

Health and Safety Policy

Mechanics of the Academy working day and site safety

Freemantle C.E. Community Academy Trust



To be read in conjunction with;

- Emergency Procedures Policy
- Critical Incident Plan
- Business Continuity Plan
- Safeguarding Policy
- First Aid Policy
- Educational Visits Policy
- Staff induction Policy
- All associated risk assessments- i.e. Fire, asbestos, alarm etc.

Reviewed by:	Kevin Barnett	Date: September 2025
Approved by:	Janet Parker	
Next review due by:	September 2027	

Contents

1. Introduction	2
2. Aims	2
3. Accident Procedure – Main Academy children	2
4. Accident Procedure – Nursery, Before/After School Care and Learning Hub	3
5. Accident Procedure – Staff	3
6. Fire Precautions/Bomb Evacuation/Lockdown	3
7. Physical Education (PE)	3
8. Staircases	4
9. Car Park	4
10. Academy Pond Area	4
11. Academy Visits	4
12. Academy Kitchen- DOLCE responsibility	4
13. Toxic Materials	4
14. Training	5
15. Health and Safety Review	5
16. Guidelines	5

1. Introduction

The members and board of directors recognise and accept that it is responsible for the health, safety and welfare of its employees and any other persons, including pupils and members of the general public, who may visit its premises or be affected by its activities.

All staff must be aware of potential hazards in and around the academy buildings and grounds.

Anything which appears to be unsafe should be reported immediately to the headteacher or Health and Safety (H&S) representative. In the absence of the headteacher, reports should be made to a member of the Senior Accountability Team (SAT), the Executive Officer, and/or the Site Manager.

2. Aims

The trust seeks to provide and maintain:

- A culture and management system which ensures adequate health and safety at work
- Safe plant and equipment
- Systems of work, which are safe, and without risk to health
- Adequate arrangements for the safe and healthy use, handling, storage and transport of articles and substances
- Adequate information, instruction, training and supervision to ensure H&S at work
- A safe and healthy place of work
- A safe and healthy working environment
- Adequate welfare facilities as embodied in health and safety legislation

3. Accident Procedure – Main Academy children

Illness or injury of a child should be reported in the first instance to the admin team, Miss Harwood or Mrs Potheary. Where necessary, a paediatric trained first aider will be called to administer first aid and or make the decision to call parents or an ambulance all head injuries also need to be reported the headteacher or member of SAT.

If first-aid is required, an academy first-aider will provide it.

All accidents must be recorded in the academy accident book, and on the relevant forms in accordance with the authority's procedures.

Accidents to children will be reported to parents by a wrist band or label stuck onto child's clothing, via phone, or face to face. If an ambulance is required dial 999 immediately, then contact the child's parent/carer.

4. Accident Procedure – Nursery, Before/After School Care and Learning Hub

Illness or injury of a child should be reported to one of the paediatric first aiders, and then reported to the headteacher, member of SAT or DDSL.

If first-aid is required, an academy first-aider will provide it.

All accidents must be recorded in the settings accident folders, on the child's individual form in accordance with academy guidance. These forms are signed by staff and the children's parents/carers, when details of the accident are reported verbally. A label is also stuck on the child's clothing and where possible parents informed at the end of the day.

If an ambulance is required dial 999 immediately, then contact the child's parent/carer.

5. Accident Procedure – Staff

Illness or injury of a member of staff should be reported in the first instance to the headteacher, then Mr. Brooker as the health and safety officer.

If first-aid is required, an academy first-aider will provide it.

All accidents must be recorded in the academy accident book, and on the relevant forms in accordance with the academy's procedures. (HS1 must be completed- dependent upon the accident there may be a need to report it to the HSE via their Riddor reporting arrangements) A photo will also be taken and added to the HS1 for all injuries.

Witness statements should be taken wherever possible.

A 'folder' of evidence is maintained for any injury to staff requiring hospital treatment and shared with the Chair of Directors.

If an ambulance is required dial 999.

UNDER NO CIRCUMSTANCES SHOULD STAFF WORK ON EQUIPMENT AT ANY HEIGHT UNLESS IT IS DESIGNED FOR THE PURPOSE AND THEY HAVE HAD APPROPRIATE GUIDANCE AND OR TRAINING ON ITS USE.

