Cabot Learning Federation

Health and Safety Policy 2026/2027

Academy Name: Bristol Metropolitan Academy

Implementation Date: September 2026

Version: 2

History of significant Policy Changes

Date	Page	Change	Reason for Change
October 2016	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
July 2017	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
August 2018	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
March 2019	Whole Document	To remove reference of ABM and change to Operations Manager.	Change of Job roles
March 19	Page 9	Updated to reflect Compliance Health and Safety Officer support.	Introduction of New posts
March 19	Pages 12-14	Updated to reflect roles and responsibilities of Ops Managers/Site Managers.	Update of roles and responsibilities following re-structure.
July 2019	Policy Statement	Inclusion of Reference to CLEAPSS (specialist national guidance) for Science, DT and Art.	CLEAPSS provides specialist technical health and safety and curriculum support and advice on using high quality practical work to teach pupils science, design and technology and art.
July 2019	Policy Statement	Inclusion of management procedures for use and storage of Radio-active materials.	Compliance with Ionising radiation regulations, and recommendation from radiation protection advisor to report back to the board.
July 2019	2.3 People and wellbeing	Removed bullet point to be the forum to enable staff representatives and SLT of the academies to discuss higher level H&S issues.	In practice this is undertaken in other forums e.g., Exec Team – JCC etc.
July 2019	Corporate Services Team	Reference to undertaking Due Diligence for new business opportunities.	To undertake thorough Due Diligence checks on new proposed academies
July 2019	Pg13	Included to ensure staff undertake statutory online training completed, in Principals responsibility.	CLF Requirement for Statutory Core training
July 2019	Pg 14	As above for Operations manager role, and general training for staff.	CLF Requirement for Statutory training.
Sept 2020	Policy Statement	To include Covid 19.	In response to management of global pandemic in line with Government guidance
Sept 2020	2.3 People and wellbeing	Additional Health and Safety Committee COVID.	In response to the implementation and review of government guidance to ensure COVID secure workplaces.
June 2021	Policy Statement	Additional bullet points to reflect robust procedures centred around the introduction of hybrid working.	Change to working practice
June 2022	Policy Statement	Further comment to demonstrate the same level of training, information and	As part of EIA (Equality Impact Assessment)

		supervision is provided to individuals with language or disability needs.	
June 2022	Policy Statement	Specific Covid 19 guidance has been replaced with general guidance around the management of infectious diseases.	In response to government guidance
June 2022	Role and responsibilities	Standing down of the Covid 19 sub-committee.	In response to the easing of Covid restrictions
June 2023	Policy Statement	Removal of reference to any future European Union legislation.	The Retained EU Law (Revocation and Reform) Bill had its second reading in the Commons on 25 October 2022 and will catch the full range of health and safety regulations, which will automatically be repealed on 31 December 2023 unless ministers make specific decisions to save them.
June 2023	Policy statement	Addition of the word foreseeable.	In the context of managing risk
June 2023	Policy Statement	Removed reference to spotty booklet (withdrawn) and replaced with UKHSA document.	
June 2023	Policy Statement	Changed details of our Registered Radiation Protection Advisor.	
June 2023	Organisational structure	Changed to reflect recent changes.	
June 2023	Employee Duties	Inclusion of Near miss reporting.	Raise profile
June 2023	Contracts	Change of M&E contractor.	
June 2023	4.8	Added clarification around training other than mandatory training.	Raise profile
June 2024	Policy Statement	Further comment on specific training for staff working in secondary DT department.	
June 2024	Policy Statement	Additional point to demonstrate the level of first aid and mental first cover is being managed.	Minor changes to the First Aid at Work Regulations which emphasise employers' responsibilities to take account of employees' mental health in their first-aid needs assessment.
June 2024	Role and responsibilities	Additional point to demonstrate the implementation of the CLF Fire Guidance document in all settings.	Raise Profile.
June 25	Policy Statement	A list has been added of specific UK Health and Safety Legislation	Recommendation from Internal audit
June 25	Policy Statement	Some wording has been removed to make the statement to be more concise	
June 2026	Roles and Responsibilities	Operations Committee replacing the People and Wellbeing group with set H&S responsibilities	
June 2026	Policy Statement	Revised wording to improve conciseness, with additional points addressing the management of medical conditions (including allergies) and the profile of Critical Incident and Business Continuity management to protect health and safety and maintain continuity of education.	

Contents

History of most recent Policy Changes 2

Contents 4

Roles and Responsibilities..... 3

Policy Statement 3

1 Health & Safety Policy Statement..... 5

2 Equalities Impact Assessment 7

3 Organisation Structure 7

4 Roles and Responsibilities 7

4.1 CLF Board of Trustees 7

4.2 Audit Committee..... 9

4.3 Operations Committee 9

4.4 Executive Team 9

4.5 The Director of Facilities and Estates..... 10

4.6 Academy Council..... 11

4.7 Principal..... 12

4.8 Operations Manager (OM)..... 13

4.9 The Site Manager (Skanska FM)..... 15

4.10 Vice Principal/Head of Year and Departments /Line Managers 16

4.11 Teaching Staff, Supply Staff and Cover Supervisors 17

4.12 Other Employee Duties..... 18

4.13 Student Services (Amend as applicable)..... 19

4.14 First Aiders 19

4.15 Trade Union Representatives..... 20

4.16 Education Visit Co-ordinator (EVC)..... 20

4.17 Students 20

5 Health & Safety Arrangements for Bristol Metropolitan Academy.....21

1 Health & Safety Policy Statement

It is the policy of this academy to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others while working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national health and safety legislation including

- Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- The Ionising Radiations Regulations 2017

This policy supplements and operates in conjunction with the Cabot Learning Federation (CLF) Health and Safety Policy.

We will achieve our commitment by:

- Promoting a positive and proactive health and safety culture.
- Identifying and managing foreseeable risks through suitable and regularly reviewed risk assessments.
- Maintaining safe working environments, systems of work, and appropriate access and egress.
- Providing suitable workstations for DSE users, including hybrid workers.
- Managing infectious diseases by following national guidance (including UKHAS).
- Ensuring all offsite activities meet required safety standards.
- Providing up-to-date training, information and supervision for all staff.
- Ensuring safe use, storage and transport of equipment, articles and substances.
- Providing and maintaining suitable work equipment and necessary PPE.
- Ensuring adequate welfare facilities are available.
- Assessing risks for all academy operations and implementing all reasonably practicable controls.
- Ensuring secondary academies follow CLEAPSS guidance for specialist curriculum areas.

