



MacIntyre Academies

Endeavour Academy

Health and Safety Policy

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Health and Safety Policy

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Health and Safety Policy

Endeavour Academy is part of MacIntyre Academies Trust. MacIntyre Academies are committed to effective and successful health and safety management as set out in the MAT Health and Safety Policy. This policy sets out how Endeavour Academy will manage occupational health and safety. This policy is aligned to, and must be read alongside MacIntyre Academies Trust Health and Safety Policy. This policy applies to all staff who work at Endeavour Academy, both in the school and in the residential house, 'Endeavour House'.

Introduction

All employees of the academy have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent/carer would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner. This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Statement of Intent

Endeavour Academy (part of MacIntyre Academies Trust) it's Trust Board and Local Advisory Board recognise and accept their responsibilities under law for health and safety.

Endeavour Academy will demonstrate commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, therapeutic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable us to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Managing risks by undertaking risk assessments, implementing control measures and continuously monitoring and reviewing control systems;
- Maintaining safe access to and from the property;
- Preventing accidents and work-related illness;
- Accessing and controlling risks from curriculum and non-curriculum work activities including off-site visits;
- Complying with statutory guidance as a minimum;
- Complying with Trust policies and guidance covering matters of health and safety;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to ensure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonable;
- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Ensuring that the health and safety related policies are complied with by having school safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process;
- Ensuring that health and safety is included as a standing agenda item at all SLT and staff meetings;
- Ensuring that we have an academy health and safety committee to involve staff members;
- Ensuring that we participate in the MAT Health and Safety Forum and contribute to the building of best practice across the Trust;
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements;
- This policy will be reviewed at least annually and revised as and when necessary;

Who	Objective	Actions
MAT Board and Group Director	<ul style="list-style-type: none"> The MAT Board takes overall responsibility for health and safety in the Trust and for the implementation of policies and procedures. 	(For further detail see MAT Health & Safety Policy)
Group Director for Education and Children's Services (MAT CEO)	<ul style="list-style-type: none"> The Group Director will effectively lead and be accountable for the health and safety performance of the Trust 	(For further detail see MAT Health & Safety Policy)
Head of Operations	<ul style="list-style-type: none"> The Head of Operations will support the Group Director in the discharge of their health and safety obligations 	(For further detail see MAT Health & Safety Policy)
Governance & Compliance Manager	<ul style="list-style-type: none"> The Governance & Compliance Manager is designated as the lead member of the Trust central team for health and safety ensuring compliance with all relevant legislation. 	(For further detail see MAT Health & Safety Policy)
Endeavour Academy Local Advisory Board (LAB)	<ul style="list-style-type: none"> The LAB ensures that there is an effective policy for H&S at the academy. The policy must: <ul style="list-style-type: none"> Cover both the school and the house. Be available and familiar to all employees The LAB ensures that the Principal and staff take steps to evaluate all significant H&S risks by implementing risk assessments, monitoring and managing H&S. They support the Principal to promote a culture in which all staff are made aware of the importance of managing H&S risks. They ensure that the Principal sets up and maintains an Academy H&S Committee. And ensures that the Principal considers the views and recommendations of the Academy H&S Committee. 	<ul style="list-style-type: none"> At least annually they monitor and review the effectiveness of policy and ensure that necessary revisions are made. The LAB Chair selects a member to act as H&S Representative for the LAB. This representative will lead on H&S matters, liaising with the Principal providing challenge and scrutiny for continuous improvement. Attend regular LAB meetings with a running agenda item of health and safety

Who	Objective	Actions
LAB Member responsible for health and safety	<ul style="list-style-type: none"> Ensure that the MAT and academy health and safety policy is implemented 	<ul style="list-style-type: none"> Undertake an annual health and safety audit in partnership with the Governance and Compliance Manager Undertake termly health and safety visits, tracking audit actions and inspecting incident records Participate in the academy health and safety committee Report findings to the LAB
Principal	<ul style="list-style-type: none"> The Principal has overall responsibility for ensuring compliance with this health and safety policy. Responsible for discharging the Trust's duties in relation to the management of health and safety on a day to day basis The Principal will ensure there are effective and enforceable arrangements for the provision of health and safety throughout the academy, periodically assessing the effectiveness of this document and ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Principal will maintain the profile of health and safety within the academy by the development of safe working practices and conditions and will ensure that health and safety measures are maintained at all times. Principals have day to day responsibility on behalf of the Local Advisory Board to ensure that the MAT and Academy H&S Policies are understood, implemented and complied with at all times and at all levels. 	<ul style="list-style-type: none"> The Principal has responsibility for ensuring day-to-day compliance with this document Ensure, where practicable, only safe working practices are used in order to provide maximum safety for all personnel Maintain good housekeeping standards at all times Ensure that arrangements for the management of key areas of health and safety are formalised in the Academy's policy and procedures and appoint a Competent Person who supports the process Ensure staff receive appropriate training and the academy adopts appropriate policies and procedures to develop and maintain working practices and conditions to ensure that the health and safety standards are met Ensure the health and safety policy is reviewed at least annually Support the LAB Health and Safety member with any monitoring and review of health and safety, liaise with them on matters concerning health and safety at work. Ensure health and safety functions are clearly described within job descriptions for all staff

