



Health and Safety Policy

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HEALTH AND SAFETY POLICY

PART A. STATEMENT OF HEALTH AND SAFETY

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At School of Coding AEP Limited the Health and Safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

PART B. ORGANISATION OF HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by:



School of Coding AEP Limited

- School of Coding AEP Limited has a duty to monitor and report health and safety matters. Where spending decisions are controlled by the School of Coding AEP Limited they accept the duty for the way in which health and safety issues are addressed.
- School of Coding AEP Limited is a “duty holder” for the purposes of asbestos management in each School, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, in relation to their duty to scrutinise local asbestos management organisation and arrangements within the School.
- School of Coding AEP Limited must ensure that they scrutinise the local arrangements for the effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan.
- School of Coding AEP Limited is responsible for ensuring that all appropriate Disclosure Barring Service (DBS) checks are carried out on all personnel who could potentially come into unsupervised contact with children, young people and vulnerable persons. This includes school staff, parents, trustees and contractors. School of Coding AEP Limited is required to keep their own “central register” which contains details of checks carried out.
- School of Coding AEP Limited must ensure that they scrutinise the local arrangements for the effective management of asbestos materials on the premises and ensure emergency measures detailed in the policy arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of asbestos containing materials (ACMs)
- School of Coding AEP Limited must ensure that staff and pupils have easy access at all times to free, fresh drinking water on the premises.



School of Coding AEP Limited is required to promote well-being of children in terms of:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- The contribution children make to society.
- Social and economic well-being.

School of Coding AEP Limited has a delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters. The policy, organisations and arrangements must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Violence at work.
- Lettings and hiring of services and equipment (if applicable).

School of Coding AEP Limited must establish measures for the local implementation of this health and safety policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping and safe disposal of waste.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

CEO/Managers

- Overall responsibility for the day to day management of health and safety in School of Coding AEP Limited rests with the CEO/Operations Manager.
- The CEO/Operations Manager, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, in relation to their duty to implement local asbestos management organisation and arrangements within the academy. This includes the delegated duty, as far as reasonably practicable, to provide emergency measures to evacuate affected areas in the event of accidental or unforeseen damage to, or discovery of ACM.



Matters requiring particular consideration by the CEO/Operations manager will include:

- Ensuring that there is an adequate system for undertaking suitable and sufficient risk assessment in compliance with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed. Risk assessments are undertaken throughout the establishment and control measures are implemented, and risk assessments monitored and reviewed appropriately.
- Ensuring that systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in HSG 65, for managing the effectiveness of health and safety arrangements.
- Ensuring adequate staffing levels for safe supervision of AEP pupils and staff, both while at School of Coding AEP Limited and for any external activities.
- The delegated responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all AEP pupils and employees.
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Ensuring the periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- Ensuring the adequate provision of first aid materials and fire - fighting appliances.
- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency.
- Maintaining the building or its surrounds, or services, which is identified as being unsafe and take action as necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.
- Ensuring effective liaison with, and monitoring of, visitor and contractor activities (including catering, cleaning and grounds staff) to ensure that risks to the health and safety of staff and others are kept to a minimum;
- Ensuring that all employees are provided with appropriate and adequate health and safety training consistent with their roles.
- Ensuring that appropriate matters of Health and Safety are included within the Induction Programme for all new staff and AEP pupils.
- Consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety.

The CEO/Operations Manager may choose to delegate to other members of staff any, or all, of the duties associated with the above. The delegation of duties will not relieve the CEO/Operations Manager from the overall day to day responsibilities for health and safety matters within the establishment.

If the CEO/Operations Manager chooses to delegate any health and safety duties to another member of staff. The person appointed to carry out those duties must be competent to carry them out. For the purposes of health and safety “competent” can be regarded as the



combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone's competence. The CEO/Operations Manager must give due regard to this prior to the delegation of duties.



The CEO/Operations Manager may wish to designate a person as the Health and Safety officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing. The CEO/Operations Manager must appoint a competent person to coordinate first aid matters.

The CEO/Operations Manager may choose to appoint a competent person to oversee all arrangements for educational visits.

If work experience is undertaken by AEP pupils at School of Coding AEP Limited, the CEO/Operations Manager may choose to appoint a competent person to oversee all Work Experience arrangements.

Competent person roles will be voluntary unless the role is performed by the CEO/Operations Manager or is included in the person's job description/role on appointment.

Fire Safety Officer (Appointed Person)

The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the responsible person include, but not limited to:

- Managing to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring a suitable and sufficient fire risk assessment has been carried out, or reviewed.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering School of Coding AEP Limited premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.
- Ensuring any close down procedures are followed.
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

First Aid Coordinator

Responsibility for the management of situations in the academy relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is



also required to take charge of the equipment and facilities provided for first aid in the academy and in addition ensure that:

- First aid facilities are maintained in a proper effective condition.
- First aid boxes are checked, and the contents maintained in a suitable condition.

Education Visits Coordinator (EVC)

- The EVC is responsible to the Director of Education and Quality for ensuring that the procedures for educational visits are implemented.
- Has a responsibility to ensure that all school visits comply with regulations in every respect.
- Must ensure that off-site activities are properly planned and supervised, and that the AEP pupils' safety is paramount.
- Is responsible for checking competency of all supervising staff and volunteers.
- Must ensure that the careful planning and preparation of the trip includes a suitable and sufficient assessment of the risks and benefits of all activities.
- Must provide full details of all overseas, residential or high risk adventurous educational visits to their representatives for prior approval at least one month before the visit is due to commence.

Work Experience Coordinator (where applicable)

The Work Experience Coordinator is responsible to the CEO/Operations Manager for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements. Duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the CEO/Operations Manager to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements. Assessments should include lone working arrangements.
- AEP pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.
- Employers providing placements have full relevant information regarding AEP pupils undertaking a placement with them, including details of additional educational or special needs; Where possible AEP pupils should be visited during their placement.



All employees with management or staff supervisory responsibilities

All managers and supervisors are responsible to the CEO/Operations Manager, or their immediate line manager, for ensuring the application of this policy to all activities undertaken by their department or area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by colleagues they supervise in the workplace. In particular, staff holding such positions of responsibility will:

- Ensure suitable and sufficient risk assessments are undertaken within their areas of responsibility, implement control measures, monitor and review risk assessments.
- Ensure appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned.
- Ensure accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded.
- Ensure reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and findings are passed to consultants or competent staff for review.
- Ensure staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.
- Remove from use and report to the CEO/Operations Manager any equipment/appliance identified as being unsafe and which is in need of repair.
- Ensure levels of class and staff supervision are adequate at all times.
- Carry out (in conjunction with other members of staff) daily housekeeping within their areas of responsibility and report or rectify any issues as appropriate.
- Maintain, or have access to, an up to date library of relevant health and safety guidance from suitable sources, e.g. HSE, DfE, CLEAPSS, DATA, afPE etc., and ensure colleagues are aware of and make use of such guidance.
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable.
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work.
- Carry out departmental induction training including information and training that may be necessary.
- Ensure levels of first aid provision are in place for the activities being undertaken.
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary.
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities which may involve some risk.



All employees with teaching or pupil supervisory responsibilities

Teachers and tutors are responsible for the health and safety of all AEP pupils under their control. Teachers and tutors shall:

- Only permit activities to be undertaken by AEP pupils after carrying out a risk assessment if there are real risks associated with the activity. Class size, the abilities of the AEP pupils involved, the activities to be undertaken etc. will need to be considered.
- Ensure safety instruction is given to all AEP pupils prior to commencing activities which may involve some risk.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure AEP pupils follow School of Coding AEP Limited safety rules and protective equipment is worn where appropriate.
- Ensure personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their manager/supervisor.
- Under the direction of management, assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department



All Employees (including temporary staff)

All employees have general health and safety responsibilities under criminal and civil law. Staff must be aware of obligations to take care of their own safety and health, along with that of others who may be affected by their actions or omissions. Employees must also co-operate with senior management so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required to:

- Participate in the risk assessment process and comply with findings.
- Report defects in the condition of the premises or equipment to which they become aware.
- Report accidents, incidents and near misses according to the procedures included in Part C of this policy document.
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.
- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them.
- Follow all relevant safe practices and local rules.
- Report any unsafe practices to their manager or CEO/Operations Manager.

Ensure AEP pupils follow safe practices and observe academy safety rules, and as far as is reasonably practicable ensure that AEP pupils:

- Follow instructions issued by any member of staff in the case of an emergency, or a risk to safety.
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Are encouraged to inform any member of staff of any situation which may affect their safety.

All AEP Pupils

- Are expected to follow their Behaviour Policy in order to maintain a safe environment for all.
- Instances of unsafe conduct or behaviour should be managed effectively by academies in accordance with their Behaviour Policy.



PART C. ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

This resource will provide links to where further information on specific topics can be obtained. The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards.

Accidents and Incidents

In order to avoid misunderstanding, School of Coding AEP Limited deems an accident and incident to be defined thus: - **Accident:** -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

In the event of an accident all local emergency procedures appropriate to that accident must be put into action:

- Ensure, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
- Where possible, provide first aid, by a first-aider, to any person who is injured.
- Obtain further medical aid where appropriate.
- All accidents must be recorded on an accident form as soon as possible.
- All incidents must be reported to the CEO/Operations Manager, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.
- In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events (accidents or incidents) are properly investigated and recorded.
- The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- Investigations should be carried out by a person, nominated by the CEO/Operations Manager and a Health and Safety Representative if required.
- School of Coding AEP Limited will ensure that documents relating to any accident or incident investigation are retained in accordance with relevant guidance.

Audits and Inspections

Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, a termly site inspection. This should be carried out by appropriate staff or by a suitably competent external provider.



School of Coding AEP Limited should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the academy, on a risk prioritised basis, so far as is reasonably practicable.

Results of all health and safety audits and inspections must be made available to all employees concerned.



Contractors

Anyone entering School of Coding AEP Limited premises for the purpose of carrying out work, or who provide goods or services, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

Contractors include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.

By virtue of the hazardous nature of construction-related contracting, compared with general consultancy work, this policy concentrates on those higher risk areas. However, many of the principles still apply to other areas of lower risk.

When children, young persons, or other vulnerable persons are present on the premises contractors without a valid Disclosure Barring Service (DBS) check must never be left unaccompanied whilst on site.

School of Coding AEP Limited must comply with the requirements of the Construction Design and Management Regulations (CDM), and ensure that necessary arrangements are in place.

School of Coding AEP Limited must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure contractors are properly qualified, have the necessary skills to carry out the work and competent in assessing risks and applying effective health and safety practices.

School of Coding AEP Limited must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on completion.

Educational Visits - Refer to School of Coding AEP Limited Educational Visits Policy

“Out-of-school “activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, and recognises the benefit of learning outside the classroom. In support of this the HSE advises that the, “Courts have made clear that when health and safety law refers to ‘risks’, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable”.



Electricity

With particular regard to The Electricity at Work Regulations, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable:

- Safe electrical systems are installed on premises.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure electrical circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.

School of Coding AEP Limited will ensure all electrical works carried out comply with these arrangements and in particular should ensure that:

- Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

Guidance on the requirements for inspection and testing is:

- All electrical equipment that is used by AEP pupils must be inspected and PAT tested on a regular basis (every 1 – 2 years)
- Equipment that is rarely moved and not used by AEP pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided.. Where extension leads are used the electrical capacity of the circuit must be considered before use.



Equipment at Work

School of Coding AEP Limited must ensure that the content of The Provision and Use of Work Equipment Regulations (PUWER) are adhered to in respect of the equipment resourced by, and used in, the academy, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls.
- Suitable and sufficient risk assessments must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.
- School of Coding AEP Limited must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations.
- The identification of employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each Academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that may be “off-site” for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the academy where it is reasonably practicable to do so.

Fire and Evacuation

Based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.

School of Coding AEP Limited must ensure they liaise with local emergency services with regard to arranging any necessary contacts, particularly related to fire-fighting, rescue work, first-aid and emergency medical care.

Relevant accident and emergency services require information relating to procedures, including safety drills, when there is serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements.
- Specific hazards likely to arise at the time of an accident, incident or emergency.
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, when an emergency occurs.
- Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
- The location(s) of where such information is displayed at the premises.
- Co-operating with fire and rescue service inspectors whilst carrying out their duties



First Aid

With regard to, and in compliance with, The Health and safety (First-Aid) Regulations (as amended) School of Coding AEP Limited are to put in place a local first- aid policy and effective procedures based on an assessment of local need.

School of Coding AEP Limited will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

All staff must be informed of the first-aid arrangements in their locality, the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the academy's first-aid needs.



Health and Hygiene

Employees must follow manufacturer's instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

To reduce the likelihood of possible infection/disease staff should take the following precautions:

- Always wash hands before eating.
- Barrier creams can help minimise infection, use where appropriate.
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
- Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence of any activity.

Lone Working

In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The Management of Health and Safety at Work Regulations, it is important for School of Coding AEP Limited to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.

Lone Working will include lone working in School of Coding AEP Limited and when home visits are required.

It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

Manual Handling

In order to comply with the requirements of The Manual Handling Operations Regulations (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

All employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.



Noise and Vibration at Work

School of Coding AEP Limited has a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than AEP pupils, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance

Occupational Health

School of Coding AEP Limited must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).
- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support. Alcohol and Drugs:
- The possession or use of illegal drugs or substances is prohibited to all employees and contractors on premises.
- Employees, parents, carers or visitors may not consume alcohol on the premises, unless this has been agreed by the CEO/Operations Manager of the premises concerned.
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately.
- Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner.
- Smoking is not allowed on any academy premises including electronic vaping devices or other forms of smoking.



Recording and Reporting Arrangements

There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain work related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death.
- Work-related accidents which cause certain serious injuries (reportable injuries).
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

- Work-related accidents involving visitors or AEP pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

There is also a requirement under RIDDOR to maintain a record of any work related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.

School of Coding AEP Limited must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.

For minor injuries, academies must comply with the General Data Protection Regulation (GDPR) and use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use of an accident form. The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

Risk Assessment

In order to comply with The Management of Health and Safety at Work Regulations (and other



legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of employees at work and persons in connection with work activities.

Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

All risk assessments must be completed by a competent person. For the purposes of risk assessment, “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person(s), within an academy, to carry out routine risk assessments, provision for suitable training of staff must be put in place.

For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed. For specialist risk assessments Academies should follow a hierarchy for provision:

- Use an in house competent person to carry out the risk assessment or a nominated contractor.
- Where no such person is employed at the school, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.
- Where the need for a specialist risk assessment is urgent, or the cost of training an existing employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with approval from the CEO/Operations Manager.

New and Expectant Mothers

Under these circumstances an appropriate risk assessment must be carried out by School of Coding AEP Limited in respect of the working conditions, physical hazards, and the tasks undertaken by the pregnant women or nursing mothers.

Where required, additional or different control measures must be implemented by School of Coding AEP Limited, such as temporarily adjusting working conditions and/or hours of work. If



necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks. Where the risk is significant and is not possible to control, the school may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

School of Coding AEP Limited must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest. Similarly, it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree on the timing and flexibility of rest breaks with the employee.

Safe Systems of Work

Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

School of Coding AEP Limited are responsible for ensuring that the components of a system are in place locally that include:

- Coordination of the work of different departments and activities.
- Training, instruction and supervision.
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

School of Coding AEP Limited are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters. School of Coding AEP Limited should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

Security

School of Coding AEP Limited has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

From time to time access to specific areas within schools may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly



marked.

All visitors to School of Coding AEP Limited are required to sign in at reception. On the first visit to the school a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the school.

Visitors must always be accompanied within the academy, unless there are no children or vulnerable people at the time of the visit, or the visitor has been verified by the appropriate DBS check.

Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

Slips and Trips

Accident statistics show that approximately a third of all staff injuries in academies result from slips, trips and falls. School of Coding AEP Limited must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk, the following measures must be put in place:

- School of Coding AEP Limited must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.
- Arrangements for the safe movement of people around the school should be established and these should be communicated to staff and AEP pupils. These measures should include provision for inclement weather, snow and ice.
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to AEP pupils (reporting spills and trip hazards, etc.)

Stress Management

At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important that schools follow some key points to manage the levels of work-related stress, as follows:

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours, e.g. bullying at work
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged and consulted when the academy is undergoing organisational change that may affect them.
- Systems are to be in place locally to effectively respond to individual concerns regarding.



- School of Coding AEP Limited must have suitable and sufficient provision in place for the management of work- related stress related illness. Where in doubt academies should follow the principles of the HSE "*Management Standards for work related stress*". Information.



Supervision at Work

School of Coding AEP Limited must provide an adequate and appropriate level of supervision for employees:

- Know what is expected from them in terms of health and safety.
- Understand Health and Safety policies, where they fit in, and how health and safety is managed.
- Managers and supervisors may need training in the specific hazards and how the school expects risks to be controlled.
- New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. Schools must ensure employees know how to raise concerns and managers/ supervisors are familiar with the potential issues related to unfamiliarity, inexperience and communication difficulties.
- Ensure employees understand risks associated with the work environment and measures to control them.
- Adopt a system to ensure work carried out by contractors is safe and as agreed.

Under the Management of Health and Safety at Work Regulations, schools have a duty to ensure young people (Under 18) employed by the Trust are not exposed to risk due to a lack of experience or maturity.

Consideration must be given to all young people employed in regard to:

- Layout of the workplace.
- Organisation of work and processes.
- Health and safety training needs.

Training and Information

All new employees will receive Health and Safety Induction training. This will constitute



familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements.

All staff must be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee.

Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

School of Coding AEP Limited is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training related to health and safety will be recorded and signed by the individual as a record that such training was completed.

If a member of staff declines to take part in health and safety training required for their role the reason(s) for declining the training must be provided by the employee. In such cases the matter should be investigated by School of Coding AEP Limited.

Where a barrier to completing the training is identified, reasonable adjustments should be put in place in order to enable the member of staff to partake in the training. Where an employee continues to refuse health and safety training further advice should be sought from HR. Employees should be aware that declining health and safety training without having a valid reason may result in disciplinary action being taken.

School of Coding AEP Limited must ensure that it provides employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

- Any preventive and protective measures in place.
- Procedures to be followed in the event of serious and imminent danger.
- Measures for fire-fighting in the workplace.
- The identity of those persons responsible for the evacuation from the premises



Transport and Vehicle Management

Measures that should be in place include:

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the school.
- Procedures for the safe use of vehicles operated by the school.

School of Coding AEP Limited staff can only drive a minibus on a fully car driving licence (and undertaken MIDAS Training) if the minibus is not being used for hire or reward and is not more than 3.5 tonnes (or 4.25 tonnes if including any special equipment to carry disabled passengers)

School of Coding AEP Limited has the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation. Employees are strictly forbidden from driving a vehicle on school business whilst under the influence of alcohol or drugs, using hand-held mobile phones or similar devices whilst driving a vehicle on academy business.

Staff who may transport AEP students in their own vehicles must have business insurance.

Violence at Work

School of Coding AEP Limited are required to provide reasonably practicable local health and safety provision for reducing the risk of violence towards employees, or other persons that may be affected. Arrangements should include control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each academy.

Welfare

With particular regard to The Workplace (Health, Safety and Welfare) Regulations, schools have the duty to ensure the following provision so far as it is reasonably practicable to do so:



Welfare Facilities:

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health Issues:

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature.
- Lighting suitable for the work being carried out.
- Enough room space, suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety Issues:

- Properly maintained premises and work equipment.
- Floors and traffic routes were kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

Work Experience Safety

Schools that provide work experience as part of their work-related learning curriculum must ensure that adequate measures are in place to manage that provision. Schools may choose to self-manage such provision, or work in partnership with a provider.

