



TEAM Multi-Academy Trust

Health, Safety & Wellbeing Policy

This Policy was adopted by the TEAM Multi Academy Trust Trustees on

Date

Signed (on behalf of the Board of Trustees) Paul Ginnings

Signed (Executive Head Teacher)

Rhian Nicholas

Review Date:

Autumn 2018

SECTION 1: STATEMENT OF INTENT

The Trustees of TEAM Multi-Academy Trust (Trust) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the academy's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the academy's obligations under the law.

This policy will be brought to the attention of all members of staff by leaving a copy in the main office at each school. The Health & Safety Policy will be highlighted to new staff and volunteers as part of their induction programme.

This policy statement and the accompanying organisation and arrangements will be reviewed by the Trustees of TEAM Multi-Academy Trust on an annual basis or when a change to members management or/and Health & Safety coordinator.

SECTION 2: ORGANISATION

The following members of Trust staff are identified as duty holders and their titles are mentioned within this policy:

Executive Head Teacher (Exec HT) – Rhian Nicholas
Health & Safety Co-ordinator (H & S Co-ordinator) – Caroline Tucker
Team Business Manager (TBM) - Caroline Tucker
Head of School (Head of Sch):

- Brayford – Corrinne Smith
- High Bickington – Rob Norton
- Pilton – Ian Thomas
- Umberleigh – Holly Laurence
- Witheridge – Chris Holding

Premises Portfolio committee members – Steve Upcott, Rhian Nicholas, Caroline Tucker, Briony Parsons and Simon Wallis
Compliance Manager – Briony Parsons
Premises Manager – Simon Wallis

The Duties of the TEAM Multi-Academy Trust

- To produce and regularly review the Health & Safety Policy for the academy. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this

policy

- To provide adequate resources to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the governing body in discharging its legal obligations, the academy has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's Health & Safety Guidance Notes for Academies.

The Duties of the Executive Head Teacher / Head of School

The Exec HT / Head of Sch. has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Exec HT / Head of Sch. will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the governing body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the governing body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the governing body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Exec HT may choose to delegate certain *tasks* to the H&S Co-ordinator.

The role of H & S Co-ordinator for the Trust has been delegated to Caroline Tucker. Within Brayford, High Bickington, Pilton, Umerleigh and Witheridge this task has been further delegated to the Head of Sch.

The Duties of the Health and Safety Co-ordinator

The H & S co-ordinator has the delegated task of assisting the Exec HT discharge their duties in relation to day-to-day health and safety management.

To do this the H & S co-ordinator will:

- co-ordinate and manage the risk assessment process for the academy
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Exec HT and governing body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the governing body if funds are not available
- assist with the identification of training needs and training delivery across the academy to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Exec HT / TBM and governing body in relation to findings and any associated remedial actions
- carry out regular inspections of internal and external communal areas of the academy and report / record these inspections to the Exec HT.
- Contractors – Coordinating risks. CDM Regs

The Duties of Classroom Teachers

The Classroom Teachers have specific delegated tasks in relation to health & safety management within their classrooms.

They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head of Sch. or H & S Co-ordinator of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Head of Sch. / H & S Co-ordinator or governing body
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- They apply the arrangements described in this health and safety policy to their own area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS etc.

The Duties of all Members of Staff

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees 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. This also applies to volunteers who are under the control of the Academy.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the academy's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- 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

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Head of Sch. of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

All contractors are required to read and sign that they have understood risks associated with the Asbestos register of each school and manage such risk in accordance with statutory requirements and management plan.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Exec HT will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

The 'arrangements' for health & safety, i.e. the specific measures put in place to manage particular risks, must be agreed and outlined in this section. Academies, as independent employers in their own right, are free to determine their own arrangements within the boundaries of the law. A list of areas to cover is included below:

- Risk Assessment
- Accident/Incident Reporting
- Asbestos
- Communication & Training
- Consultation
- Contractors
- Curriculum Activities
- Display Screen Equipment
- Fire Safety
- First Aid
- Legionella
- Lettings
- Maintenance
- Medication
- Monitoring
- Moving and Handling
- Personal Safety and Security
- Stress/Wellbeing
- Work Experience
- Work at Height
- Food Handling
- Kitchen Safety

The specific arrangements adopted by the academy are guided by the Health & Safety Guidance Notes provided by the Devon Health Safety & Wellbeing Service. Details of these arrangements can therefore be found in these Guidance Notes which can be accessed via the OSHENS system Document Library.

The Trust also has a subscription to CLEAPSS via the Devon Health, Safety & Wellbeing Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- Outdoor Education Policies & Guidance documents

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing.

This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service as relevant to the individual schools within the Trust – reference **Appendix A**.

Risk assessments are available for all staff to view and are held centrally in the main office at each school. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the governing body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book *held in the medical area of the school*. Those accidents to pupils, staff and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, are reported to H & S coordinator, who will investigate and take remedial steps to avoid similar instances recurring.

Parents / carers will be notified immediately of all major injuries.

The Exec HT will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the office of the TBM at Pilton Bluecoat Academy and in the main office at each Trust school.

The Asbestos Register is held in the main office of each school in the Trust and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Exec HT of the Trust
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Exec HT / H & S Co-ordinator and Head of Sch at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the staff areas of all schools within the Trust.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the office of the TBM, Caroline Tucker, who is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation

Staff are represented on the Premises Portfolio Committee. Consultation of day to day matters will be achieved when necessary by making use of time during staff meetings.

Members of staff with concerns should raise them initially with the H & S Co-ordinator or relevant Head of Sch. If required, requests for external advice should then be sought from the Devon Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The governing body welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

Contractors

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the main office of each school where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, H & S Co-ordinator will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The Trust, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The H & S Co-ordinator / Head of Sch is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. H & S Co-ordinator will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the H & S Co-ordinator using the appropriate Health & Safety Service's model risk assessments listed above. For example: children's kitchen area, sports, forest schools, science.

For full details relating to the primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £100.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

Fire and Emergencies

The Exec HT is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the offices of each school in the Trust and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the offices of each school in the Trust.

A summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Fire Awareness training for all key members of staff will be undertaken within a 3-year period.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held in the emergency plans at each school.

The H & S Co-ordinator is responsible for ensuring that the Trust's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the Trust's Emergency Management Plan for each school which will be reviewed annually and is located in each school office.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

First Aid

The academy has risk assessed the need for first aid provision and provided first aid provision accordingly. For detailed provision for each school see

Appendix B

First aid qualifications remain valid for 3 years. The H & S Co-ordinator will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

Local first aiders at each school are responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by H & S Co-ordinator to identify the safe working method and appropriate emergency procedures

- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

Legionella

A water risk assessment for the academy has been completed WEMCO and the H & S Co-ordinator is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

Lettings/shared use of premises

The Trust will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of Academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by Premises Manager. All staff are required to report any problems found with plant/equipment to the Premises Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- Annual gas appliance inspection and maintenance, to be undertaken by *WEMCO*
- Annual gas tightness test, to be undertaken by *WEMCO*
- Electrical installation inspection every 5 years organised by Premises Manager. The Head Teacher is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.
- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by Zurich Insurance.

The H & S Co-ordinator is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Head Teacher.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted by the Premises Manager.

The H & S Co-ordinator is responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above.

Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in each school office.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Note.

Monitoring

The Exec HT, assisted by the H & S Co-ordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Trust.

A general inspection of the site will be conducted every half term and be undertaken by Premises Manager / Compliance Manager / Head of Sch / Premises Portfolio Trustees.

The person(s) undertaking inspection will complete a report in writing and submit this to the Premises Portfolio Committee. Responsibility for following up items detailed in the safety inspection report will rest with the H & S Co-ordinator / Premises Manager / Compliance Manager / Premises Portfolio Trustees as appropriate.

Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling

techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by *the school SENCo* and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The Trust has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016* as its own policy.

Each schools' local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in each school office.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities via the *Evolve* online system.

The H & S Co-ordinator will ensure that all risk assessments have been undertaken, will check the documentation and planning of the trip before referring to the Exec HT for final approval.

Personal Safety and Security

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy is in place at the Trust.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of the Head Teacher.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. The services of Barum Security have been secured to deal with out of hour's emergencies at Pilton Bluecoat.

Academy Security

The Exec HT is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

Radon Gas

The H & S Co-ordinator is responsible for arranging periodic 10-year testing on all premises. This testing will be more regular according to how significant the recorded levels of radon gas are, or if the premises have been altered to make the levels likely to be raised. Contact will be made with Public Health England for monitors and compliance.

If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m³. These systems will be maintained.

Stress/Wellbeing

The Trust is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards. The following actions will be taken:

- On return to work an interview will take place to establish concerns and to complete a risk assessment.
- Further referrals to wellbeing@work will be undertaken as necessary and recommendations will be applied.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. The TEAM Multi Academy Trust's nominated person(s) responsible for work at height is the Premises Manager.

It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition
- access to fragile surfaces is properly controlled

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.

Work Experience

If the Academy hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RAA28 risk assessment document.

Appendix A

Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA08 – Fire Risk Assessment
- RAA19 – Early Years Risk Assessment
- RAA21 – Primary Curriculum Activities Risk Assessment
- RAA22 – Whole School Risk Assessment
- RAA24 – Security Risk Assessment

In addition, the following academies will hold:

Academy	RAA04 Cleaning	RAA11 Kitchen	RAA31 Kiln
Brayford	√	√	
High Bickington	√	√	
Pilton	√	√	
Umberleigh	√	√	√
Witheridge		√	

Appendix B

Brayford Academy

First Aid boxes are located in all curriculum areas and the forest school area.

	Member of Staff	Date of Training
Emergency First Aid at Work	Susan Townsend	28.04.2017
Paediatric	Sophie Mummery	19.10.2017
	Corrinne Smith	06.06.2017
	Lisa Ward	29.09.2016

High Bickington C of E Academy

First Aid boxes are located in all curriculum areas and the staffroom.

	Member of Staff	Date of Training
Paediatric	Sarah Barker	18.09.2017
	Nikki Pearce	18.09.2017
	Val Hutchings	31.01.2017
	Rosie King	31.01.2017
	Louise Strickland	31.01.2017
	Louisa Tanton	31.01.2017

Pilton C of E Academy

First Aid boxes are located in all curriculum areas, first aid room and the forest school area

	Member of Staff	Date of Training
Emergency First Aid at Work	Adele Drago	June 2017
	Danielle King	Oct 2017
	Karen Marshall	Oct 2017
	Laura Pither	May 2017
	Michelle Potter	Feb 2017
Paediatric	Ruth Crumby	Oct 2016
	Ann Gregory	June 2017
	Claire Gregory	Oct 2017
	Mandy Laird	Oct 2017
	Roma Monk	Oct 2016
	Michelle Rigler	Oct 2017
	Marilyn Upcott	Oct 2016
	Tracey Wallis	June 2017
Outdoor (Forest School)	Helen Cockbill	Jan 2015
	Jo Pearce	Jan 2015

Umberleigh Academy

First Aid boxes are located in all curriculum areas and the Yurt.

	Member of Staff	Date of Training
Paediatric	Trevor Brayley	Oct 2017
	Hannah Brown	Jan 2017
	Felicity Cornish	Nov 2014
	Linzi Langdon	Oct 2017
	Holly Laurence	31.01.2017
Outdoor (Forest School)	Trevor Brayley	July 2017
	Kate Taylor	May 2016

Witheridge C of E Academy

First Aid boxes are located in all curriculum areas and the staffroom.

	Member of Staff	Date of Training
Emergency First Aid at Work	Pam Smith	28.04.2017
	Sheryl McKinlay	28.04.2017
Paediatric	Kayleigh Boyles	10.12.2015
	Kim Howard	10.12.2015
	Cora Milton	16.03.2016