- Ensuring Design & Technology staff have appropriate training (e.g., DATA certification).
- Maintaining robust arrangements for the safe use and storage of radioactive materials in line with Ionising Radiations Regulations 2017, including trained RPOs and access to an independent RPA.
- Consulting with staff and union safety representatives in line with statutory requirements.
- Monitoring compliance, addressing concerns and taking corrective action where needed.
- Ensuring all contracted services meet legal requirements and are regularly monitored.
- Maintaining an up-to-date risk register.
- Ensuring sufficient numbers of trained first aiders and mental health first aiders are available, alongside appropriate first aid resources including AEDs.
- Ensuring relevant health care plans are in place, communicated and adhered to for staff and pupils with both short- and long-term medical conditions, including allergies.
- Maintaining and regularly reviewing critical incident management arrangements and the Business Continuity Plan to protect health and safety and ensure continuity of education and academy operations.

While day to day health and safety management is delegated to academies, overall responsibility lies with the CLF Board.

All Academy Councils, Principals and staff must familiarise themselves with this policy, relevant procedures and the CLF Health & Safety Manual. Staff have a legal duty to act safely, follow procedures and report concerns promptly.

The academy believes that a positive health and safety culture is essential to the wellbeing and performance of the whole community. Sufficient resources will be provided to implement this policy effectively.

This policy will be reviewed annually, or sooner if legislation or organisational requirements change.

Principal

Name: Kris Bridgeman

Signature: ____Kris Bridgeman_____ Date: ___17th August 2026____

Chair of Academy Council

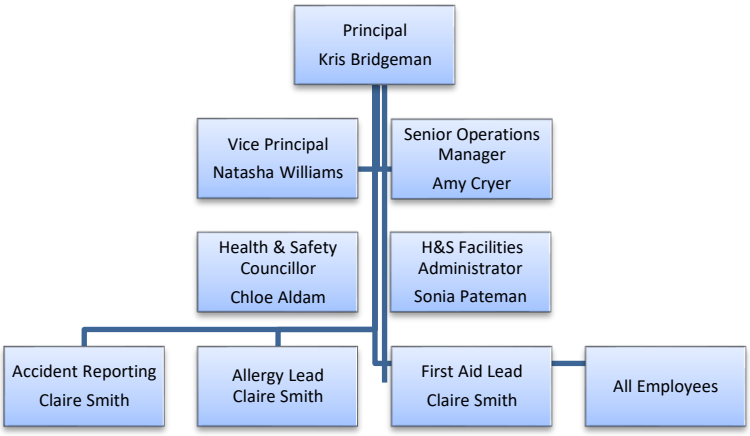
Name: Laura Walder

Signature: ___Laura Walder_____ Date: _____17th August 2026____

2 Equalities Impact Assessment

An equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full equalities Impact assessment can be obtained from James Lewington

3 Organisation Structure



Our academy recognises the need to identify organisational methods for implementing and managing the health and safety of all persons who work within this academy, any off-site activities, each associated or subsidiary company, and anyone who visits these premises.

CLF understands the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the CLF Board of Trustees. The following is an outline of duties and responsibilities that have been assigned to CLF Board of Trustees, Audit Committee, Executive Team, Operations Committee, Estates and Facilities Team, Academy Councils, Academy Councillors', Principals, Operations Manager, Site Manager (Skanska FM) and academy staff.

4 Roles and Responsibilities

4.1 CLF Board of Trustees

The Board of Trustees as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the CLF. The board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, monitoring the CLF safety management systems, managing the corporate risk register and making strategic decisions about the direction of the CLF. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. CLF Sub-committees, the Executive Team, Principals and Senior leadership teams, Academy Councils and any relevant Project Steering Group will keep the Board informed of all developments relating to health and safety matters and will include such matters in a health and safety report.

The CLF Board of Trustees responsibilities are:

- To ensure that each Board Member accepts their individual role in providing health and safety leadership for the CLF.
- To ensure the Board formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the CLF.
- To ensure the Board's decisions reflect its health and safety intentions as articulated in the CLF health and safety Policy statement.
- Ensuring an overall CLF health and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Executive Team.
- To receive regular and thorough updates in relation to the strategic development plan and associated actions.
- To warrant that all external and third-party contracts that are awarded across the CLF have a consistency of approach, the required levels of competence and ensure legal compliance. Any successful contracts awarded by the CLF must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate.
- To ensure every academy has an Academy Council established in accordance with the CLF Articles of Association. To ensure the Academy Council is chaired by a member nominated by the Board and includes a designated Health & Safety Councillor.
- To ensure that each academy has an operational Health and Safety committee.
- To provide and ensure an informed, proportionate and prioritised risk management system for the CLF is implemented and monitored, in order to assess the risks to pupils, staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks, this will include any reasonable adjustments to be considered to allow staff and pupils to work safely.
- To ensure annual health and safety targets and initiatives are recorded and published across the CLF.
- To ensure effective accident and near miss reporting and investigation procedures are in place across the CLF.
- To ensure monitoring of compliance contracts throughout the CLF is undertaken and suitable reports are provided to the Executive Groups e.g., mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring. This includes those academies under the BSF scheme.
- To ensure there is an effective business continuity plan in place for each CLF premises.
- To ensure there is an emergency plan along with emergency procedures in place for the safe evacuation of all CLF premises.

- To confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments across the CLF and associated or subsidiary companies.

- To review the CLF health & safety annual report.

4.2 Audit Committee

The Audit Committee must:

- Review the CLF risk management practices and procedures and ensure appropriate action plans are in place.

- Ensure progress of internal and external audits.

4.3 Operations Committee

The Operations Committee are responsible for Health and Safety, and they must:

- Receive a progress report on individual academy findings, issues, and progress to date from CLF Head of Health and Safety

- Implement spot checks on a specific target area for consistency of approach and compliance.

- Ensure there are effective and adequate formal internal and external communications on health and safety across the CLF.

- Ensure the CLF health and safety strategic development plan is implemented.

- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across the CLF.

