



**Launceston College**  
*A Multi Academy Trust*

## **HEALTH AND SAFETY POLICY**

Updated on: 7<sup>th</sup> June 2018

Review by: June 2019

## **HEALTH AND SAFETY POLICY**

### **SECTION 1: STATEMENT OF INTENT**

The board of Launceston College Multi-Academy Trust ('MAT') 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 policy sets out how these duties will be conducted and includes a description of the MAT's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the organisation's obligations under the law.

This policy will be brought to the attention of all members of staff at induction and will be available on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

## **SECTION 2: ORGANISATION**

### **The duties of the Employing Body**

- To produce and regularly review the Health & Safety Policy for the MAT. 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 MAT's legal responsibilities as well as compliance with this policy;
- To assist the employing body in discharging its legal obligations, the MAT has appointed the Cornwall Council Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.

### **The duties of the Principals and Executive Principal**

The Executive Principal has overall responsibility for Health and Safety for the MAT.

The Principal of each Academy within the MAT has day-to-day responsibility for health and safety management at their Academy 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 Principal 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 Employing 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 Employing 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 Employing Body any significant risks or policy requirements which cannot be met within the establishment's budget;
- Identify the training needs of students and staff and hence ensure that all

students and staff 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 Principal may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator has been delegated to the Site Supervisor in each secondary Academy and the Principal in each primary Academy. Heads of Faculty and Department have responsibility to ensure adequate Health and Safety in their particular areas.

For the purposes of this policy, all references to 'Launceston College' and 'secondary academy' will also include 'Launceston College Nursery'.

### **The duties of the Health and Safety Co-ordinator**

The health and safety co-ordinator has the delegated task of assisting the Principal discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety 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 Principal and Employing 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 Employing Body if funds are not available;
- Assist with the identification of training needs and training delivery across the Academy to ensure that staff and students 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 Principal and Employing Body in relation to findings and any associated remedial actions

## **The duties of Heads of Departments/supervisory staff/subject leaders**

The Heads of Faculty and Departments have specific delegated tasks in relation to health & safety management within their departments/subject areas.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or 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, such as CLEAPSS;
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented;
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively;
- They take appropriate action on health, safety and welfare issues referred to them, informing the Principal or Employing Body of any problems they are unable to resolve within the resources available to them;
- They carry out regular inspections of their areas of responsibility and report/record these inspections to the Principal or Employing Body;
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety;
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **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 MAT.

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 MAT's health and safety policy arrangements at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;

- 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;
- Make any students, contractors or visitors for which they are responsible, aware of their duties as below.

## **Students**

Students, 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 MAT premises are required to identify and control any risks arising from their activities and inform the Principal of any risk that may affect the staff, students and visitors.

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

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

### **SECTION 3: ARRANGEMENTS**

The specific arrangements adopted by the MAT are guided by the Health & Safety Guidance Notes provided by the Cornwall Council Health and Safety Service, ROSPA and the HSE.

The MAT also has a subscription to CLEAPSS. CLEAPSS guidance has been adopted to guide arrangements in science, DT 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/>

#### **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 Cornwall Council Health & Safety Service or the EEC system.

**Risk assessments are available for all staff to view and are held centrally on the EEC System, which can be accessed via the Health & Safety Administration Coordinator, Keri Quirk.**

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 either annually or every 3 years depending upon the levels of risk.

## **Accident/Incident Reporting**

All employee accidents must be reported to the Employing Body via:

- The Site Supervisor at Bideford College (first seek medical attention via the School Nurse)
- The Receptionist at Egloskerry Primary School
- The School Nurse at Launceston College

Accidents to students and other non-employees should be recorded in the accident book, held by the School Nurse (Bideford College, Launceston College) and the Receptionist (Egloskerry Primary School).

Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Employing Body via:

- The Site Supervisor at Bideford College
- The Receptionist at Egloskerry Primary School
- The School Nurse at Launceston College

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

Accidents will be monitored for trends and a report made to the Employing Body via the MAT Finance and Assets Committee.

The Principal or the Health and Safety Coordinator, 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.

## **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 Site Supervisor.

The Asbestos Register is held in the Site Supervisor's office 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 Employing Body;
- 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;
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, 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 the Site Supervisor at the earliest opportunity.

### **Communication and Training**

Information can be obtained via the Cornwall Council Health & Safety Service.

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

#### *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 personnel files by the Payroll Manager. The Site Supervisor 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.

## **Consultation**

Staff are represented on the Governing Body. Consultation of day to day matters will be achieved through regular ALT, department and faculty meetings.

Members of staff with concerns should raise them initially with their departmental head or the staff Health & Safety Representative, who is stated on the health and safety poster in the staff room. If required, requests for external advice should then be sought from the Cornwall Council Health & Safety Service for employee concerns that cannot be resolved locally.

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

## **Contractors**

All contractors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, the MAT Estates Manager/Site Supervisor will undertake competency checks prior to engaging any contractor.

In respect of construction works, the MAT Estates Manager/Site Supervisor has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the MAT Estates Manager/Site Supervisor will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

## **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the relevant Heads of Faculty/Department/member of staff with assistance from:

- The Site Supervisor at Bideford College
- The Receptionist at Egloskerry Primary School
- The School Nurse at Launceston College

The Cornwall Council Health and Safety Service and EEC risk assessment template should be used.

Within science, CLEAPSS *Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work.

### **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.

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.

