

Wood Green Academy

Health and Safety Policy

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Chief Finance Officer

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1. Statement of Intent

The Governors of Wood Green Academy recognises their responsibilities under the Health and safety at Work Act 1974.

In so doing, the Governing Body seeks to take all reasonable and practicable steps within its power to fulfil its Health and safety responsibilities.

The Governors of Wood Green Academy recognise their responsibility to provide a safe and healthy environment for students, staff, parents, contractors, and visitors to the school. Governors, with the support of all the school's staff, take all reasonably practicable steps to ensure the health and safety of any person who might be affected by the school's acts and omissions.

The school will, so far as is reasonably practicable:

1. Communicate effectively with third parties, contractors and others where the Health and safety of students, staff and others might be affected.
2. Maintain a safe and healthy working environment.
3. Ensure that Health and safety procedures and other controls are defined and carried out where necessary.
4. Provide adequate information, instruction training and supervision so that employees and others can carry out their duties in a safe and organised manner.
5. Ensure that the Health and safety arrangements detailed in this policy are carried out.
6. Consult with employees on matters affecting their Health and safety.

Ms V. Milward
Chair of Governors

2. Responsibilities for Health and safety.

2.1 Governors.

The Governing Body will:

- Take all reasonable steps to ensure the health and safety of any person who may be affected by the school's acts or omissions.
- Plan, organise, control, monitor and review arrangements for health and safety and review the school's Health and safety policy.
- Appoint a Sub Committee and Governor to be responsible for Health and safety, (The Finance, Premises and Safety Sub Committee).
- Ensure the necessary Health and safety procedures are in place.
- Ensure there is accommodation for medical treatment and examination and that there is adequate first aid provision.
- Approve off site activities as required.
- Ensure that the school site is clean and tidy and that there are suitable arrangements in place to ensure its tidiness, so far as is reasonably practicable.
- Ensure there is a senior teacher responsible for Child Protection.

2.2 Head Teacher

The Headteacher will:

- Develop a school culture which encapsulates the principles of health and safety so that students, parents and staff and others feel confident that their health and safety is paramount.
- Ensure that health and safety matters are included in the whole school improvement plan and that separate reference is made within the plan to fire safety.
- Be responsible for the school's internal organisation and management of health and safety. Subsequently, governors expect all staff to carry out the Head Teacher's "reasonable" instructions and, in accordance with the Health & Safety at Work Act 1974, (and associated regulations), in taking reasonable care for their own safety, the safety of colleagues and the safety of any person who may be affected by their acts or omissions.
- Ensure that staff with responsibility for health and safety are suitably and adequately trained to carry out their duties.
- Ensure high standards of health, safety and welfare are maintained.
- Investigate, together with the relevant safety officer, fatal and major accidents and dangerous occurrences and report fully on findings as necessary.

2.3 Chief Finance Officer

The Chief Finance Officer will:

- Ensure the maintenance of a satisfactory standard of Health, Safety and Welfare for students, staff and others.
- Report on Safety matters to the Finance, Premises and Health and Safety Sub Committee of the Governing Body.
- Lead on the revision of the school's health and safety policy and present it to Governors for feedback and review and adoption.
- Propose revisions to the terms of reference for the (Finance, Premises), and Safety Sub Committee and present to governors for feedback and review and adoption.
- Keep up to date with health, safety and welfare legislation and ensure compliance.
- Advise the Head Teacher, SLT and other staff in relation to the health and safety and the school's health and safety policy, in relation to its application and the implementation of control measures to minimise the risk of injury.
- The Chief Finance Officer will prepare an Emergency Action Plan that will be approved by the Governing Body.
- Coordinate the school's health and safety audit and improvement plan.
- Ensure that risk assessments and action plans are carried out and put in place to minimise risk, and that such action plans are reported to the (Finance, Premises and) Safety Sub Committee and accommodated in the school budget.
- Record details of the organisation and arrangements in place to ensure effective planning, organisation, control monitoring and review of health and safety needs in the workplace.
- Advise the Deputy Head responsible for Continual Professional of any new training needs.
- Institute proper reporting and investigation of injury, damage and loss; promote action to identify hazards and eliminate them before an accident occurs.
- Organise and co-ordinate safety activities, procedures and policies and ensure that sound working procedures are implemented by teaching staff, the Site team and Support staff.
- Ensure that any building works carried out at the school takes health and safety considerations into account and that appropriate control measures and advice is sought where required.
- Ensure the school is represented at pre commencement meetings and that suitable procedures are put in place, and maintained, where necessary, to ensure the health and safety of students, staff, contractors and others.
- Ensure that 'Hot Works' are not carried out on the school premises unless a permit to work has been issued.

- Ensure that new school procurements and work activities give due regard to health and safety and that suitable training is given to support any such procurement / work activity.

2.4 Union Representatives

- Union representatives will:
 - Make representations on behalf of employees to the Head Teacher and / or Chief Finance Officer as necessary.
 - Help investigate complaints relating to health and safety and make recommendations to the Chief Finance Officer.
- The Head Teacher will seek to provide the time, facilities, assistance and information needed for union representatives to carry out health and safety duties or to provide basic training.
- Safety representatives have the same legal responsibilities as any other employee. They may recommend or agree to a particular course of action but only the Head Teacher or the Chief Finance Officer can actually decide what is to be done.

2.6 Competent Persons

2.61 The Office and Facilities Manager

The Office and Facilities will:

- With the Chief Finance Officer, devise, implement and review the school's health and safety management programme and action plans.
- Carry out the required risk assessments and termly safety inspections.
- Update the fire log book as and when required.
- Support the EVC with school trips and extra curricular activities, liaising with trip organisers and the Chief Finance Officer as necessary.
- Coordinate and maintain the school's premises and asbestos logs and ensure that any planned building works gives due regard to the presence of asbestos and other hazardous materials.
- Support the School Welfare Officer in investigating and reporting any incident that involve hospitalisation or are likely to involve an absence of more than 3 days to the Chief Finance Officer. To present all incident forms to the Chief Finance Officer and reporting to the HSE as necessary.
- Take part in the health and safety inspections and liaise with the Chief Finance Officer re action plan priorities.
- Coordinate the school's (reactive and planned) repair and maintenance programme and secure records where necessary.
- Attend pre commencement meetings as required.

- Ensure the school minibus is inspected once a term and ensure that MOT and service documents are in place, and that only approved drivers use the minibus.
- Ensure that an annual inspection of electrical equipment is undertaken. All electrical equipment must be properly installed with particular attention paid to fuse rating and wiring procedures.
- Ensure that the fire alarm and sprinkler system are tested once a week, (Maintaining all necessary records), and liaise with the external agencies so that faults are remedied as soon as possible.
- Maintain the fire drill register.
- Check and arrange the maintenance / service of fire extinguishers
- Maintain health and safety signage around the school.

2.63 Heads of Department.

Head of Departments will:

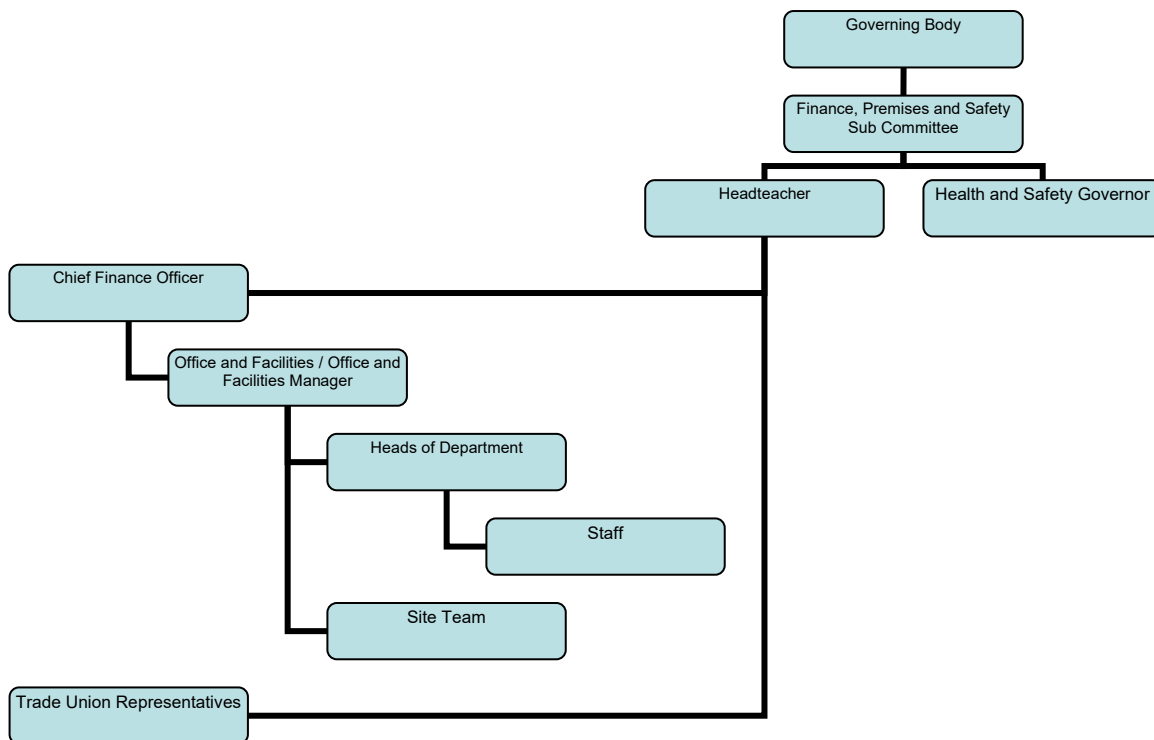
- Prepare a safety policy for their department. This should include safety arrangements to minimise the likelihood of injury resulting from significant risks that are identified from schemes of work. All department staff must be made aware of the risk and control measures detailed in their policy.
- Review the arrangements which already exist for the use, handling, storage and transport of articles or substances on a regular basis.
- Ensure that safe procedure are followed at all times. It is important to ensure that equipment is properly installed, maintained and correctly used. All machinery, audio-visual and electrical equipment must be regularly inspected and maintained. Heads of Department will ensure that all equipment in their department is maintained, serviced, and put out of use if necessary.
- With the Deputy Head responsible for CPD as required, provide information, instruction, training and supervision to staff and students within their departments.
- Ensure that all staff have read and understood health and safety information re the department.
- Help to identify possible hazards and take remedial action. All staff have the authority to initiate remedial action by taking out of use a piece of equipment which is thought to be unsafe or by authorising the discontinuance of an unsafe practice pending an investigation. Any such action must be reported to the Chief Finance Officer.
- Liaise with other staff as necessary, (ie: site team), to implement remedial action to reduce the risk from potential hazards/unsafe practices.
- Assess risks and take necessary remedial action and monitor remedial action on a regular basis.
- Undertake a termly inspection of their area of responsibility.

2.64 Staff Duties

Staff will:

- Be aware of possible safety hazards and follow safety procedures instructed by the Headteacher, Chief Finance Officer and / or Head of Department.
- Refer any practice, equipment or structure that may be regarded as a possible hazard to their Head of Department or the Chief Finance Officer. Staff must note that the act of reporting does not absolve responsibility as they, as school employees, must cease to use the equipment or an area of the school if it is unsafe to use, (until the matter has been remedied).
- Instruct and supervise students regarding safety procedures that apply to their particular teaching discipline or activity and reinforce school rules regarding pupil behaviour.
- Be aware of the location of safety aids, first aid equipment, isolating switches, control taps and fire-fighting equipment.
- Read, follow and pass on any advice or information from external safety agencies regarding the handling, storage or transport of materials or general care/use of equipment and to make sure they are familiar with any equipment used with students or others, insist that students follow safety instructions.
- Ensure that work areas are in a tidy state and that any lapse in cleaning / caretaking standards is reported to the Chief Finance Officer.
- Ensure that spills are cleaned up / reported as soon as reasonably practicable.
- Supervise students around the school as detailed in the duty rotas.
- Visually inspect equipment for safety prior to use.

2.65 Summary - Organisation of Health and Safety at Wood Green Academy



3. Organisation and Arrangements

3.1 Emergency Action Plan

The school's Emergency Action Plan is displayed on the T drive; the plan is to be rehearsed once a term.

3.2 Procedures

Staff must make themselves aware of the school's Health and Safety Policy, their department Safety Policy and follow the associated procedures to ensure the safety of students, themselves and others.

3.3 Machinery

Staff must use all machinery, equipment and dangerous substances with due regard for the safety and well being of themselves and other parties. Staff should only use those machines for which they are qualified. Any safety device or protection required must always be used.

3.4 Defect Reporting

Staff must have a duty to inform the Chief Finance Officer and site team once a defect or danger is identified and adapt to the situation until remedial work has been carried out, ensuring that students and others are not put at risk.

3.5 Work Place Inspection

3.51 Whole Site

This will be carried out jointly by the governor responsible for safety and the Chief Finance Officer and / or Office and Facilities Manager once a year. They will consider outstanding repairs and safety of work practices, passageways, thoroughfares and playgrounds, devices and equipment and, after taking advice from other competent persons if necessary, will produce a report for the Finance, Premises and Safety Committee; this could be drafted by the governor responsible for health and safety but should be agreed with the Chief Finance Officer.

3.52 Departments

Departmental Inspections will be carried out by the Head of Department or an external agent, in the presence of their senior technician (where relevant). Findings must be passed on to the Chief Finance Officer.

Heads of Department /agents will inspect the whole area of school under their responsibility and will include fabric, furniture and fittings, equipment, devices, machinery and substances.

Inspections in particular departments will include:-

3.521 Science Department Inspections

Safe storage/handling of chemicals and hazardous/inflammable substances, fume cupboards, gas/electrical supplies, isolation switches, electrical equipment, safe practices within the laboratory and prep rooms and the safe handling/transportation of equipment and materials.

3.522 Food Technology Inspections

Cookers, microwaves, electrical appliances, gas/electrical supplies, isolation switches and safe practices particularly relating to food and hygiene.

3.523 CDT Inspections

CDT machinery and guards, brazing hearths, welding and vacuum -equipment, forges, tools, dust extraction facilities, isolation switches, gas/electrical supplies, handling/transportation of equipment/materials and safe storage/handling of hazardous and inflammable substances/materials, safe practices in CDT.

3.524 Art Inspection

Storage/handling of hazardous substances, guillotines, kilns and safe practices for operation of equipment.

Performing Arts, (Including stage areas, music suite and drama studio). Ensure that all equipment conforms to health and safety standards/regulations.

3.525 PE Inspection

This will cover all fixtures, fittings and free standing equipment, crash mats, benches etc used in gyms and sports hall and should include a review of safe practices, changing rooms and showering facilities and outside facilities including netball/tennis courts, playground area and school fields used by the department.

3.6. PATs Testing

The Office and Facilities manager will ensure that PATs testing is completed as required and the results recorded on a central data base. In addition, staff using electrical equipment should carry out a regular visual check on plugs and leads.

New equipment should be installed by a competent contractor and plugs should be fitted by a competent person. Privately owned equipment must be PAT tested.

3.7 Maintenance Procedures

Remedial action must be taken with regard to any structure, practice or equipment that presents a hazard. It is the clear responsibility of every member of staff who becomes aware of a hazard or fault to report the matter to their HOD, the Office and Facilities Manager, Chief Finance Officer or the Head Teacher.

Defects must be reported by email to the site team and ccd to the Chief Finance Officer.

If there appears to be an undue delay in repairs being effected, members of staff should email the Chief Finance Officer or the Headteacher, if necessary.

All workmen must report to the school office before commencing work. Complete contract works must be handed over and visually inspected by the site team, Office and Facilities Manager or Chief Finance Officer .

3.8 Maintenance and Testing of Emergency Lighting Systems

Maintenance and cleaning will be arranged by the Cleaning Supervisor.

3.9 Window/wall extractor fans

Maintenance and cleaning will be arranged by the Office and Facilities Manager.

3.01 Fixed Fan Convector/Storage Heaters/Air Conditioning and Hand Dryers

Maintenance and cleaning will be arranged by the Office and Facilities Manager.

3.02 Supervision of Students

All Academy employees have a general duty of care to ensure that the school's acts and omissions do not cause injury or harm. Negligence is said to occur when this general duty of care is not discharged to the standard of the "reasonable man." Teachers, acting in 'loco parentis' must take all reasonable steps to ensure that students are not exposed to unacceptable risk.

It is essential that students are given adequate supervision and instruction with regard lesson activity and behaviour.

Students are prohibited from entering classrooms unless supervised by a member of staff; this applies to all classrooms, but especially to the following high risk areas:

- school kitchen, sports hall and art / ceramics rooms
- boiler house, gymnasium CDT and PE rooms
- climbing wall
- resource centre, changing rooms and computer rooms
- science laboratories, preparation and store rooms
- any area occupied by contractors

All student activities should be carried out under the supervision of a teacher / other member of staff. The degree of supervision should be related to the age of the student, their individual circumstances and the activity.

Staff duties should be performed efficiently and conscientiously and take precedence over other activities. Staff duties are an essential element of every teacher's professional undertaking. The school has a corporate responsibility wherever possible to correct any sort of pupil misbehaviour either in the corridor, school grounds or, indeed, out of school when this will reduce the possibility of accidents occurring.

3.04 Off Site Visits

All school trips should be booked through the Deputy Headteachers - Curriculum and CPD and Assistant Headteacher – Specialisms and must comply with the Educational Visits Policy.

3.05 Mini-Bus

The mini bus should only be driven by approved drivers. Approved drivers are responsible for carrying out a visual inspection of the minibus prior to use, as / their training.

3.06 Work Experience

Work experience safety checks will be carried out by the school's service provider. Teachers responsible for arranging work placements have a duty to ensure, so far as is reasonable, that their acts and omissions do not affect the health and safety of students.

The school remains in loco parentis while students are engaged in Work Experience. Reasonable safety measures should be undertaken including: visiting the workplace, assessing its suitability and being aware of the considerable legislation which prohibits persons under 18 years from carrying out various activities e.g. blast furnace, radio-active and chemical processes, lifting heavy weights, working at height and depth.

Students will be fully briefed about the general rules governing health and safety at work. Their responsibility to themselves and others should be strongly emphasised. Students will be provided with the school telephone number and instructed to use it if they are asked to do anything that they feel to be dangerous.

3.07 Slips, Trips and Falls

About one third of all injuries in schools result from slips, trips and falls. In fact they account for 80% of serious injuries. All staff should be vigilant regarding wet floors, torn/loose carpets, damaged floor tiles, inadequate lighting, badly fitting mats in entrances, oil/grease spillage's, use of inappropriate floor treatment, electrical cables, obstructions in walkways and general haste and inattention.

The Office and Facilities Manager will pay particular attention to reducing the safety risk presented by leaves, litter, broken or uneven slabs, damaged drain covers, ice and snow (Clearance and/or salting of pathways), windows opening into play areas, hazardous activities and uneven/damaged tarmac.

Only school equipment should be used to access heights; this will be periodically checked for Health and safety by the Office and Facilities Manager, sit team and visually by any users.

3.08 Notifiable Incidents

Serious accidents e.g. death, broken limb, severance of arm/digit etc must be notified to the HSE immediately by the Chief Finance Officer by phone, (**0845 300 99 23, Monday – Friday 8.30am – 5.00pm**), by post or online at: <http://www.hse.gov.uk/riddor/report.htm#online>.

Any dangerous item of equipment/machinery should be isolated and left untouched until an inspection has been completed.

Accidents involving injury resulting in up to 3 days absence must be notified to the HSE immediately.

Even minor accidents must be reported in writing using the agreed procedure so that an appropriate investigation and recommendation is made.

3.10 Accident Procedure

3.101. Minor Accidents

Any person who is injured may be dealt with by any member of staff / colleague initially but must be referred to the Welfare Officer if they have any doubt about the health, safety and wellbeing of an injured person.

The Welfare Officer will report any concerns to the Chief Finance Officer, or the Head Teacher / member of the Senior Team, or use their professional judgement in deciding to call the emergency services / referring the injured party to their GP.

As a minimum the trained first aiders in school will include:

- Welfare Officer
- 6 * Student Support Managers
- 2 * Site Staff

Staff employed to these posts will be trained to hold the First Aid at Work qualification; responsibility for first aid is included in job descriptions.

If hospital treatment is necessary, parents should be informed and collect the pupil. Alternatively, depending upon the availability of staff and adequate insurance, school may provide transport to hospital.

An incident form will be completed by the Welfare Officer and signed off by the Chief Finance Officer when a student / other is admitted to hospital.

3.102. Serious Accidents

A serious incident is difficult to define, but may include: Head injury, immobility, chest pains, severe bleeding, obvious signs of pain, the nature of the incident, (if witnessed), complaints or symptoms which seem confusing as there is no logical explanation / cause to them.

In such instances the person first on the scene should:

NOT MOVE THE CASUALTY, MAKE THE AREA SAFE, (SO FAR AS IS REASONABLY PRACTICABLE), SUMMON AN AMBULANCE AND THE

SCHOOL WELFARE OFFICER / FIRST AIDER AND STAY WITH THE CASUALTY UNTIL HELP ARRIVES.

The Head Teacher, Chief Finance Officer or member of Senior Team will liaise with parents as soon as reasonably practicable.

In all cases, an official accident form, available from the school office, should be completed by the member of staff giving first aid and completed by the teacher or staff member in charge of the activity during which the accident occurred. It should be passed to the Welfare Officer / Chief Finance Officer / Head Teacher who will undertake an investigation and initiate remedial action.

3.103 Illness

In the event of a minor incident or illness, the decision as to whether the student, employee or other should remain in school, be placed in the Medical Room or go home, should be taken by the Welfare Officer, Student Support Manager, Head of Year, Chief Finance Officer, Deputy Heads or the Head Teacher.

Students with illnesses, especially, but not exclusively, should not be permitted to go home unsupervised; parents must be asked to collect their child and take them home / to their GP / nearest hospital. Instances where this is not possible should be reported to the Chief Finance Officer/ Head Teacher / Senior Team who will approve alternative supervised arrangements.

Staff should send students reporting illnesses to reception who will then contact the Welfare Officer or Student Support Manager(s); staff must use their professional judgement in deciding if it is more appropriate to ask for the Welfare Officer to be sent to the student, or two students supervise the student to reception.

Medical rooms should remain locked when not in use, the key being available in the school office.

3.104. First Aid Kits

First Aid facilities will be available in the following areas:

CDT rooms, PE rooms, Science preparation rooms, Art rooms, Textiles area, changing rooms, general office, Office and Facilities Manager's office, SSM offices, the medical rooms and the mini bus.

The Welfare Officer is responsible for ensuring that First Aid Boxes within departments are labelled and adequately stocked to Health and safety (First Aid) Regulations 1990. Any deficiency can be made good from a central stock under the control of Mrs Hudson, who will be responsible for supplementing it at

regular intervals. Staff and Heads of Department should report any stock use or concerns to Mrs Hudson.

The following must be held in stock to protect first aiders from the spillage of bodily fluids:-

- 1- Supplies of disposable plastic gloves and aprons
2. Supplies of disinfectant.
3. Oral resuscitation aids.

3.106. Notifiable Diseases

Advice from the Welfare Officer or Chief Finance Officer should be sought where students report that they may have any of the following:

- AIDS / HIV
- Chicken pox
- Conjunctivitis
- Diphtheria
- Rubella
- Measles
- Glandular Fever
- Influenza
- Hepatitis A
- Hepatitis B
- Measles
- Meningitis
- Mumps
- Poliomyelitis
- Scarlet fever
- Tuberculosis
- Gastro intestinal infections
- Dysentery
- Food poisoning
- Typhoid fever
- Skin diseases
- Impetigo
- Purulent eczema
- Ringworm
- Scabies

3.107. Medicines and Students

All medicines are to be kept in the locked medicine cupboard. No pills or medicines of any type (including creams etc) are to be kept in First Aid Boxes;

members of staff must not give students any medication from their own private supplies.

Some students require regular medication or injections during the day. Staff will only administer medication where the parent / carer has made a written request to the Head Teacher for staff to do so and where they have provided the medicine in a suitable container clearly labelled with the child's name and directions for administration. Medication must be secured by the Welfare Officer and named key holders and must only be administered by the Welfare Officer or nominated first aider. Medication no longer required should be disposed off in accordance with current guidelines.

3.11 Smoking in School

It is illegal to smoke on the school premises.

3.12 Noise

Exposure to a high level of noise over a long period of time can damage hearing.

The Noise at Work Regulations of 1989 specifies that sudden levels of 140db and continuous levels of 85 -90db can constitute a risk to hearing. If it is felt that these levels may be reached or that noise is becoming intolerable then the Chief Finance Officer should be requested to seek expert advice.

It is acknowledged that it is the school's responsibility, as employer, to provide students/staff with ear protection and/or information to reduce risks to hearing, if an assessment indicates that there maybe exposure to noise levels above those indicated.

3.13 Hazardous Substances

All manufacturers, designers, importers and suppliers must ensure that the design and construction of any article or substance is safe and without risk to health and are obliged to provide adequate information to permit safe use of the product and this should include any special requirements for storage.

STAFF MUST ENSURE THAT THE ARTICLES AND SUBSTANCES ARE ONLY USED FOR THE PURPOSE INTENDED BY THE MANUFACTURER AND THAT THEY READ THE RELEVANT LITERATURE SUPPLIED BY THE MANUFACTURER.

All substances that are toxic, corrosive, harmful, highly inflammable, irritant, explosive or oxidising must be supplied with labels specifying the hazard in words or symbols. The labels will also give advice on storage. Any substances not labelled on receipt must be returned to the supplier.

3.14 Highly Flammable Liquids

In addition to petrol and mentholated spirits, various adhesives, solvents and paints etc have a flash point below 32° C and must be stored and used with care. Quantities not exceeding 50 litres may be stored in a metal, flame resisting cupboard. Larger quantities must be stored in external steel bins or in brick built stores. All such stores must be kept locked and signed appropriately.

3.15 Fire

There will be a fire drill soon after new year 7 students / others arrive at the beginning of the school year. The first drill will be repeated at least once every term. Fire evacuation plans and instructions are on display in every class room. The danger of fire within the school can be avoided if we bear the following points in mind:-

- Flammable and explosive substances should be placed in the purpose-built cupboards
- Combustible rubbish should be disposed of.
- Great care should be taken to ensure that combustible materials for teaching or display, furnishings, curtains or stage costumes do not constitute a particular fire hazard.
- Escape routes, particularly stairways, should be kept free of obstructions.
- All exit doors must be capable of being opened easily. Fire doors should be kept closed wherever possible.
- Fire extinguishers and blankets should be properly sited and be maintained and re-charged according to manufacturers instructions. Any deficiency should be reported immediately.
- Temporary partitions and alterations to original buildings can create a hazard and should not be made without professional advice.
- Storage accommodation should be adequate and used appropriately.
- Fuses that have blown must be replaced only with fuses of the correct rating.
- Flexible cable fittings should be as short as possible and inspected regularly and replaced immediately if worn. Additions or alterations to wiring should be undertaken only by a competent electrician. Special care should be taken with lighting for decorative and stage purposes.

3.16 Contractors

Contractors on school premises present a hazard e.g. safeguarding, rubbish, scaffolding, and machinery. While security is their responsibility, safety of the students remains the responsibility of the school.

The co-operation of the contractor should always be sought and any constraints on their operations be made known before the contract is let. This will require Method Statements and Risk Assessments and may require a pre

commencement site meeting to agree restrictions on working and if CDM regulations apply.

Work areas should be fenced off. Detailed planning and subsequent regular liaison meetings with the contractor will be arranged by the Chief Finance Officer who will draft specific safety rules for each contractor. Day to day liaison with the contractor will be in the hands of the Office and Facilities Manager / Chief Finance Officer.

3.17 Violence and Security

Employers have a duty of care and the Governing Body recognise their responsibility to take all reasonable steps to protect staff and students from the danger of violence.

All staff should wear the name badge they are issued with.

Where practicable, rooms and areas of school should always be locked when not in use. These arrangements are intended to protect staff and students. Any person on premises during the school days should be asked to report to the school office. Any refusal or reluctance on their part should be reported by phone to the school office, who will inform the Head Teacher and/or Chief Finance Officer/ SLT and the site staff

Under no circumstances should staff attempt to evict intruders by force.

The police must always be informed if an intruder refuses to leave the school site. Section 40 of the local government (Miscellaneous Provisions) Act 1988 enables the police to remove any unauthorised persons from the premises. The Public Order Act 1986 gives police the powers to arrest anyone where threatening, insulting or abusive behaviour gives rise to fears of violence against persons or property.

In the case of violence by students, while the interests of the individual will always be taken into account, the safety of staff and other students will be paramount in deciding action to be taken. Where necessary, staff are authorised to use reasonable force to protect the safety of any person whose health, safety and welfare might be affected by the actions of another.

Staff must always report any act of verbal or physical aggression to the Headteacher, Chief Finance Officer or SLT so that the police can be informed.

All visitors must report to reception when they enter the school. A visitors pass and lanyard will be issued to all those visitors (including parents/carers) who are attending for anything other than dropping off items at the school.

All coverings to the face must be removed when in school for identification and communication purposes.

3.18 Risk Assessments

Wood Green Academy cycle

COSHH risk assessments should be carried out for all chemicals that are stored and used on site.

Premises risk assessments should be carried out by the Office and Facilities Manager for all high risk maintenance that is carried out on the site. The Chief Science Technician should also carry out COSHH Risk Assessments.

Risk assessments should be carried out for school trips that are going out of school (including residential trips). These risk assessments are to be completed by the group leader. The group leader should ensure that they are checked by the EVC. All findings from the risk assessments should be made to all staff that are attending the trip.

Maternity risk assessment should be completed by the Deputy Headteacher – Staffing.

All risk assessments that are carried out should be checked and updated once a year. Once the updates have been carried out all findings should be made aware to the relevant staff in the department.