- Ensure suitable and sufficient monitoring, reviews and recommendations of all health and safety management systems across the CLF is warranted and implemented.

- Ensure contingency emergency arrangements and business continuity plans are in place to enable CLF strategic and education operations to continue in line with statutory requirements.

4.4 Executive Team

The Executive Team must support the implementation of health and safety across the CLF by:

- Implementing and reviewing policies.

- Considering the impact of health and safety in all strategic and operational decision making.

- Implementing ways in reducing the likelihood of people being harmed by CLF activities.

- Appraising findings and appropriate actions from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports.

- Ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Working alongside Principals to manage and monitor an informed, proportionate and prioritised risk management system for the CLF, ensuring that all risk assessments are completed and reviewed in accordance with CLF Risk Assessment processes.
- Ensuring there is an emergency plan with procedures for the safe evacuation of a CLF premises.
- Be the point of contact for feedback and progression for the academies and academy health and safety Committees should any issues arise.
- Provide two-way feedback in monitoring and review of operational health and safety issues, and feedback from and to the academy health and safety committee.
- Monitoring the structure, attendance, schedule and agenda of the academy health and safety committee.

4.5 The Director of Facilities and Estates

The Health, Safety and Estates teams, working with the Director of Facilities and Estates must:

- Manage the Risk Management process across the CLF.
- Update and recommend for approval the CLF Health and Safety Policy and produce an academy level Policy for adoption by academies.
- Produce an annual health and safety strategic development plan.
- Provide expert advice and guidance to CLF staff regarding health and safety issues.
- The H&S officers to undertake regular Health and Safety audits and other monitoring/support visits in each academy.
- The H&S officers to support the production of audit action plans in collaboration with Operations Manager.
- Work with the Operations Manager to action the points raised within the audits, and record rectifications to close/ manage the issue identified.
- Review the status of health and safety across the CLF ensuring appropriate action is taken where areas of weakness or concern are identified.
- Undertake and feed into the Due Diligence process for new business opportunities.
- Lead the development and delivery of effective and robust health and safety processes and services across the CLF including Risk Assessment processes.
- Support action as required following any health and safety incident.
- Implement an effective accident reporting and investigation procedure across the CLF.

- Ensure all relevant internal and external stakeholders are involved/participate in key health and safety activities and processes to ensure the development of robust and appropriate systems.

- Maintain the central health and safety records and use them to inform the audit programme.

- Arrange statutory training in health and safety matters.

- Create and publish health and safety related communications through news items to support the knowledge and skills of staff with health and safety responsibilities across the organisation.

- Engage specialist advisors when required and work with them on specialist activities such as asbestos, fire risk assessments etc.

- Oversee the process for contractor selection via Pre-Qualification Questionnaire (PQQ).

- Oversee the mechanical and electrical statutory compliance contract, Catering and Cleaning contracts.

- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to the People and Wellbeing Executive Group and CLF Board.

4.6 Academy Council

The Academy Council will support and drive a positive health and safety culture by ensuring all health and safety considerations are embedded within their routine business. The Academy Council will ensure a Health and Safety Committee is established within the academy. The Principal or Operations Manager will chair the committee and influence and ensure there is key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be clearly defined and the committee must meet a minimum of three times per year. They are to receive an annual report on Health and Safety from the Committee. They will ensure via their own meetings and those of the H&S committee that:

- In co-operation with the CLF Board and Principal, the Health and Safety Policy reflects the status of the academy, and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.

- Risk Assessments are undertaken for any activity that has significant associated risks and that a written record of these assessments is kept and reviewed annually or as change occurs, in accordance with CLF Risk Assessment processes.

- Where practically possible sufficient resources are allocated and authorised within the academy budget to meet statutory procedures and standards for health and safety.

- When awarding contracts, health and safety is encompassed in specifications and contract detail.

- In accordance with best practice, health and safety inspections of the academy site are carried out and recorded.

- Testing, maintenance, servicing and auditing is carried out in accordance with best practice and in line with current legislation. This includes, but is not limited to, asbestos management, fire risk assessments, water hygiene management, radioactive sources. Mechanical and Electrical testing and maintenance.

- There are effective arrangements in place for business continuity.

- There is an emergency plan with procedures for the safe evacuation of the academy in place.

- The academy meets and adhere to the UK Statutory Instruments, as well as any future National Health and Safety Legislation. Offer advice as required.

- The academy is following the procedures for off site visits and is using the Evolve system for the management and approval of offsite activities. Also, that the Academy have a trained Educational Visit Co-ordinator managing the Evolve system and submitting all trips.

4.7 Principal

The principal is responsible and accountable for the implementation and compliance of this Health and Safety Policy within the academy.

The principal has responsibility for:

- Working together with the Senior Leadership Team and Academy Council to advise on any safety guidance or procedures that need to be introduced, to ensure the Health and Safety Policy and procedures are implemented and complied with.

- Ensuring a positive health and safety culture is encouraged and developed within the academy.

- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Academy Council and other agencies where necessary including those relating to asbestos, Fire, Water hygiene, audits etc.

- Ensuring there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the Academy. The emergency plan and/or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority.

- Ensure the academy has adapted the CLF Fire Arrangments so it is specific to the setting. This document will outline the measures to manage fire risks for employees, students, visitors, volunteers, and contractors. This will be accomplished by taking precautions to prevent fires and by establishing procedures for fire prevention. This will include conducting regular fire evacuation drills (x 3 per academic year) and safety inspections, as well as ensuring all staff complete fire awareness training.

- Ensure the policy and other appropriate health and safety information is communicated to all staff including contractors.

- Ensuring the impact of health and safety is considered in all strategic and operational decision making.

- Ensuring health and safety investigations are carried out a by competent person/s.

- Ensuring all staff have had an induction, have undertaken statutory online training, are provided with adequate information, instruction and training applicable to their roles and are competent to carry out their roles.

- Working with the Operations Manager to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair will be the Principal or the Operations Manager. The H&S Committee Terms of Reference are adopted, and key objectives of the committee are identified. The Committee must meet a minimum of three times per year. An annual report is to be presented to the Academy Council.

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the rights of trade unions in the workplace.

- Ensuring appropriate systems are in place to make certain the premises, plant and equipment are maintained in a serviceable and compliant condition.

- Reporting to the Head of Health and Safety any hazards which cannot be rectified within the establishment's budget.

- Ensuring an up-to-date Trips and Visits Policy is in place which provides clear guidance for staff. Ensure EVOLVE, the online system for the planning, approval and management of educational visits, extra-curricular activities are used without exception and all Cat C trips have been approved in good time by the CLF Health and Safety Officers To ensure risk assessments for the activity are undertaken, and suitable and sufficient action plans and procedures are implemented. Ensure information and arrangements to parents/carers of pupils is communicated effectively. Reference: National Guidance for the Management of Outdoor Learning, Off-Site Visits.

The principal may undertake or delegate certain tasks to appropriate senior staff or managers within the academy. It is to be 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 academy.

4.8 Operations Manager (OM)

The OM has responsibility for:

- Working with the Health safety officer to ensure the academy meets and adheres to the UK Statutory Instruments, as well as any future National Health and Safety Legislation as advised by CLF Head of Health and Safety.

- Developing and implementing, with the support of the Health and Safety Officer relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements.

- Ensuring all staff have had an induction, have undertaken statutory online training, and any other Health and Safety training applicable to an individual's role. The ops manager should refer to the training matrix as a guide. That staff are provided with adequate information, instruction and training and are competent to carry out their roles.

- Working with the Health and Safety Officer to implement effective arrangements for business continuity along with an emergency plan and procedures for the safe evacuation of the academy.

- Investigating and reporting all serious incidents and liaising with appropriate persons as necessary. Understanding the legal time frame for reporting RIDDOR Accidents to the Head of Health and Safety.

- Working with the Principal to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The H&S Committee Terms of Reference are adopted, and objectives of the committee are identified. The Committee must meet a minimum of three times per year. The operations manager or Principal to chair all Health and Safety committee meetings. An annual report is to be presented to the Academy Council.

- In conjunction with the Finance Manager, to monitor purchasing to ensure compliance with the CLF Financial Regulations and CLF Health and Safety Policy.

- To receive conformation from the Premise Manager to ensure there is a systematic and methodical system for the inspection and servicing of workplace equipment within the academy, of both specialist and non-specialist areas.

  To contribute to the effective management and monitoring of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources, and all other maintenance service agreements carried out at the academy. This work should be undertaken in collaboration with the Premises Team (Skanska FM) and under the guidance of the Estates Team.
- This will work differently within a BSF school but will require a degree of oversight and management to ensure the BSF contractor is compliant.
- Work with the Premise manager to ensure that the academy Asbestos Building Logbook which contain the asbestos register and the Asbestos Policy & Management Plan are maintained and available as required. Ensuring the correct staff attend annual asbestos awareness training.

- Ensuring that ahead of a refurbishment or building project you communicate and work with the Estates- Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Ensuring that all structural/construction/refurbishment works undertaken by the Academy are notified by the Site Manager in good time.

- Ensuring appropriate local procedures are in place for the management of contractors on site and that the contractor's logbook is implemented and followed.

- Ensuring appropriate action to identify and manage any hazards arising out of contractors work or activities undertaken. Provide any appropriate health and safety information to contractors' e.g., asbestos register and logbook, underground services, floor loading, safe working loads, academy activities.

- Ensuring all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.

4.9 The Site Manager (Skanska FM)

The Site Manager should work in conjunction with the Operations Manager for all matters relating to health, safety and welfare within the scope of their duties.

The Site Manager's responsibilities are to:

- Rectify defects and hazards that they identify or have been brought to their attention. Communicate with the Operations managers on any significant areas.

- Ensure local practices are followed and be responsible for contractors when they enter the academy to undertake contractual work, maintenance, servicing. This should include all health and safety matters, a mini-induction to site, proportionate to the size and scale of the works, and where required to issue any required permit to work.

- Ensure the implementation of the contractor's logbook is in place and followed.

- Notify the Projects and Contracts Manager of any planned Hot Works so the CLF Insurers can be notified.

- Review written risk assessments and method statements (RAMS) for all intended works before the work commences.

- Familiarise themselves with all relevant information, surveys, inspections, statutory and compliance findings, and where relevant ensure the operation's manager is updated for actions to be considered, authorised and implemented.

- Ensure the day-to-day management of asbestos containing materials in accordance with CLF procedures and guidance is adhered to.

- Ensure that ahead of a refurbishment or building project commencing the academy seek advice/guidance from the Estates Team - Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Good communications with the Operations manager must be maintained.

- *To work alongside the Central Estates and Facilities Team in ensuring that all site staff, including cleaning and catering staff, are informed of the Academy Health and Safety Policy and understand the policy arrangements that apply to their work activities, such as storage, equipment use, materials handling, and hazardous substances*

- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the Academy, for non-specialist areas e.g., Gym equipment, Playground equipment, DT equipment, bleacher seating etc.

- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres. To ensure that the building logbook, containing the asbestos register is referenced and understood, updated and permit to work issued. To obtain a signature from contractors evidencing site of the asbestos register/survey

- Attend CLF annual asbestos and site team training.

- Ensure competency of all contractors appointed by the academy to undertake work or activities on the site. All contractors must have completed the PQQ process ahead of works commencing. They must support the CLF's commitment to safeguarding children and have appropriate DBS certificated staff, or where the DBS status of contractors is not known ensure that they are supervised by authorised member of academy staff whilst on site.

- Undertake and co-ordinate the emergency procedures relevant to them and their team, as detailed in the emergency plan.

- Undertake required checks of safety systems, e.g., Fire alarm, fire doors, firefighting equipment, smoke detectors, water temperatures, flushing of little used outlets etc. as legally required and defined within the CLF PPM& Statutory compliance Guide.

- Undertake inspections and rectifications of site security, secure fencing. To ensure the intruder alarm is operational and tested.

- Ensure that all academy vehicles are maintained and inspected by VOSA, and that section 19 permits are in place and the procedure monitored.

4.10 Vice Principal/Head of Year and Departments /Line Managers

This group are responsible for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- Develop strong, positive health and safety attitudes among those staff reporting directly to them.

- Ensure a positive health, safety and welfare awareness culture is developed and actively encouraged with all students.

- Apply the Academies Health and Safety Policy to their own department or area of work. Be directly responsible to the Operations Manager for the application of the health and safety procedures and arrangements to all staff and students.