### **Fire Safety**

The Principal is responsible for ensuring the Academy's fire risk assessment is undertaken and controls implemented accordingly. The fire risk assessment is located in the Site Supervisor's office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is held electronically and in paper format in the Principal's office. 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 Academy'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.

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

Emergency contact and key holder details are held by EXCO and the fire brigade.

The Site Supervisor is responsible for ensuring that the Academy's Fire Log is kept up to date and that the following inspection/maintenance is undertaken:

- Dates of fire fighting 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 the Fire & Rescue service;
- 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 Academy's Business Continuity Plan, which is held by the Chair of the MAT board, the Executive Principal, the Finance Director and the Principals of each Academy, and will be reviewed annually.

## **First Aid**

The school has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

First Aid at Work level:

The School Nurse (Secondary Academies)  
At least one deputy for the School Nurse

Emergency First Aid at Work level:

Teaching Assistants (Primary Academies)  
At least one member of the Site Team  
Other members of staff as deemed necessary depending on the determination of risk for the activity (e.g. trips are risk assessed for need).

First aid qualifications remain valid for 3 years. The School Nurse will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:

The School Nurse's office (Bideford College and Launceston College)  
The disabled toilet (Egloskerry Primary School)  
**The office (Launceston College Nursery)**

The School Nurse (Secondary Academies) and the Receptionist (Primary Academies) is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

## **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.

Within curriculum areas Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department.

In all other areas 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 are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment;
- 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;

## **Legionella**

A water risk assessment for each Academy has been completed. The Site Supervisor 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.

## **Lettings/shared use of premises**

The Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant MAT/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 school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Supervisor or the Head of Department as appropriate. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Statutory inspections will be completed as required and this will be monitored by the Site Supervisor.

### *Electrical Safety*

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

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 an appropriately qualified member of the Site Team as directed by the Site Supervisor.

The Site Supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances via the PAT testing logs 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 school without prior authorisation and must be subjected to the same inspection process as Academy-owned equipment.

An electrical installation test will be conducted by an appropriately qualified contractor every 5 years. The Site Supervisor is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

## **Medication Arrangements**

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the Academy will, at the request of the parent/carer and with the consent of the Principal, administer medication prescribed by a doctor.

In circumstances when a student suffers headaches, menstrual pains or toothache, staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have given *prior written permission*. **On no account will aspirin, or preparations containing aspirin be given to students unless prescribed by a doctor.**

No member of staff will administer any medication unless a request form has been completed by the parent/carer.

The School Nurse (Secondary Academies) the Receptionist (Primary Academies), **or the Senior Nursery Nurse at Launceston College Nursery** is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. All administration undertaken by Academy staff will be recorded. Records of administration will be kept by the School Nurse in the School Nurse's office (Secondary Academies), by the Receptionist in Reception (Primary Academies), **or by the Senior Nursery Nurse at Launceston College Nursery**. Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in school is securely stored in the School Nurse's office (Secondary Academies) Reception (Primary Academies), **in the office at Launceston College Nursery** with access strictly controlled.

## **Monitoring**

The Principal, assisted by the Health and Safety Co-ordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. An external audit will be commissioned at each Academy site by the Site Supervisor. Feedback from this process is to be referred to the Employing Body.

A general inspection of the site will be conducted at least once per year by the Health and Safety Governor from the Local Governing Body and a report will be submitted to the Finance and Assets Committee. Inspections of individual departments will be carried out by Heads of Department or nominated staff.

Responsibility for following up items detailed in the safety inspection report will rest with the Site Supervisor.

Inspections will be conducted jointly with the Academy's employee health and safety representative(s) if possible.

## **Moving and Handling**

Generic risk assessments for regular manual handling operations are 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 manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Site Supervisor. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by a member of ALT or Department Head and recorded in a specific Handling Plan for the individual concerned. 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 maybe required to use.

## **Offsite Visits**

The MAT has adopted the Cornwall Council guidance from the *Safety on Educational Visits* SLA as its working procedure.

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

The Academy's Educational Visits Co-ordinator will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Principal for final approval.

## **Personal Safety and Security**

The MAT believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents 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 the permission of the Principal, who will notify the Site Supervisor.

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.

Risk assessments will be reviewed annually or after significant change.

#### *Academy Security*

The Site Supervisor 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

### **Radioactive Sources**

The MAT has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Cornwall Council Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- The Radiation Protection Supervisor is the Lead Science Technician. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History

For full details relating to the safe use of radioactive sources, reference should be made to the L93 '*Managing Ionising Radiations and Radioactive*

*Substances in Schools & Colleges'* document.

### **Stress/Wellbeing**

The MAT 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.

Where appropriate, risk assessment findings will be recorded.

### **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 etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy's nominated person(s) responsible for work at height is the Site Supervisor and/or the School Nurse (Secondary Academies) or the Principal (Primary Academies).

The nominated person(s) shall ensure:

- 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;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Access to fragile surfaces is properly controlled.

### **Work Experience**

The Assistant Principal for KS4 (Bideford College) and Assistant Principal for Quality Assurance (Launceston College) is responsible for managing and co-ordinating work experience.

All placements are subject to pre-placement checks which will assess the suitability of the placement and maintain a list of suitable host employers. No

work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians.
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to by the employer to the Academy at the earliest possible opportunity.

If the Academy *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians.

### **Workplace safety**

The Site Supervisor with the assistance of the School Nurse (Secondary Academies) and the Principal (Primary Academies), along with appropriately qualified contractors, are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict