year, or as required if any legislation or circumstances change.

4.50 In order to substantiate that health and safety standards are actually being achieved, Townlands Church of England Primary Academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.51 Townlands Church of England Primary Academy will use different types of systems to measure health and safety performance.

Active monitoring systems

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

Reporting and response systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.

- Health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

Investigation systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

Third Party Monitoring/ Inspection

- Townlands Church of England Primary Academy will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within Townlands Church of England Primary Academy's action plan with appropriate target dates for completion

4.52 Business Continuity

- Townlands Church of England Primary Academy will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Governors/ Business Manager / Head teacher / Site Manager). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet at St Simon and St Jude Primary School to co-ordinate and implement the business continuity plan.
- Townlands Church of England Primary Academy business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by (School Governors / Head Teacher / Senior Leadership Team / Business Manager / Site Manager).

4.53 Retaining and Maintaining Documentation

- Townlands Church of England Primary Academy will store all health and safety related documentation in the Site Manager's office and on the Academy's computer server.
- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

5.0 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to
Reviewing Health and Safety Policy	Annually	Site manager/Head Teacher
Digitally Backing up Compliance and Safety Documents	When Created or Received	IT Consultants (Cloud)
Allocating Budget for Health and Safety	Annually	Business Manager
Display Energy Certificate Renewal	As Instructed on Certificate	Site Manager
Organising Fire Risk Assessment	Every 5 Years	Site Manager
Conducting and reviewing Fire Risk Assessment	Annually	Site Manager
Internal Checking of the Fire Alarm Panel	Daily	Site Manager
Internal Fire Evacuation Drill Organisation	Termly	Site Manager
Internal Manual Call Point Checks	Weekly on Rotation	Site Manager
Internal Emergency Lighting Checks	Monthly	Site Manager
Internal Extinguisher Checks	Monthly	Site Manager
Internal Fire Door Checks	Monthly	Site Manager
Organising Service of The Fire Alarm System	4 times PA	Site Manager
Organising Service of Fire Extinguishers	Annually	Site Manager
Organising Service and Maintenance of Emergency Lighting	Quarterly	Site Manager
Organising Service and Maintenance of Air Conditioning Units	Annually	Site Manager
Organising Service and Maintenance of Air Handling Units	Annually	Site Manager
Reviewing the Emergency Evacuation Plan	Annually	Site Manager
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Site Manager
Creating and Reviewing the Winter Gritting Plan	Annually	Site Manager
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Site Manager
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Business Manager
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Site Manager
Organising Asbestos Management Surveys	5 Yearly	Site Manager
Monitoring the Condition of Asbestos on the Premises	Termly	Site Manager
Organising Water Hygiene Surveys	When Necessary	Site Manager
Flushing of Little Used Outlets	Weekly	Site Manager
Water Temperature Monitoring	Monthly	Site Manager

Signing Off Water Temperature Monitoring	Monthly	Business Manager
Organising Water Heater Service and Maintenance	Annually	Site Manager
Organising Water Tank Inspections	Bi - Annually	Site Manager
Organising Electrical Installations Condition Reports	5 Yearly	Site Manager
Organising PAT (Portable Appliance Testing)	Annually	Site Manager
Organising Service of Stage Lighting	Annually	Site Manager
Organising Servicing of Gas Boilers	Annually	Site Manager
Organising Gas Risk Assessment	Annually	Site Manager
Conducting Workplace Inspections	Weekly	Site Manager
Conducting Workplace Inspections (audit)	Termly	H & S Governor with Site Manager
Organising Building Condition Surveys	5 Yearly	Business Manager
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Site Manager
Organising RPII Inspections of Outdoor Play Equipment	Annually	Site Manager
Inspecting PE Equipment	Before Use	PE Coach
Organising External Inspections of PE Equipment	Annually	Site Manager
Organising Glazing Surveys	10 Yearly	Site Manager
Procuring and Commissioning Contractors	When Necessary	Site Manager
Managing and Supervising Contractors	When Necessary	Site Manager
Contractor Inductions	When Necessary	Site Manager
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Site Manager
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Site Manager
Organising a Deep Clean of The School Kitchen	Termly	Site Manager
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	Every 14 months	Site Manager
Creating and Reviewing Classroom Risk Assessments	Annually	Site Manager
Creating and Reviewing Premises Related Risk Assessments	Annually	Site Manager
Creating and Reviewing PE Risk Assessments	Annually	PE Coach
Creating and Reviewing Other Risk Assessments	Annually	All staff & Site Manager
Conducting Pregnancy Risk Assessments	When Necessary	Site Manager
Conducting Return to Work Risk Assessments	When Necessary	Headteacher
Selecting Staff Health and Safety Training	Review Termly	Site Manager
Recording Staff Health and Safety Training in a Central Record	When Necessary	Business Manager & Office Manager

Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Site Manager
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices	When Necessary	Site Manager
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Site Manager
Logging Accidents onto the Assess Net system	When Necessary	Office Manager
Reporting RIDDOR	When Necessary	Office Manager
Reviewing Accident Statistics	Termly	Site Manager
Reviewing the Management of Medications Policy	Annually	SENDCo
Reviewing the First Aid Needs Assessment	Annually	Site Manager
Checking First Aid Kit Contents	Monthly	Site Manager
Checking the Condition of First Aid Facilities	Weekly	Site Manager
Reviewing Pupil Individual Care Plans	When Necessary	SENDCo
Reviewing Individual Behaviour Plans	When Necessary	SENDCo
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	All staff & Headteacher
Approving Off-Site Visits	When Necessary	Headteacher
Creating a Health & Safety Report for Governors	Termly	Site Manager
Work Experience Co-ordination	When Necessary	Office Manager
Driving for Work Drivers Licence and Insurance Checks	Annually	Business Manager
Organising Tree Surveys	3 Yearly	Site Manager

6.0 Appendix 1 Townlands Church of England Primary Academy's Additional Policies and Guidance for Reference:

Policy Documents	Location
Supporting Pupils with Medical Conditions Policy	Staff share
Guidance Documents	Location
Accident, Incident and Near Miss Guidance	office
Asbestos - Information and Guidance	Site Office/Every
LAMP Local Asbestos Management Plan	Site Office/Every
Schools Gate Safety Guidance	Site Office/Every
Blood Borne Viruses & Needle Stick Injury	Site Office/Every
CDM Guidance	Site Office
Challenging Behaviour and Violence at Work	Staff share
Contractor Management	Site Office
COSHH Guidance	Site Office/Every
Door Safety in Schools	Site Office/Every
Driver and Vehicle Safety Guidance	Site Office/Every
Display Screen Equipment Guidance	Site Office/Every
Electrical Safety Guidance	Site Office/Every
Excavations Guidance	Site Office/Every
Fire Safety Guidance	Site Office
First Aid Guidance	Site Office/Every
Food Safety Information and Guidance	Staff share
Glazing - Information and Guidance	Site Office/Every
Growing Plants and Vegetables in Schools Guidance	Staff share
Intimate Care Guidance	Staff share
Lone Working	Staff share
Manual Handling	Staff share
Moving and Handling of People Guidance	Staff share
Pregnancy and Breastfeeding	Staff share
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance Doc	Site Office/PE Coach
Risk Assessment Procedure Guidance	Person in charge of Activity
Stress Management in Schools Guidance	Head teacher
Supervision of Pupils by Others Guidance	Staff share

Violence at Work Guidance	Head teacher
Water Hygiene Procedure Guidance	Site Office
Winter Gritting & Snow Clearing Guidance	Site Office
Work at Height Guidance	Site Office
Work Equipment Guidance	Site Office
Young Persons and Work Experience Guidance	Staff share