- Ensure regular health and safety risk assessments are undertaken in High-Risk departments and for those activities for which they are responsible and that control measures are implemented and shared with all staff.

- Maintain, or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc and ensure all staff are aware of and make use of such guidance.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Resolve any health, safety and welfare problems members of staff refer to them. Inform Principal/Operations Manager of any problems if they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular, or termly inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.

- Checking the adequacy of fire precautions and procedures in liaison with the Operations Manager. Ensure a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Establish acceptable housekeeping and safe storage standards in all areas of their responsibility.

- Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Making known to the Operations Manager any identified training needs.

- Ensure all accidents (including near misses) occurring within their department are promptly and correctly reported and investigated.

- Implement emergency procedures that are relevant to their department or activities, within the academy.

- Be familiar with the academy Asbestos Building Logbook and Asbestos Register and do not undertake any works which may disturb asbestos containing materials. Report any concerns to the Site Manager/Operations Manager immediately.

4.11 Teaching Staff, Supply Staff and Cover Supervisors (See also 4.12 Other employees' duties)

This group are responsible for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.

- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained so they can be easily understood.

- Carry out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to.

- Ensuring that all students and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements or arrangements for activities relevant to them.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, Lockdown, first aid, accident or incident reporting.

- Setting an example by personally following safe working practices.

- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used. Ensure any other identified safety measures in the risk assessment are implemented.

- Ensuring that all electrical equipment is visually checked before use, and not left on and un-attended.

- Reporting to their Line Manager any defects in equipment or identified inadequacies in procedures.

- Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.

- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons e.g., the use of equipment in technology lessons.

- Highlighting any training needs deemed necessary to fulfil their role to their line manager or head of department.

- Establish good housekeeping and safe storage standards in all areas of their responsibility.

- Ensure they are familiar with the emergency procedures and arrangements within their work area e.g. First aid accidents, fire, lockdown etc.

4.12 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.

- Comply with the CLF and Academy's Health and Safety Policy and procedures at all times.
- Report all accidents incidents and near miss incidents in line with the academies reporting procedure.
- Report all defects in relation to the condition of premises or equipment and any health and safety concerns immediately to their line manager. Using the defect reporting system PARAGO.
- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety.
- Co-operate with the academy's management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform the academy's Senior Leadership Team if something happens that might affect their ability to work e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, pregnancy.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure they are familiar with the emergency procedures and arrangements, within their work area e.g. First aid accidents, fire, lockdown etc.

4.13 Student Services

Student Services have a responsibility to:

- Complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Operations Manager of all serious accidents or incidents.
- Notify the Operations Manager of all RIDDOR reportable incidents immediately of the incident occurring.

4.14 First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as required.

- First Aiders will be required to ensure that they have a fully stocked in-date First Aid kit at their normal place of work to enable them to respond effectively to any notified incident.
- They will ensure appropriate forms are completed e.g., accident forms (online system).

- If an ambulance is called the Operations Manager will be notified as this is to be reported to CLF Health & Safety Team as a possible RIDDOR incident.
- Staff must familiarise themselves with and follow the CLF First Aid Policy.

4.15 Trade Union Representatives

Trade union representative will be encouraged by the academy to:

- Fulfil their duties.
- Attend any appropriate training.
- Consult regularly with the Health and Safety representatives on Health and Safety matters.
- Inspect the establishment in accordance with the agreed trade union procedures.

4.16 Education Visit Co-ordinator (EVC)

- Be a champion for all aspects of visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning via the Evolve Management System, so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning.
- Ensure that planning complies with the CLF's requirements and that the arrangements are ready for approval within agreed timescales.
- Support your principal in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that each activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and employer's requirements.
- Keep your Senior Leadership Team and Councillors informed about the visits/outdoor learning taking place and its contribution to school/establishment effectiveness.

4.17 Students

- All students must adhere to the procedures and policies at the academy e.g., Pupil Behaviour Policy, E-Safety Policy.

HEALTH AND SAFETY ARRANGEMENTS 2026/27 For BRISTOL METROPOLITAN ACADEMY

These Health and Safety Arrangements should be read in conjunction with other relevant policies and procedures. This includes, but is not limited to, the Safeguarding Policy, Fire Arrangements, First Aid Policy, Supporting students with medical needs including intimate care, Offsite trips Policy etc. Together, these documents form a comprehensive framework to ensure the safety and wellbeing of all students, staff, and visitors. Staff are expected to be familiar with and adhere to all applicable policies.

Accident Reporting, Recording and Investigation

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

Allergies

- All pupils with diagnosed allergies must be identified, with details recorded and communicated to relevant staff as appropriate.
- It is the responsibility of the Academy to ensure that Individual Healthcare Plans (IHPs) are in place for pupils with allergies requiring ongoing management, including clear avoidance measures and emergency action plans.
- Parents/carers will be involved in the development, review and updating of IHPs, with advice from healthcare professionals sought where appropriate.
- All staff, including temporary, peripatetic and support staff, will receive allergy awareness and anaphylaxis training, including recognition of symptoms and the safe use of adrenaline auto-injectors (AAIs).

- In-date spare adrenaline auto-injectors will be held on site, stored securely yet accessibly, and managed in accordance with statutory guidance and manufacturer instructions.
- Proportionate control measures will be implemented to reduce the risk of allergen exposure during the school day, including during food provision, curriculum activities, school trips, clubs and special events, informed by risk assessment and individual pupil needs.
- Clear communication of allergy risks and procedures will be maintained, including appropriate signage and effective information sharing with staff, volunteers, catering providers and supply teachers.
- All allergy-related incidents and near misses, including suspected allergic reactions and anaphylaxis, must be recorded using the school's incident reporting arrangements.
- Parents/carers will be informed as soon as practicable of any allergy-related incident involving their child.
- Allergy incidents will be reviewed to identify patterns or trends, and lessons learned will be used to improve controls, risk assessments, training and procedures.
- Allergy management arrangements, including policies, IHPs, staff training and emergency equipment, will be reviewed at least annually, and following any significant incident or change in pupil needs.

Compliance

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

Contractors and Visitors

- All visitors and contractors must report to the main office to sign in, verify DBS status, receive a visitor lanyard, and be issued with site specific health and safety information. They must sign out upon departure.
- All contractors must report to Skanska's office to sign in, verify DBS status, receive a visitor badge and sign out upon departure.
- Relevant staff are informed of the work scope, location, timing, and duration.
- Contractors must sign the Contractor Authorisation to Work (CAW) form.
- Any changes to work activities must be discussed with the Principal, Skanska FM or Operations Manager.
- All contractors, sub-contractors, and self-employed workers must follow local safety rules and the Academy's Health and Safety Policy.
- Contractor performance is monitored by Skanska FM throughout.
- Unsafe practices must be stopped immediately until safety standards are met.
- Any completed work is reviewed by Skanska FM and the Operations Manager, and follow-up actions are agreed as needed.

Contractors undertaking Hot Works

Hot work must be strictly controlled through a Hot Work Permit, issued jointly by Skanska FM and the contractor.

COSHH (Control of Substances Hazardous to Health)

- An up-to-date inventory of all hazardous substances on site is maintained by department leads and the Operations Manager. Copies are stored in the Science Prep Room Downstairs and the Emergency Grab Bag.
- All regularly used substances are accompanied by Material Safety Data Sheets (MSDS).
- Any new substances displaying a hazard warning symbol and posing a significant risk due to use, misuse, quantity, or storage must undergo a COSHH risk assessment. A COSHH risk assessment template is available in the Health and Safety Manual on CLiF. Findings, including required PPE, safe handling, and storage procedures, must be communicated to all relevant staff.
- The delivery of hazardous substances, often outside of school hours, are temporarily stored in the service yard or immediately transferred to the science prep room or cleaner's store cupboard.
- Cleaning contractors are expected to operate under their own COSHH procedures, which must align with the Academy's arrangements.
- All decanted substances must be clearly labelled with the product name, dilution rates, and relevant safety information.
- Departments such as Science, Design & Technology, and Art are responsible for maintaining their own procedures for the safe storage, handling, and use of hazardous substances, in line with their respective departmental Health and Safety Policies.

Critical Incident and Business Continuity

- The Academy will maintain arrangements for the management of Critical Incidents, including events that could cause serious harm, disruption or distress to pupils, staff or visitors.
- A Critical Incident & Business Continuity Plan (CIBC) will be in place to support the continued provision of education and essential operations following a critical incident or significant disruption
- The Critical Incident & Business Continuity Plan will identify roles and responsibilities, escalation procedures and lines of communication during an incident.
- Staff with designated responsibilities for critical incident response and business continuity will receive appropriate information, instruction and training.
- Arrangements will be in place to ensure effective communication with staff, pupils, parents/carers, the Trust, emergency services and other relevant stakeholders during and following an incident.
- Critical Incident and Business Continuity arrangements will consider a range of foreseeable scenarios, including but not limited to fire, flood, severe weather, utility failure, infectious disease outbreaks, loss of premises or significant staff absence.
- Where necessary, risk assessments will inform controls and contingency arrangements to reduce the impact of disruption on health, safety and educational provision.
- Any critical incident or significant disruption will be recorded and reviewed to identify lessons learned and areas for improvement.

- The Critical Incident & Business Continuity Plan will be tested, reviewed and updated regularly, and following any critical incident, near miss or significant change in circumstances.
- Findings and actions arising from reviews or incidents will be discussed through appropriate health and safety or leadership forums and used to strengthen resilience and preparedness.

Defect Reporting Procedures

- All staff are responsible for maintaining a safe working environment and must report any defective, damaged, poorly maintained, or untested equipment to the Skanska Helpdesk via email as soon as possible.
- Where there is an imminent risk, make Skanska FM/ Operations Manager know immediately.
- Any faulty equipment must be immediately taken out of use, clearly labelled as "Do Not Use", and, where necessary, isolated to prevent further risk. The issue must then be reported through the appropriate system as outlined above.

Display Screen Equipment (DSE)

- The Academy is responsible for conducting DSE risk assessments for staff who are classified as *"users"* under the DSE Regulations. A *user* is typically someone who uses display screen equipment (e.g. a computer or laptop) daily for an hour or more, such as administrative staff or the Operations Manager.
- DSE assessments are completed every two years, or sooner if there are changes to equipment, office layout, or staffing.
- Completed self-assessments will be reviewed and discussed with their line manager. Any required actions must be documented and followed up appropriately.
- Staff to complete DSE training via Nimble.
- All DSE users are entitled to a biennial eyesight test conducted by a qualified optician. If corrective lenses are recommended specifically for DSE use, staff should consult their Operations Manager for further guidance.
- For more information and access to the DSE user risk assessment and manager sign-off form, please refer to the CLF DSE User Guidance available on CLiF.

Educational Visits

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

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

- A valid AALA licence is held.

The provider has a Learning Outside the Classroom (LOtC) Quality Badge.

Electrical Equipment (Fixed and Portable)

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

Expectant or New Mothers

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

Fire and Emergency Procedures

- The Academy will implement and use the CLF Fire Arrangements template which must be read and understood in conjunction with these arrangements.
- Three fire drills will be completed over the course of the year, of which 2 must be planned.
- The fire arrangements will be reviewed annually.
- The responsible person is Kris Bridgeman, Principal.
- The assembly point is the MUGA (far end of C-Cluster)
- A list of Fire Wardens can be found on the One-Drive under Health & Safety.

First Aid / Mental Health First Aid

- The Academy will implement and use the CLF First Aid Policy which must be read and understood in conjunction with these arrangements.
- A list of qualified First Aiders, holding nationally recognised certifications, is on the One-Drive. These individuals are authorised to administer first aid.
- Details of certified Mental Health First Aiders are recorded on the One-Drive. These individuals are trained to support and signpost those experiencing mental health challenges or emotional distress.

- Notices indicating the location of first aid facilities are displayed at key points throughout the premises.
- The designated First Aid Room is located next to Main Reception.
- First aid boxes are available at the following locations:
    - Performance/Discovery House Office
    - Enterprise/Communication House Office
    - Science Prep Rooms (all science rooms have eye wash kits)
    - PE
    - Safeguarding office
    - Food tech room A01/A02
    - A03
    - A06
    - A07
    - Drama
    - Art
    - Fire Box

- Claire Smith, First Aid Lead is responsible for ensuring that all first aid boxes are adequately stocked and that contents are replenished and in date, and this is recorded. First aid boxes do not contain any medication, tablets, creams, or ointments.
- If deemed necessary by a First Aider or the Principal, an injured person will be sent directly to hospital, typically via ambulance. Parents or carers will be informed immediately.
- No injured person will be sent to hospital unaccompanied. If a parent or guardian cannot be reached, a designated adult will accompany the individual.

Glass and Glazing

- All academies will refer to the model Glazing Risk Assessment available on CLiF and have had an initial glazing survey to determine that the standard of glazing is compliant in critical locations.
- The condition of glazing will be routinely monitored as part of regular site inspections and visual checks.
- If there are any concerns regarding the condition of glazing such as damage, non-compliance, or uncertainty about whether safety glazing is in place, a formal glazing survey must be arranged through Skanska FM.

Health and Safety Committees

- The Health and Safety Committee operates as an independent body, meeting at least three times per academic year. Its primary function is to coordinate and integrate all aspects of health and safety management across the Academy.
- The committee operates under agreed Terms of Reference, which define its roles and responsibilities.
- Committee Membership may include:
    - Principal or a member of the Senior Leadership Team (SLT)
    - Operations Manager
    - Representative from the Central Health and Safety Team
    - Skanska FM
    - Trade Union Representative (where applicable)
    - Heads of Science, Art, PE, or Design & Technology, or their nominated technicians

    - SENCO and/or Designated Safeguarding Lead (DSL)
- A standard agenda template for committee meetings is available in the Health and Safety Manual on CLiF.

Infectious Diseases

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

Kiln

For Kiln Operating Standards please refer to CLiF – Health & Safety Manual - Kilns

- Only trained and competent staff are permitted to operate the kiln. A current risk assessment, along with operating and emergency procedures, is in place and shared with relevant staff members.
- The kiln undergoes an annual inspection by Skanska FM to ensure safe operation and compliance.
- Thermal protective gloves are provided and stored in the kiln room for safe handling during operation.
- The emergency power cut-off switch for the kiln is located outside of the kiln room.
- Firing schedules must be coordinated with the CLF Contracts Team, Skanska FM, Operations Manager and in line with Zurich insurance standards.

Law Poster

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

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

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

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

Legionella

- The CLF Legionella Management Policy V5 must be read and understood.
- A copy of the Legionella risk assessment is stored in Skanska's office.
- Skanska FM is contracted to perform water testing in accordance with L8 guidance.

- Skanska FM is responsible for conducting weekly flushing, temperature monitoring, and other required checks.

Lettings

- All lettings are organised by an external organisation, ALM Sport.

Lockdown

The Academy is equipped with a dedicated lockdown alarm system. In cases where such a system is not in place, alternative procedures for initiating a lockdown are clearly defined and documented. All staff members are thoroughly familiar with the lockdown protocols, including both partial and full lockdown scenarios. Key elements include:

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

Lone/ Remote Working

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

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

Manual Handling

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

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

Medication

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

Outdoor Play Equipment

To ensure the safety of students during outdoor play, the following controls are implemented:

- External play equipment is only to be used under supervision during Academy hours.
- Local procedures are in place to manage the use of play equipment at the beginning and end of the school day, including guidance on use by siblings. This information is communicated to parents.
- Equipment is visually inspected daily before use for signs of damage, contamination, or foreign objects.
- A more detailed inspection is carried out monthly by Skanska FM, with findings recorded appropriately.
- An independent inspection is conducted annually by Skanska FM. Records are kept in Skanska's office, and any required actions are completed within the recommended timeframe.
- A risk assessment covering outdoor activities, including the use of play equipment, is in place.
- Rules for safe use of playground equipment are clearly explained to students and reinforced as needed.

Personal Protective Equipment

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

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

PE/Gym Equipment

The Academy is committed to maintaining a safe environment for physical education. The following procedures are in place:

- All staff are responsible for visually inspecting PE apparatus before each use to ensure it is safe and fit for purpose.
- Any faults or defects must be reported immediately via email to the Skanska helpdesk.

- Equipment identified as damaged or unsafe will be taken out of use until repaired or replaced.
- An up-to-date inventory list of PE/gym equipment in place.
- All fixed on the PE/Gym equipment list is inspected annually by Skanska FM. Records of these inspections are kept in Skanska's office, and any remedial actions are completed within the specified timeframes.
- A comprehensive risk assessment is in place for all gym activities and equipment.

Risk Assessments

The Academy is committed to maintaining a proactive approach to risk management. The following procedures ensure that risk assessments are effectively implemented and accessible:

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm.
- Risk assessments are available to staff on the One-Drive under Health and Safety.
- Model templates and a statutory/recommended risk assessment matrix are available on CLiF to support consistent and compliant documentation.
- Each department must maintain up to date copies of relevant risk assessments, ensuring they are readily accessible to all staff.
- Staff are actively involved in the adoption, implementation, review, and amendment of risk assessments to ensure relevance and practicality.
- All staff must familiarise themselves with the risk assessments relevant to their roles and report any concerns or required updates to their line manager.
- Risk assessments are reviewed at least annually, or sooner if there are significant changes to activities, incidents, or identified risks.
- Where necessary, individual risk assessments for pupils are developed in collaboration with the SENCO and DSL.
- Guidance and training on conducting risk assessments are available in the *Health & Safety Manual* on CLiF and through Nimble.

Safeguarding

- The Academy Council fully recognises its responsibility under the Education Act 2011 and the Safeguarding Vulnerable Groups Act 2006 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.
- The Academy has a Safeguarding Policy that was last reviewed in September 2026.
- The Academy's DSL is Sarah Mapstone, DDSL is Danica Glover.
- The Local Authority Designated Safeguarding Officer is Nicola Laird.
- The CLF Designated Safeguarding Officer is Steve Bane.
- All staff have been provided with safeguarding information and have undertaken annual safeguarding training.

Security

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

- Skanska FM is responsible for site security and conducts regular inspections of boundary walls, fencing, access points, outbuildings, and external lighting to ensure integrity and functionality.

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

Slips, trips and Falls

- The Academy will take all reasonably practicable steps to prevent slips, trips and falls, recognising these as a significant cause of injury to pupils, staff and visitors.
- Floors, walkways, stairs, entrances and exits will be kept in a safe condition, free from obstructions, trailing cables and trip hazards.
- Good housekeeping standards will be maintained at all times, including the prompt removal of waste, spillages and unnecessary items from circulation areas.
- Spillages and wet floors will be dealt with immediately, with appropriate warning signage used where required.
- External areas, including paths, playgrounds and access routes, will be maintained and inspected, with arrangements in place for adverse weather conditions, such as gritting during icy conditions.
- Defects or hazards that could give rise to slips, trips or falls must be reported promptly through the agreed reporting system and remedied within appropriate timescales.
- Risk assessments will be carried out where activities, environments or events present an increased risk of slips, trips or falls, including during out-of-hours use, events and educational visits.
- All slip, trip and fall incidents and near misses will be recorded and reviewed to identify trends, with appropriate control measures implemented to prevent recurrence

Smoking/ Vaping

The Academy enforces a strict no smoking and no vaping policy across the entire site, including all buildings, grounds, and car parks.

- Clear "No Smoking / No Vaping" signage is prominently displayed at all building entrances and other key locations to ensure awareness and compliance.

Staff Consultation

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

- The Academy Council, through the Principal, ensures full and proper consultation with employees regarding health and safety issues.
- There is no mandatory requirement for a union-appointed health and safety representative at the Academy.
- Staff wishing to act as union appointed safety representatives must either:
    - Have been employed by the Academy for the preceding two years, or
    - Possess sufficient experience in a similar role or employment setting.

- The Academy adheres to the *Safety Representatives and Safety Committees Regulations 1977 (as amended)*, which outlines the legal duties of employers in consulting with staff on health and safety matters.

Training

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

- Needs are identified through risk assessments, audits, appraisals, and changes in roles or responsibilities, guided by the Academy's training matrix.
- Training is overseen by the Operations Manager and/or relevant Head of Department. Records are maintained on the Single Central Record (SCR), with certificates stored in individual personnel files.
- All staff receive a structured induction covering site-specific and departmental procedures (e.g. Art, DT, Science), with completion formally recorded.
- Most training is refreshed every three years. Specialist modules (e.g. PASMA, DATA, radioactive sources, pressure vessels) require renewal every five years.
- Only staff trained by the Design and Technology Association (DATA) may operate DT machinery.
- All staff must complete annual training via Nimble, including:
    - *Workplace Safety for New Starters* or
    - *Workplace Safety & Security Refresher*
- Completion data supports the annual training needs analysis and ensures staff remain competent and accountable for safety.

Transport

- Staff and authorised volunteers must read and follow the *CLF Minibus Guidance v10.docx*.
- A formal booking system is in place, including a key sign-in/out process.
- Pre-use vehicle checks must be completed, recorded, and stored on the One-Drive. Any significant issues must be reported to Amy Cryer, Operations Manager.
- Valid *Permit 19* certificates must be clearly displayed in all minibuses.
- Staff using their own vehicles must comply with the *CLF Driving at Work Policy*.
- When transporting students, staff must:
    - Undergo licence and MOT checks.
    - Implement and adapt the "Driving Students in Own Vehicles" risk assessment.
    - Hold appropriate business insurance.
- The Operations Manager conducts annual checks to confirm:
    - Valid driving licences
    - Completion of MIDAS training
    - Appropriate insurance and MOT certification (where applicable)
- Only transport operators from the approved EVOLVE list may be used.
- If an unlisted provider is considered, the Health & Safety team must be consulted in advance.

Violent and challenging behaviour

- The academy does not tolerate any form of violence, aggression, or threatening behaviour towards staff, pupils, or visitors.

- Individual risk assessments will be conducted for students known to exhibit challenging behaviour, with input from relevant staff and external professionals where appropriate.
- Designated staff will receive regular training in de-escalation techniques, conflict resolution, and safe intervention strategies, including the lawful use of reasonable force.
- All incidents of violent or aggressive behaviour must be reported promptly using the online incident reporting system and reviewed by senior leadership.
- Staff and pupils affected by violent incidents will be offered appropriate support, including access to counselling services if needed.
- Tailored behaviour support plans will be developed for pupils who present ongoing challenges, in collaboration with parents/carers and relevant agencies.
- The academy is committed to maintaining a safe and respectful environment for all and will take proactive steps to prevent and address violent behaviour.

Waste

- Suitable waste collection bins are provided in strategic locations throughout the Academy to prevent overfilling.
- Waste containers are emptied regularly by cleaning staff (Ridge Crest) or site staff (Skanska FM) to maintain hygiene and safety.
- Segregated waste areas, secure from vandalism and unauthorised access, are in the Service Yard.
- An authorised person or a member of Skanska FM will be equipped with appropriate personal protective equipment (PPE) for safe waste handling.
- Suitable arrangements are in place for the disposal of hazardous waste generated through school activities.
- Hazardous waste, including chemical disposal, is managed in compliance with regulations via the Waste Regulation Authority or a licensed and competent contractor.
- Waste is collected by Skanska FM weekly.

Wellbeing and Mental Health

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

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

Work Equipment

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

Work Experience Pupils

- A nominated person, in collaboration with the appointed external organisation, will provide guidance and oversight for student work experience placements.
- The staff member organising the placement, together with the workplace provider, is responsible for conducting the initial risk assessment for the young person.
- The appointed external organisation will ensure that all relevant and appropriate checks are completed on the work experience provider.
- The placement employer is expected to deliver a health and safety induction to the student at the start of the placement.
- For placements within the Academy, students will be monitored and supervised by their assigned class teacher and/or support staff, with liaison as needed with the nominated person.

Working at Height

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

Workplace Inspections (Site Walks)

- Regular workplace inspections (minimum three times annually) will be conducted to identify hazards and unsafe conditions, with appropriate remedial actions taken.
- The Operations Manager, in collaboration with the H&S Administrator and Skanska FM is responsible for monitoring and controlling premises-related hazards.

- Site walks may be accompanied by:
  - Principal
  - Member of SLT or Head of Department
  - Operations Manager
  - Skanska FM
  - Designated Safeguarding Lead (DSL)
  - Health & Safety Officer
  - Students
  - Union Representative
- Findings from site walks will be documented in a written report and shared with the Health & Safety Committee.