Competent Person / School Business Manager	<ul style="list-style-type: none"> • The School Business Manager is the competent person for health and safety on a day-to-day basis • Has an overview of health and safety in the academy, at both the school and the house, ensuring that the health and safety policy is adhered to and enforced • Responsible for health and safety reports, monitoring and audits • The School Business Manager will ensure that all employees are aware of and understand the relevant risk assessments and the control measures, safe systems of work and arrangements in place • Ensure that relevant information, instruction and training is in place provided, maintained and monitored to help secure the competence of all employees • Provide all new employees with a health and safety induction on commencement of employment • Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities. • Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence. • Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner. • Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture. 	<ul style="list-style-type: none"> • Undertakes ISOH managing safely training • Attends the MAT Health and Safety Forum sharing and promoting best practice • Updates the health and safety noticeboard in the staff room • Reports regularly to the Principal, LAB board and Trustees on all matters concerning health and safety including RIDDOR's, accidents, potential high risks identified etc • Undertakes an annual internal health and safety audit and quality assures the termly internal health and safety audit conducted by the Facilities Manager. • Undertakes periodic H&S checks to see that the Facilities Manager is fulfilling his duties to monitor, review and record safe systems of working • Drafts and reviews the Health & Safety Policy • Act as a focal point for health & safety information and ensure that the academy's systems for health & safety are communicated effectively to all relevant persons. • Ensures that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken. • Ensure that premises safety inspections are undertaken within the correct cycles and, where required, keep records of any faults identified. • Ensure that all portable electrical equipment is tested on an annual basis. • Ensure all incidents and accidents are recorded in line with academy policy. • Ensure that all reportable accidents, diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures identified are implemented. (in consultation with the Governance and Compliance Manager).
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Who	Objective	Actions
	<ul style="list-style-type: none"> • Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action. • Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required. • Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises. • Take appropriate action following external audits or inspections and own observations. • Consult and seek competent advice where necessary. 	<ul style="list-style-type: none"> • Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place. • Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, Fire and to ensure details are documented and that appropriate action is carried out. • Ensure that the academy's safety training needs are identified and that they are met (in consultation with Principal) and all competent persons are trained as necessary.
Head of Care	<ul style="list-style-type: none"> • The Head of Care and Deputy Head of Care proactively supports the School Business Manager in the discharge of the above duties. 	<ul style="list-style-type: none"> • See above
Facilities Manager	<ul style="list-style-type: none"> • Works with the School Business Manager to ensure the safety and high-quality maintenance of the school building and its contents • Maintains health and safety precautions across the whole academy site ensuring good practice, policy and procedures • Support staff with the recording and reporting of incidents and accidents • Undertake regular health and safety monitoring, recording and reporting • Support the senior leadership team with strategic health and safety planning 	<ul style="list-style-type: none"> • Completes IOSH Managing Safely training and any other relevant training to the role • Completes daily, weekly and monthly checks of the school site and upload to Iris Assets • Maintain Iris Assets ensuring all relevant reports are uploaded and helpdesk tickets are responded to in a timely manner • Ensures that planned preventative maintenance (PPM) is completed as required • Undertakes termly health and safety audits • Complete risk assessments as and when required and share with all relevant staff including COSHH • Maintain the schools risk register

Who	Objective	Actions
	<ul style="list-style-type: none"> Member of the health and safety committee 	<ul style="list-style-type: none"> Ensures that the building is in a good condition and responds to defects reported quickly and efficiently Contributes to the review of this health and safety policy and any other relevant policies i.e. First Aid, Supporting Pupils with Medical Needs etc.
Employees	<ul style="list-style-type: none"> Make themselves familiar with this Health and Safety Policy and all relevant risk assessments, signing electronically to declare they have read and understood the policy. Day to day responsibility to ensure compliance with this health and safety policy Staff ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices. Reporting any problem that cannot be resolved by them to the Facilities Manager or School Business Manager in the first instance, or lastly the Principal. Report any accidents, unsafe working practices or systems of work, damage to property, machinery or equipment to those identified above using the helpdesk ticket system Co-operate with the Facilities Manager to enable them to carry out their role within trust. All staff make appropriate use of safety equipment and protective clothing. 	<ul style="list-style-type: none"> Complete online health and safety training during inductions process Attend the academy health and safety committee to discuss issues/concerns/ideas Copies of all school policies are available to all staff on the SharePoint in MAT-COMMON/1. Policies and on the academy website. Hard copies available on request from the school office Copies of all risk assessments are available to all staff on the SharePoint MAT-COMMON/EN-STAFF/Risk Assessments Hard copies available from the school office Health and safety is discussed with all new employees during induction process including fire evacuation procedures, reporting accidents and defects All students have a PEEP (Personal Emergency Evacuation Plan) these are shared with the relevant staff members, and are available in the case of a fire. Where necessary pupils have individual healthcare plans (IHCP) and risk assessments in place and these will be shared with the relevant staff on a need to know basis
Pupils	<ul style="list-style-type: none"> Some students, in accordance with their age, aptitude and experience are expected to exercise limited personal responsibility for the health and safety of themselves and others 	<ul style="list-style-type: none"> Students are supported by high levels of staffing at all times

Who	Objective	Actions
	<ul style="list-style-type: none"> • Dress consistently with health and/or safety standards i.e. wearing an apron in food tech, hand washing etc • Follow health and safety rules of the school and the instructions given by staff in an emergency 	

Who	Objective	Actions
Temporary staff, visitors, volunteers, work experience placements, parent helpers	<ul style="list-style-type: none"> Temporary supply staff and visitors are supplied with information and guidance when they sign in on arrival. The level of detail will vary depending on their role and the purpose of their visit. They are directly accountable to SLT whilst on the school site 	<ul style="list-style-type: none"> All temporary staff and visitors have to sign in on arrival and are asked to read and agree that they understand fire and emergency procedures and safeguarding procedures There is no asbestos on site. Contractors will not be left unaccompanied whilst on site and will be the responsibility of the Facilities Manager/ School Business Manager. Regular contractors have undertaken an enhanced DBS check All temporary staff are subject to safer recruitment checks being carried out which is recorded on the single central record (SCR) Visitors are the responsibility of the staff member they are visiting whilst on the school site Contractors will be DBS checked and will not be left unaccompanied whilst on site
Teaching Staff	<ul style="list-style-type: none"> Teaching staff have a responsibility for ensuring compliance with this health and safety policy and ensuring all persons under their care are aware of the general health and safety requirements of the school and detailed requirements for activities relevant to them Teachers are responsible for the immediate safety of their own classroom and associated equipment and as such, it is their responsibility that it is maintained to a high standard 	<ul style="list-style-type: none"> Copies of all policies are available to all staff in the SharePoint at MAT-COMMON/1. Policies and hard copies are available on request Health and Safety noticeboard in the staff room Health and safety is part of the induction process Staff undertake the relevant health and safety training as and when required
Educational Visits Coordinator (EVC)	<ul style="list-style-type: none"> The Educational Visits Coordinator (EVC) is responsible for the planning, leading, monitoring and evaluating of off-site visits in line with National Guidance and good practice contributing to health and safety 	<ul style="list-style-type: none"> At least one member of the teaching staff will have undertaken EVC training The EVC will run training sessions with staff to ensure they are competent in the planning of off-site visits including writing risk assessments Staff undertake online training in planning trips and visits

Arrangements

Arrangements	Action	Person/s Responsible
<p>Consultation with employees</p> <p>Endeavour Academy recognises the importance of consulting with staff, pupils, parents/carers, visitors, volunteers, contractors etc</p> <p>Consulting employees on health and safety: A brief guide to the law (hse.gov.uk)</p> <p>Involving your workforce in health and safety: Guidance for all workplaces HSG65 (hse.gov.uk)</p>	<ul style="list-style-type: none"> • Health and safety is communicated as part of the induction process for all new staff • Health and safety noticeboard in the staff room is up-to-date with advice and support • Health and Safety Law poster displayed in the staff room and in reception with contact detail of the responsible person in school • Health and safety policies are circulated with all staff when reviewed or updated for consultation • Health and Safety Committee meet once a term • Health and safety policy is available on the school website • All policies and risk assessments are saved on the SharePoint for all staff to access • The School Business Manager produces regular H&S reports to the LAB • Regular emails with health and safety reminders to staff as and when required • All visitors, contractors and parents/carers that visit the school are required to sign in and read the health and safety and fire/emergency evacuation procedures, declaration on the signing in system (they cannot sign in properly until they have agreed to understanding and agreeing to the information provided) • Staff report health and safety concerns and defects to the IRIS Assets system, which will alert the Facilities Manager • Staff are asked about any potential health and safety issues in their classroom on a termly basis when the Facilities team undertake a classroom audit. 	<p>Principal</p> <p>School Business Manager</p>
<p>Accidents</p> <p>Accidents involving staff, pupils and/or visitors – including those reportable under the Reporting of</p>	<ul style="list-style-type: none"> • Accident forms are kept in the main school office at the school, and in the Head of Care office in the House. All accidents are recorded on these and they are scanned and stored electronically on the SharePoint • Any major or more serious accidents are reported to the School Business Manager/Principal and reported to RIDDOR (in consultation with the Governance and Compliance Manager and signed off by the Group Director). 	<p>Principal</p> <p>School Business Manager</p>

Endeavour Health and Safety Policy
 Adopted by Trust: Dec 22
 Last review: Dec 22
 Next review: Dec 23

<p>Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p> <p>HSE RIDDOR DfE Guidance on first aid for schools</p>	<ul style="list-style-type: none"> • All investigations after serious and major incidents/accidents will be carried out by the Principal and/or the Head of Care or the School Business Manager. • Investigations take place as soon as is practically possible after the incident to determine what (if any) action should be taken. The level of the investigation is proportionate to the severity of the incident – the potential consequence and likelihood of the incident recurring should determine the level of investigation • Investigation findings form the basis of an action plan to prevent the incident from recurring • Parents/carers will be notified via a telephone call if pupils have been involved in an accident. A copy of the accident form is also sent home. • All accident reports and investigation records for incidents involving a child will be kept until the child reaches the age of 21 • All accident forms will be readily acceptable and kept for a minimum of 3 years. • All staff undertake online Accident Reporting training as part of induction 	
<p>Alcohol and Drugs</p>	<ul style="list-style-type: none"> • We refuse entry to the school or house to anyone who is under the influence of drugs or alcohol • Any staff who believe that another staff member is under the influence of drugs or alcohol must report this to their line manager and/or the Principal immediately • Please see the MAT Policy on Drugs and Alcohol 	<p>Principal</p> <p>School Business Manager</p>
<p>Animals in School</p> <p>Chapter 8: pets and animal contact - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Any proposal to bring a school dog on any part of the site (school or house) will firstly be approved by the LAB and Group Director • Where a school dog is in place there must always be a risk assessment. • School pets may be kept on site after a full risk assessment has been carried out and approved by the Principal. • Parents/Carers are informed of any pets in the school via email/letter • Parents/Carers/Visitors are asked not to bring dogs into the building (school or house) due to the academy not being able to fully assess the risk that an unknown animal may pose to the pupils. We ask that dogs remain outside the main school gates and any excrement is cleaned up and disposed of properly. • All staff and pupils must wash their hands prior to and after touching any school pets 	<p>Principal</p> <p>School Business Manager</p>

	<ul style="list-style-type: none"> Where permission is granted it will only be for domestic pets to be allowed in school, no permission will be given to bring wild animals on site. 	
Asbestos Management HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools	<ul style="list-style-type: none"> There is no asbestos on site. 	School Business Manager Facilities Manager
Cleaning	<ul style="list-style-type: none"> A cleaning schedule is in place which is overseen by the Facilities Manager The school and house are cleaned daily by a contracted cleaner Deep cleans are carried out after each infection outbreak or COVID outbreak The school and house ensure that general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc Staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy work environment The school ensures that adequate cleaning products and materials are available as and when required The school contracts a window cleaner to clean the external windows at least once every term 	Principal School Business Manager Facilities Manager
Contractors Relevant legislation: Health and Safety at Work etc. Act 1974 (legislation.gov.uk)	<ul style="list-style-type: none"> Appropriate checks are carried prior to the letting of any contract to ensure that the school only engages suitably competent contractors to carry out works We will provide contractors with necessary information, induction training, supervision and instruction to undertake their work in accordance with this and all other health and safety policy and any legislative requirements that may apply We will only allow contractors to commence works once they have provided, and where necessary implemented suitable risk assessments to manage any significant risks associated with their work 	School Business Manager Facilities Manager SLT

The Management of Health and Safety at Work (Amendment) Regulations 2006 (legislation.gov.uk)	<ul style="list-style-type: none"> • We will ensure that contractors have the necessary competence to safely undertake the work they are employed to carry out and to deliver that work to the required quality and/or safety standards • We will notify the Health and Safety Executive (HSE) of all relevant construction projects as soon as is practically possible • Contractors are asked to sign in using the Inventory system where they will have to read and agree to basic health and safety instructions, fire evacuation procedures, safeguarding information and the asbestos risk register. The reception/admin team will check identification on arrival. Contractors will be required to sign out when leaving the building and return any keys/fobs etc they have. • The contractor will never be left unsupervised whilst on the school site (unless in the school holidays when the pupils are absent from school and they are under the supervision of the Facilities Manager) • A competent person (School Business Manager) will oversee and monitor all contractors works • The School Business Manager will establish and implement the 'Permit to Work' arrangements for the management of specified high risk works. • The School Business Manager will monitor contractor performance at appropriate intervals and take corrective action where health and safety issues are identified • We will implement measures to ensure that contractors provide necessary information, documentation or certificates in order that the school can meet its general and specific health and safety responsibilities • The School Business Manager will review overall contractor performance at the end of each contract and implement any significant findings where practically possible • School employees will report any significant concerns about the contractors to their line manager, the Facilities or School Business Manager or a member of SLT 	
Control of Substances Hazardous to Health (COSHH) HSE Working with substances hazardous to health: A brief guide to COSHH	<ul style="list-style-type: none"> • The Facilities Manager is responsible for the management of COSHH in school in accordance with the MAT COSHH Policy. 	Business Manager Facilities Manager

HSE Control of substances hazardous to health: Approved Code of Practice and Guidance		
<p>COVID-19 / Infectious diseases</p> <p>A COVID-19 risk assessment and Outbreak Management Plan have been produced in response to current guidance</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • We closely monitor current DfE guidance around COVID-19 and update our risk assessment and Outbreak Management Plan accordingly • Our COVID-19 risk assessment and Outbreak Management Plan are available on request. • These documents are shared with all staff every time there is a change. They are stored on the END-STAFF SharePoint where all staff can access • Staff are encouraged to wear face coverings in communal areas when there has been an outbreak • PPE is readily available for all staff – this includes hand sanitiser, face coverings, disposable gloves and aprons • Staff are encouraged to get the COVID-19 vaccine and booster. • PHE are informed of an outbreak of the virus if that is required • CO2 monitors are in use throughout the school to closely monitor the levels of CO2 in the environment • Air purifiers are in use in communal areas (staff room, food tech, school office etc) • Staff are encouraged to keep rooms well ventilated and have windows open throughout the school day • Risk assessments are in place for CEV staff and non-vaccinated staff. These are reviewed termly or sooner if the situation changes either in personal circumstances or DfE guidance • Signage around the school reminds staff of the importance of hand washing and PPE • Staff are offered Infection Prevention and Control training 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p>Defect Reporting</p> <p>All staff are encouraged to report defects or hazards to the Facilities Manager and/or School Business Manager</p>	<ul style="list-style-type: none"> • Defects, repairs and hazards can be reported using the Iris Assets helpdesk by emailing Endeavour.facilities@macintyreacademies.org. This will alert the Facilities Manager and raise a helpdesk ticket. Staff will receive updates via email regarding how long it will take to sort, progress etc. • Staff are responsible for making sure equipment is safe and for removing unsafe equipment. 	<p>School Business Manager</p> <p>Facilities Manager</p>

Disability Accessibility Equality Act 2010 (legislation.gov.uk)	<ul style="list-style-type: none"> Following the Equality Act 2010, a basic framework has been established in law as a means of protection against indirect and direct discrimination, harassment and victimisation, access to services, premises, education, associations and transport - on any of the nine protected characteristics. These characteristics are defined in the act as Race, Disability, Sex, Religion or belief, Sexual orientation, Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity The school building complies with all regulations and is physically accessible to all Furniture, fixtures and fittings are appropriate to the needs of the pupils and altered as necessary with the input from specialists i.e. Occupational Therapists Future developments will be constructed and developed with accessibility in mind 	Principal
Display Screen Equipment HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide	<ul style="list-style-type: none"> Endeavour Academy will meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 by assessing risks, providing employees with suitable working conditions for working on DSE workstations, i.e. all alpha-numeric and graphic display screens, laptops, screens used to display line drawings, graphs, charts or computer-generated graphics (not film or TV) DSE assessments are carried out by the School Business Manager The School Business Manager will assess the DSE risk assessments and action any recommendations. The DSE assessments are then filed in employees HR files All staff are entitled to free eye tests and the Office Manager and School Business Manager can arrange these as required. The Trust will cover the cost of basic frames and the lens prescription necessary to undertake display screen work. If it is found that glasses are needed and specifically for DSE use then the employee will be able to select a pair of glasses from the £45 range or can use the £45 contribution towards an upgrade to other frame ranges. Eye test/glasses vouchers need to be used within 12 months of issue All DSE users undertake DSE online training with iHasco 	School Business Manager Facilities Manager
Driving At Work Driving for work - Vehicles at work - HSE	<ul style="list-style-type: none"> Refer to the MAT Driving at Work Policy All staff are asked to complete a driving declaration form both as part of recruitment processes and annually. 	School Business Manager Principal

DfE Driving school minibuses – advice for schools and local authorities.	<ul style="list-style-type: none"> • Staff will not use their own vehicles to transport pupils unless in exceptional circumstances. In such exceptional circumstances permission from the Principal is required, the Group Director must then be informed. 	
Electricity	<ul style="list-style-type: none"> • Staff under no circumstances will attempt to repair or install sockets, plugs or tools or will interfere with plant, appliances or electrical installations • All electrical works and repairs will be carried out by a competent person who is trained under NIC EIC expectations • Planned Preventative Maintenance as per the MAT schedule that will be carried out by the Facilities Manager includes: <ul style="list-style-type: none"> ▪ Mains supplies are inspected and checked for breaks, clean and tight connections and loading ▪ Plant and equipment is maintained in according with the manufacturers and installers guidelines ▪ Appropriate warning and safety signs will be posted alongside plant, equipment and supplies • All electrical works must conform to the Health and Safety Act 1974, The Management of Health and Safety at Work Regulations 1999, Electricity at Work Regulations 1989 • Portable appliance testing will be carried out annually • A 5-year hard wire test will be carried out by a competent person and any remedials followed up • All staff are asked to complete a termly visual check of electrical equipment in their classrooms/office or other rooms • Staff report all damaged equipment, cables etc to the Facilities Manager using the Iris Assets helpdesk email address and remove the equipment from the room immediately • Extension leads are not overloaded and where possible are surge protected • All devices must be visually checked by the Facilities Manager for damage to the cable and to check all cable connections to the device and plug • All facilities staff complete Electricity at Work online training • All staff receive health and safety essentials online training 	School Business Manager Facilities Manager

Emergency Planning and Business Continuity Plan	<ul style="list-style-type: none"> The academy has Academy Emergency Plan in place in case of emergencies which has been shared with all staff and available on the SharePoint A Fire Evacuation Plan is reviewed annually and displayed in each room in the school building. This states evacuation procedures, roles and responsibilities of staff, the location of the fire assembly point etc 	Facilities Manager School Business Manager Principal
Fire Safety Fire safety (hse.gov.uk) Fire safety risk assessment: educational premises - GOV.UK (www.gov.uk) Fire safety in new and existing school buildings - GOV.UK (www.gov.uk)	<ul style="list-style-type: none"> All staff receive training in Fire Awareness as part of their induction process Fire Wardens in school are listed in Appendix A Fire Risk Assessment, Fire Door Assessment, Fire detection and alarm system assessment and Fire Fighting Equipment survey are carried out annually as per statutory guidance and remedial actions are followed up immediately The Fire Risk Assessment is conducted by a competent person and available to staff. The Facilities Manager conducts a fire call point test weekly, rotating which call point is tested each week to cover them all There is a school fire drill carried out half termly or at least every 3 months which. There is a house fire drill carried out half termly or at least every 3 months. At the house the fire drill will sometimes occur during school holidays/ weekends. Evening / early morning fire drills are also scheduled. SLT carefully consider lessons learned and how to support effective evacuation. The Facilities Manager undertakes weekly visual checks of all fire doors, fire exits and firefighting equipment and these are uploaded to IRIS Assets Fire Evacuation Plans are reviewed annually or earlier if required and are on display in every room in the school Signage highlighting fire exits, fire extinguishers and fire action notices are up to the current standards and can be seen in all areas of the school Emergency lighting is serviced on an annual basis The Facilities Manager conducts a 'flick test' on emergency lighting monthly and records results and uploads to IRIS Assets The fire assembly point is located at in the carpark and is identified with a green Fire Assembly Point sign. It is also named on the fire evacuation plans and fire action notices around the school and house 	Principal School Business Manager Facilities Manager

	<ul style="list-style-type: none"> Fire drills and fire safety is a regular item on the internal Health and Safety Committee agenda 	
<p>First Aid, Medication and Supporting Children with Medical Needs</p> <p>HSE First aid at work: Guidance on Regulations</p> <p>HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for schools</p> <p>DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	<p>Refer to Supporting Children With a Medical Condition Policy</p> <p>Refer to First Aid Policy</p> <ul style="list-style-type: none"> Only staff who undertake Medication training deal with medication. Medication for pupils is stored in a locked cabinet in the student's classroom. In the house it is stored in the medication room. It is kept in its original packaging and labelled with the pupil's name, dosage, the name of the medication and its expiry date. All medicine is signed in when brought into or out of school and the expiry date is noted as well as the number of pills. Medication files are stored in proximity to the medication cupboards, being in the classrooms, in the main office or in the house. When medication is administered it is always in the presence of a witness, and double signed. It is recorded in the medication files. All pupils who take regular medication need to have a care plan in place that has been filled in and signed by a parent or carer There are posters located around the school stating who the First Aiders are Staff training records are kept in the school and house offices respectively. The School Business Manager is responsible for ensuring training is up-to-date First aid kits are located in every room in the school and in the communal rooms of the house. The Facilities Manager is responsible for making sure they are replenished monthly or as needed If a child needs to go to hospital then the school or house office respectively call an ambulance, print off a data collection form to hand to the paramedics and inform parents. A member of staff will stand outside the front of school in to wait for the ambulance Consent is obtained from parents/carers for permission to administer emergency medicine as necessary i.e. paracetamol, emergency inhaler etc Trip Leaders are responsible for ensuring that any medication (emergency or routine) is taken on the trip and administered to the child with 2 members of staff present 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p> <p><u>First Aiders in school:</u> (see appendix A)</p>
Glass and Glazing	<ul style="list-style-type: none"> A glazing survey is carried out every 10 years as per the planned preventative maintenance schedule to ensure it complies with current safety standards 	Facilities Manager

	<ul style="list-style-type: none"> • All low-level glazing (below 800mm) such as glazing in doors and high-risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film • Any broken glass is reported to the Facilities Manager immediately and the area is made safe and repairs carried out as soon as possible • The glazing survey remedials are carried out by the Facilities Manager to ensure full compliance • The glazing survey report is uploaded to IRIS Assets 	
Health and Safety Training	<ul style="list-style-type: none"> • The MAT expects all staff to undertake basic health and safety training as part of the induction process and then annually as required • The training provider is iHasco and the training is online • Mandatory health and safety training for all staff includes: <ul style="list-style-type: none"> ➤ Manual Handling ➤ Fire Awareness in Education (to be repeated annually) ➤ Slips, trips and falls ➤ Health and Safety Essentials ➤ Infection Prevention and Control ➤ Medication Awareness ➤ COSHH (to be repeated every 3 years) • The Business Manager undertakes the above plus: <ul style="list-style-type: none"> ➤ IOSH Managing Safely training (once every 5 years) ➤ Health and Safety for Managers ➤ Stress Awareness ➤ Fire Warden training ➤ First Aid Requirements and RIDDOR • The Facilities Manager also undertakes training in: <ul style="list-style-type: none"> ➤ Asbestos Awareness ➤ Ladder Safety ➤ Legionella/Water Hygiene Responsible Person training 	Principal School Business Manager Office Manager All staff

	<ul style="list-style-type: none"> ➤ IOSH Managing Safely training ➤ Fire Warden Training Any staff who undertake risk assessments including the Business Manager, Facilities Manager, SLT, trips leads etc complete Risk Assessment training Any staff using display screens undertake Display Screen Equipment training 	
Housekeeping, Cleaning and Waste Disposal	<ul style="list-style-type: none"> External waste bins are located in the car park, they are secured by a padlock and emptied weekly. The school uses an external provider to safely disposal of any electronic equipment 	Facilities Manager
Inspection/Maintenance of Equipment HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely	<ul style="list-style-type: none"> Inspections of equipment and machinery are undertaken in line with the MAT's Planned Preventative Maintenance (PPM) schedule Equipment is maintained in accordance with HSE regulations and copies of all reports and certificates are uploaded to IRIS Assets A qualified Electrician is used for all electric works PAT testing is carried out by a qualified Electrician in line with national guidance 	Facilities Manager School Business Manager
Legionella and Water Hygiene Legionnaires' disease: guidance, data and analysis - GOV.UK (www.gov.uk) HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders	<ul style="list-style-type: none"> The Academy complies with the MAT Legionella Management Policy. The Facilities Manager is the named competent person responsible for Legionella and has undertaken Legionella Responsible Person City and Guilds training and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner 	Facilities Manager School Business Manager
Lone Working	<ul style="list-style-type: none"> Staff will only work alone if absolutely necessary The Lone Working risk assessment is reviewed annually and shared with all staff. It is also shared on MAT-COMMON SharePoint 	Principal Senior Leadership Team Keyholders

<p>Manual Handling</p> <p>HSE Manual Handling Operations Regulations Guidance</p> <p>HSE Manual handling at work: A brief guide</p> <p>HSE Manual handling assessment charts (the MAC tool)</p>	<ul style="list-style-type: none"> • All staff undertake online Manual Handling training as part of the induction process • The school currently has no hoists or slings for manual handling • The Manual Handling risk assessment is available for all staff to read on the MAT-COMMON SharePoint • Trolleys are available for transporting heavy items 	<p>Facilities Manager</p> <p>Business Manager</p>
<p>Noise</p> <p>HSE Noise at work: A brief guide to controlling the risks</p> <p>HSE Controlling noise at work: Guidance on Regulations</p> <p>HSE Noise at work microsite</p>	<ul style="list-style-type: none"> • We comply with the Control of Noise at Work Regulations 2005 • We ensure that daily noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the facilities manager carries out periodic noise monitoring checks. • Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up. • In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas. 	<p>Facilities Manager</p> <p>School Business Manager</p> <p>Principal</p>
<p>Play Equipment</p> <p>EN1176 playground equipment standard - RoSPA</p> <p>EN1176 playground equipment standard - RoSPA</p>	<ul style="list-style-type: none"> • A risk assessment is carried out on all play equipment and this is reviewed annually or sooner if needed • Playground equipment meets the British safety standards BS EN1176 (playground equipment) and BS EN 1177 (Impact absorbing playground surfacing) • The Facilities Manager conducts visual checks on all play equipment as part of his daily and weekly checks. These checks are recorded and uploaded to Iris Assets • Every 3 months, operational checks are carried out by the Facilities Manager. These are recorded and uploaded to Iris Assets 	<p>Facilities Manager</p> <p>School Business Manager</p>

	<ul style="list-style-type: none"> As per the planned preventative maintenance schedule, all play equipment is inspected annually by a competent person 	
Restrictive Physical Intervention DfE Use of reasonable force: Advice for head teachers, staff and governing bodies	<ul style="list-style-type: none"> The school follows the Department for Education's guidance on the use of reasonable force to restrain pupils (always used as a last resort) Staff receive Team Teach training and it is refreshed every 2 years. Please also read Endeavour Academy Positive Behaviour Policy 	Principal Behaviour Lead School Business Manager
Pregnancy at Work Protecting new and expectant mothers at work - Risk assessment (hse.gov.uk)	<ul style="list-style-type: none"> A specific risk assessment is carried out by the employee's Line Manager where women of child bearing age or new and expectant mothers who may be at risk from a work process, working condition or physical, chemical or biological agent As soon as notified that an employee is pregnant, a risk assessment will be carried out by the employees Line Manager Regular risk assessments will be carried out every half term Following these risk assessments, reasonable adjustments will be made to alter working conditions as necessary If adjustments are unable to be made then the employee will be offered suitable alternative duties for the duration of the pregnancy Where there is no alternative work, MAT reserve the right to suspend the employee from work on medical/health and safety grounds, on full pay until they are no longer at risk. Mothers may begin to feel uncomfortable as the pregnancy progresses so the school will make reasonable adjustments such as: <ul style="list-style-type: none"> ➤ Regular movement breaks throughout the school day to prevent discomfort ➤ Take regular breaks ➤ Be mindful of the environment for potential trip hazards ➤ Avoid lone working at all times ➤ Avoid heavy lifting or strenuous activities/situations ➤ Avoid direct parental contact or situations that may involve a greater risk of verbal or physical abuse ➤ Seek further advice and guidance from Health and Safety Executive (HSE) as is necessary The MAT Maternity Policy will be shared with the employee and should also be referred to 	Principal School Business Manager

<p>Risk Assessments</p> <p>Endeavour Academy uses a risk assessment process and template as a standard for risk assessment.</p> <p>. Risk assessments are reviewed periodically or when there is a change in circumstances.</p> <p>Managing risks and risk assessment at work – Overview -HSE</p>	<ul style="list-style-type: none"> • Team Leaders, Teachers, the Facilities Manager, the EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented. • Specialist risk assessments are in place for individual pupils and staff as necessary • Individual health and care plans are in place for pupils and staff with medical conditions as necessary • Risk assessments are signed off by the competent person and the Principal • Risk assessments are available on the SharePoint for all staff to access 	<p>Competent Person – School Business Manager</p> <p>Facilities Manager</p> <p>EVC</p> <p>Principal</p>
<p>Security</p> <p>School and college security - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Risk to the security to the school property is assessed and managed through the risk assessment process • An intruder alarm is in place • If the alarm sounds out of hours the house staff attend. They will assess the site and only enter if they deem it safe. If they think it is not safe to enter they will call the police. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p>School Trips/Offsite Visits</p> <p>Endeavour Academy complies with DfE guidance on offsite visits</p> <p>Outdoor Education Advisors Panel (OEAP)</p> <p>Health and safety on educational visits - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Endeavour Academy will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate taking reasonable steps to manage risks as well as current DfE guidance • Local area visit permission is gained from parents/carers annually • A risk assessment of any new offsite visit location is undertaken by the trip leader • The offsite visit risk assessment is read, understood and signed by all staff members attending the trip and is signed off by the competent person (School Business Manager) • All staff accompanying pupils on the trip are made aware of any pupils who require medication, times it needs to be administered and how. • The trip leader is responsible for the administration and recording of medication during the duration of the trip • Emergency medication is kept with the pupil requiring it at all times on transport and during the educational visit i.e. inhalers, EpiPen's • Also refer to OEAP Guidance where used as a basis for school policy. 	<p>Principal</p> <p>Educational Visits Co-ordinator (EVC)</p> <p>School Business Manager</p>