STAFF WHO DO NOT FOLLOW THIS POLICY LEAVE THEMSELVES OPEN TO SELF INFLICTED INJURY AND IT WILL BE DEEMED THEY HAVE BREACHED THE ACADEMY H&S POLICY. STAFF COULD BE SUBJECT TO DISCIPLINARY ACTION FOR PUTTING THEMSELVES AND OTHERS AT UNNECESSARY RISK.

6. Fire Precautions/Bomb Evacuation/Lockdown

Please see the separate 'Emergency Procedures policy' for further information.

7. Physical Education (PE)

Teachers should ensure that all apparatus used is safely assembled. The PE lead is Mr R Dyer. He is responsible for making sure all staff are able to correctly assemble and use any large apparatus.

At the end of the lesson, teachers should check that all apparatus is safely stored away.

Children wear appropriate change of clothing for P.E.

Jewellery should not be worn. Earrings/bracelets will be taped over for P.E. by the child if they cannot be removed. Hair must be tied back for safety reasons.

Adults taking P.E. lessons should wear appropriate footwear and remove "dangly" scarves/necklaces, which may be a safety hazard.

Play equipment has a daily visual check, it is also the teacher's duty to check for any damage, this must be reported to the site manager or Headteacher in his absence.

Equipment must NOT be used if damage is identified.

8. Staircases

Children must walk in single file on the internal staircase and hold the banister, ascending and descending on the left side of the stairs. Running or jumping is not allowed.

The outside staircases should be inspected before use in icy weather (site team) and action i.e. salting or, a moveable barrier put across the outside stairs when out of use.

Rock salt can be used to help make external staircases useable in inclement weather.

9. Car Park

Parents may not bring their cars into the car park unless collecting sick children.

All pedestrians must use the fenced path, not the vehicular entrance.

There must be a clear ingress and egress route for emergency services vehicles at all times.

Drivers are liable for any damage howsoever caused, the academy takes no responsibility as it is purely providing a space and not supervision.

10. Academy Pond Area

No child may go to the pond area unless accompanied by an adult. The gate to the pond must be properly closed and locked at all times. If access is required, the site manager will provide a key to the gate.

Pond dipping can only be accessed by pupils sitting on the purpose-built bridge. Pupils must not pond dip from the side of the pond as these are unsafe and possibly unstable areas.

Under no circumstances will a child or group of children have access to the pond area without adult supervision at all times.

11. Academy Visits

Each academy trip will be risk assessed and accompanied by at least one member of staff holding the Open Country Leadership qualification (see Visits and trips policy and HCC- Outdoor Pursuits manual for further detailed guidance).

Staff must enter the trip information onto EVOLVE in a timely manner with all associated documentation, insufficient time or information may result in a trip not going ahead.

12. Academy Kitchen- DOLCE responsibility

Kitchen staff must follow all safety guidelines in relation to the use of all catering equipment as defined by DOLCE, their employer. Where appropriate responsibility for training and administration defaults to DOLCE as employer.

Staff must adhere to personal hygiene and cleanliness standard when in the kitchen at all times.

All 'waste' must be removed from the kitchen at the end of service and MUST NOT be left in the kitchen or adjoining areas overnight.

13. Toxic Materials

All caretaking, toxic materials are to be kept in a locked cupboard when not in use. COSHH descriptions must be kept centrally by the site team, to aid in identification of any materials that may impact on health.

Potentially toxic materials should only be used by the site management staff except in exceptional circumstances or where staff have had the appropriate training (COSHH).

14. Training

Appropriate training and in-depth induction will be given where new staff are employed, or where re-registration or accreditation is required to conform to health and safety guidelines.

Where training needs are identified, contact SAT as soon as practicably possible, and follow the comprehensive induction policy and guidance.

15. Health and Safety Review

The headteacher, Health and safety representative and site manager will undertake a health and safety walks periodically. All aspects of the academy site will be reviewed. This information will be added to the academy's reporting policies and actions taken immediately if they constitute a hazard to pupils, visitors, staff or the effective and safe operation of the academy.

16. Guidelines

Safe working practice documentation and guidance will be adhered to. Safe working practices can be found outside the headteacher's office and on the internet, or through talking to Health and safety leads and reps. Further H and S legislation will be added as it is made available.