	<ul style="list-style-type: none"> The name of the Educational Visits Co-ordinator is in Appendix X 	
Slips, trips and Falls Slips and trips (hse.gov.uk)	<ul style="list-style-type: none"> It is the responsibility of the class teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear, especially fire exits The Facilities Manager conducts daily checks of the school site to identify any hazards All staff undertake online training with iHasco on Slips, Trips and Falls All staff are expected to read the slips, trips and falls risk assessment which is available on the SharePoint All staff are expected to uphold their responsibility to health and safety and be vigilant and aware of possible hazards 	Principal Facilities Manager School Business Manager
Smoking	<ul style="list-style-type: none"> Smoking or vaping is not permitted anywhere on the school grounds or in the school building and notices are displayed to this effect Smoking or vaping is not permitted in any school vehicles or on any off-site activities or visits All staff are made aware of the no smoking policy through the induction process 	Principal
Adverse / Extreme Weather	<p>Snow</p> <ul style="list-style-type: none"> In the event of snow or ice, the Facilities Manager will visit the school site to assess safety and contact the Principal with recommendations. If the Principal has deemed it necessary to close the school then the Emergency Closure Procedure will be followed. Staff on shift at the house will liaise with the Head of Care or in their absence, the member of SLT on call, in regard to arrangements for the residential students. The viability of continuing the respite provision for students will be assessed by the Head of Care in consultation with the Principal and decisions will be made on a case by case basis. The Office Manager will contact school transport of the closure as well as any other visitors booked in the school diary Closure will be communicated to staff and families via email and phone calls. The local radio station and Oxfordshire County Council will be informed by the Business Manager of the closure <p>Heat wave</p>	Facilities Manager

	<ul style="list-style-type: none"> The activities will be adapted to suit the extreme climate. E.g. sports activities may be adjusted. E.g. utilising spaces with air conditioning to keep cool. Staff will ensure students have access to water / ice lollies and will incentivise staying hydrated throughout the day. Fans will be used indoors to cool room temperatures. 	
Staff with Medical Conditions	<ul style="list-style-type: none"> All staff are required to undertake a health questionnaire as part of the recruitment process If staff have medical conditions then an Individual Health Care Plan (IHCP) will be put into place by the Business Manager in consultation with the employee to see what reasonable adjustments (if any) need to be made Ongoing health monitoring forms are in place as needed 	School Business Manager
Stress and mental well-being HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work	<ul style="list-style-type: none"> MacIntyre Academies provides all employees with access to an employee assistance programme provider (Life Works). Life Works provides a free counselling service 24/7 as well as other free advice Staff are encouraged to talk to their line manager and/or the Principal (or any other member of staff they feel comfortable with) if they are experiencing any work-related stress The Office Manager or School Business Manager, with the consent of the staff member, can make an Occupational Health referral via HR to see how the school can support the employee 	Principal School Business Manager Office Manager
Trees	<ul style="list-style-type: none"> The Facilities Manager visually checks the condition of trees daily to check for fallen trees or branches but especially after adverse or severe weather A tree survey is carried out every 3 years and the reports are uploaded to IRIS Assets Remedial actions from the report are carried out in a timely manner 	Facilities Manager School Business Manager
Traffic Management On site vehicles	<ul style="list-style-type: none"> Staff undertake traffic duties at the start and the end of the school day to ensure that pupils are accompanied in and out of the building and taken safely to and from their transport A risk assessment is in place for vehicle movement on the school site 	

<p>Working at Height</p> <p>HSE Working at height: A brief guide</p> <p>HSE Safe use of ladders and stepladders: A brief guide</p> <p>HSE WAIT Toolkit</p>	<ul style="list-style-type: none"> • Staff who would be working at height undertake online training in Ladder Safety and Working at Height • A risk assessment is in place and available to all staff on the SharePoint • Any staff who use ladders do so only if a second person is available to act as a spotter and stand at the bottom of the ladder • Staff are not expected to stand on tables or chairs to work at height. • All staff are encouraged to carry out pre-use visual checks on equipment and report any defects to the Facilities Manager using the helpdesk email address • The Facilities Manager completes a ladder safety checklist every 3 months which is uploaded to IRIS Assets • Inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage are carried out additionally 	<p>Business Manager</p> <p>Facilities Manager</p>
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Appendix A

This appendix will be updated as required.

Role	Name	Contact number
Principal	Michaela Soporova	07940 741296
Head of Care	Helen 'H' Taylor	07432 020531
School Business Manager	Jane Grant	07487 618733
Facilities Manager	Luke Whatley	07506 484760
Educational Visits Co-ordinator	?	
Behaviour Lead	Emma Sharif	07983 475420

First Aiders:	Role	First Aider training due for renewal:

Fire Wardens:	Role	Fire Warden training due for renewal:

