



# The Kings of Wessex Academy

— Getting the best out of everyone —

## Health and Safety Policy

*An Outstanding Church of England Academy*

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The Kings of Wessex Academy Trust Ltd Company No. 7348580

# The Kings of Wessex Academy

## Health and Safety Policy

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**This Policy of the Academy Trust sets out the Academy's commitment to Health and Safety. The Policy takes into account the requirements of the Health and Safety at Work Act 1974 and Health and Safety at Work Act 1999.**

**The document is available for inspection by teachers, parents, the DFE and other interested parties.**

### 1.0. INTRODUCTION

The Directors and management of the Academy are committed to a safety management approach to health and safety, and thereby to an organised, well informed and pro-active approach to all health and safety related issues. All activities, whether timetabled or not, will therefore be planned and executed with a systematic approach that includes risk assessment and control measures appropriate to the risks foreseen.

The Academy Trust wants its students to be able to experience a wide range of activities and health and safety measures should help them to do this safely and not stop them

### 2.0 AIMS

The aims of the Academy Trust are:

- 2.1 To provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the Academy.
- 2.2 To ensure their roles and duties regarding work related safety issues are linked and there is in place an established basis of management and accountability for these
- 2.3 To ensure that procedures are in place to carry out risk assessments of all foreseeable hazards to staff, students and visitors. Where significant risk is identified, appropriate control measures to reduce or minimise the risk will be undertaken.
- 2.4 To seek improvement to working conditions according to priorities within existing resources and sustain a role to monitor standards at the Academy as an essential part of good safety management.
- 2.5 To recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible (See Lettings Policy)
- 2.6 To report all incidents/accidents by following the procedures in accordance with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and ensure that incident investigations are carried out in sufficient detail.
- 2.7 To accept the duties they may hold as client where they arrange for work through contractors or volunteers.
- 2.8 To formulate and regularly review effective procedures for use in case of fire and for evacuating the academy buildings. (See Premises Management Policy)
- 2.9 To ensure that where appropriate, staff have access to training to ensure their competence for their tasks

- 2.10 To promote effective consultation through encouraging Subject Team meetings to have Health and Safety as a standing agenda item and informal discussion

### **3.0 RESPONSIBILITIES AND DUTIES**

#### **3.1 The Academy Trust**

The Academy Trust has a legal responsibility for ensuring health and safety within the Academy and for all activities. The responsibilities of the Academy Trust are as follows:

- 3.1.1 To provide an effective and enforceable policy for the provision of health and safety throughout the Academy.
- 3.1.2 To ensure that at a strategic level all necessary health and safety procedures are in place.
- 3.1.3 To monitor the effectiveness of the policy and ensuring that any necessary changes are made.
- 3.1.4 Within the financial resources available to ensure that appropriate health and safety training is provided for staff and students and that all practical measures are taken to provide a safe working environment.

#### **3.2 Headteacher**

The Headteacher is responsible for the implementation of this policy in all areas and activities within the Academy. To achieve this, his/her duties include the following:

- 3.2.1 To ensure that all members of staff (including new staff, supply teachers, probationers and students, voluntary helpers etc) and Directors are aware of the contents of the Academy Safety Policy, together with relevant safe working procedures.
- 3.2.2 To delegate to the Bursar specific duties in relation to health and safety matters affecting the Academy.
- 3.2.3 To ensure that effective first-aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health and Safety Executive (H&SE).
- 3.2.4 To seek the necessary specialist advice before making any changes or undertaking any activities which could affect fire or general safety, referring to the Directors where appropriate
- 3.2.5 To receive safety and maintenance inspection reports (including fire safety and insurance) from any inspecting officer or agent and the fire service, where necessary taking any appropriate immediate action and report any recommendations to the Academy Trust.
- 3.2.6 To ensure that before purchasing plant, equipment, materials, substances or furniture that health and safety information is sought and that any relevant specifications and standards will be fully met.
- 3.2.7 To ensure agreement with the Directors of a policy for the financing of health and safety matters which come within the responsibility of the Academy.
- 3.2.8 To take effective action (e.g. remove students from risk/isolate machinery) where it is considered there is a hazard likely to affect the safety of staff, students or visitors to the Academy.
- 3.2.9 To review periodically with all those involved the effectiveness of health and safety arrangements and update them as may be necessary.

- 3.2.10 To review regularly safety information, instruction(s) and training and to consult with appropriate agencies and providers where training needs are identified so that suitable courses can be prepared.
- 3.2.11 To ensure that inspections of the academy premises, plant, equipment and working practices are carried out on a regular basis and, where necessary, changes and improvements are recommended. This will include the identifying, the training as required, and the deeming of individuals once suitably qualified by experience or training as 'competent' persons.
- 3.2.12 To investigate accidents and incidents involving staff, students or visitors where there is a suspected breach of legislation, a failure in a system of work, or a hazard identified which could result in further accidents or incidents.
- 3.2.13 To ensure that a full inventory of all portable electrical equipment is kept up-to-date and that regular tests/inspections are carried out by competent persons.
- 3.2.14 To review, and if required, update the fire and evacuation procedures (*including provision for the disabled*) for all academy premises. Fire drills should be held on at least a once per term basis (See Premises Management Policy).
- 3.2.15 To ensure that adequate arrangements have been made for any usage of the academy buildings outside normal hours (See Lettings Policy).
- 3.2.16 Where equipment has been donated to the Academy, or when staff or PTA bring equipment onto the academy premises, to ensure that it is safe for its intended use. Where necessary seek specialist advice as to its safety.
- 3.2.17 To carry out an assessment of the risks staff, students and visitors are exposed to. Assessments for complex hazard and risk combinations, such as noise, electricity, display equipment, protective equipment and hazardous substances may be delegated to persons deemed 'competent' by the Headteacher if appropriate. Such 'competence' will usually involve experience of the activity, process, equipment or risk scenario under assessment and may require or benefit from specialist training. Where significant risks are identified, appropriate measures to reduce or minimise the risk must be taken and communicated to those concerned by the assessor of the Headteacher.
- 3.2.18 To ensure that Control of Substances Hazardous to Health (COSHH), assessments have been carried out for all substances in use at the Academy, along with regular reviews to ensure the continuing adequacy of such assessments.
- 3.2.19 In the absence of the Headteacher the responsibility and authority for the day-to-day implementation of this policy is placed with the Bursar.

### **3.3 Bursar**

To ensure effective implementation of this policy the Bursar has delegated responsibility to:

- 3.3.1 To act as the named Academy Health and Safety representative.
- 3.3.2 To manage Health and Safety on a day basis.
- 3.3.3 To provide advice on Health and Safety risk assessment.
- 3.3.4 To undertake termly inspections of the academy premises and equipment, furniture and to report on hazardous situations.

### **3.4 Staff with Management/Supervisory Responsibilities**

Teachers and support staff who have a supervisory role are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- 3.4.1 To ensure that all staff, students/probationers, supply teachers and voluntary helpers are aware of the requirements of the Safety Policy and the safe working practices that apply to their areas of activity.
- 3.4.2 To encourage actively the participation in health, safety and welfare matters of all staff and students.
- 3.4.3 To make known to the Headteacher any identified training needs.
- 3.4.4 To establish and regularly review safe working practices for activities under their control.
- 3.4.5 To take effective action and/or refer to the Headteacher immediately any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tool, equipment, etc. which are considered unsafe until satisfied as to their safety.
- 3.4.6 To carry out regular inspections of areas and activities under their control and, where necessary, submit reports to the Headteacher with findings and recommendations.
- 3.4.7 To ensure that all items of portable electrical equipment (including new purchases) are entered on the academy asset register before use and that visual inspections of all equipment take place on a termly basis. Defective equipment must be taken out of use until repaired or replaced.
- 3.4.8 To check the adequacy of fire precautions and procedures in liaison with the Headteacher. Any problems noted during termly fire drills should receive immediate attention.
- 3.4.9 To ensure that Control of Substances Hazardous to Health (COSHH), assessments have been completed for all substances in use within their area of responsibility and that no new substances are brought into use without an assessment having been carried out. All assessments should be reviewed annually, or immediately whenever the process changes, to ensure that they remain current.
- 3.4.10 To make regular checks to ensure that the provision of first-aid is maintained at the required level and that first-aid kit stocks are adequate. Ensure that accident reporting is carried out in accordance with the academy procedures
- 3.4.11 To carry out investigations of accidents or incidents involving staff, students or visitors. Reports are to be submitted to the Headteacher with findings and recommendations to prevent a recurrence.
- 3.4.12 If nominated by the Headteacher to assume the responsibility for the day-to-day implementation of this policy in his or her absence.

### **3.5 Teaching Staff (including Supply Teachers)**

All teaching staff are directly responsible for the health and safety of all students when under their control whether on the academy premises (*including playgrounds or playing fields*) or not. They may also be responsible as 'line managers' for students/probationers and helpers, etc. This includes the following duties:

- 3.5.1 To ensure that all students/probationers, supply teachers, etc. assigned to help are aware of the general health and safety requirements of the academy and the detailed requirements for activities relevant to them.

- 3.5.2 To implement the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensure these procedures are explained in terms that they can readily understand.
- 3.5.3 To exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first-aid, accident reporting, etc, and carry them out as necessary.
- 3.5.4 To seek information on any special safety measures to be adopted in their own teaching areas and ensure that they are applied.
- 3.5.5 To set an example by personally following safe working practices.
- 3.5.6 To ensure that, where necessary, the appropriate protective clothing, guards, etc. are available, in good condition and used.
- 3.5.7 To report to the Bursar or Head of Department any defects in equipment or identified inadequacies or procedures. Where any defect renders the equipment potentially hazardous to use it should be placed out of use and clearly labelled as such, until repaired or replaced.
- 3.5.8 To integrate all relevant aspects of health and safety into the teaching process and, if necessary, give special lessons.

### **3.6 Students**

Students are expected to have a general awareness of good health and safety practice and to exercise personal responsibility for safety of themselves and others.

Students should be informed of procedures applied in the event of a fire or general evacuation of the academy buildings in an emergency.

Students must observe the Academy's safety rules and make sure they understand any instruction given by a member of staff in the use of any equipment or machinery which they may be required to use.

Students are required to observe standards of dress consistent with safety and hygiene. At all times students must wear any protective clothing provided for their safety when using machinery or handling potentially hazardous substances. Students must not wilfully misuse or neglect the use of any equipment or machinery and must at all times ensure that protective guards are in place before use.

### **3.7 Contractors on the Academy Site**

All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 *and Health and Safety at Work Act 1999* and must pay due regard to the safety of all persons using the premises. *The Academy fully complies with the procedures documented in Section 14 of Volume 4 Health and Safety Guidance.*

### **3.8 Hire of Academy Premises**

When academy premises are made available for hire then the principal person in charge of the activities will have responsibility for safe practices (See Lettings Policy)

When signing a booking form the hirer agrees to be bound by the Academy's health and safety procedures.

## **4.0 HEALTH AND SAFETY PROCEDURES**

### **4.1 Fire/Fire Hazards**

To minimise the risk of fire staff are required to ensure that:

- 4.1.1 Combustible materials are not left lying around the Academy.
- 4.1.2 Corridors, stairways, entrances and exits should be kept clear at all times.
- 4.1.3 Decorations are not to be placed near sources of heat or close to light fittings.
- 4.1.4 Stockrooms for books and stationery are kept locked.
- 4.1.5 Electrical points are never overloaded. The rule is one plug to one socket. Leads should not be left trailing across the floor.
- 4.1.6 Stage costumes are never to be placed close to any heat sources.
- 4.1.7 All flammable liquids and hazardous substances are clearly labelled and stored in a secure place.

## **4.2 Fire Safety Measures**

The following fire safety measures are required to be in place (See Premises Management Policy):

- 4.2.1 Regular risk assessments of the fire hazards and safety.
- 4.2.2 Routine testing and inspection of fire alarm and fire fighting equipment.
- 4.2.3 Fire fighting equipment in position and serviceable.
- 4.2.4 Published evacuation procedures to an assembly point with termly practice drills.
- 4.2.5 Arrangements for emergency contacts out of academy hours.
- 4.2.6 Fire instruction notices displayed in all working areas.

## **4.3 Fire Evacuation Procedure**

A designated member of the Academy Leadership Group is responsible for the fire evacuation procedure.

Persons discovering a fire should raise the warning by operating the nearest fire alarm. The alarm sound is a continuous ringing bell. On hearing the alarm teaching staff are required to escort students out of the building in an orderly manner following the designated route to the assembly point.

To prevent the spread of fire all doors and windows should be closed. Students should co-operate fully with the instructions given by members of staff. They must walk quickly but not run and should not stop to collect personal possessions.

Support staff and all visitors are required to report to the assembly point. A register of all persons will be taken upon arrival at the assembly point. Under no circumstances should anyone return to the building until the all clear is given.

## **4.4 Security Alert Procedure**

Please refer to Section 4.8 of the Academy Security Policy for procedures to be followed in the event of a security or bomb threat.

## **4.5 First Aid Procedures**

The Academy has qualified First-Aiders, holding a current First Aid at Work Certificate issued by St. John's Ambulance. The duties of these appointed First-Aiders are as follows:

- 4.5.1 To provide treatment in accordance with their training.
- 4.5.2 To maintain first-aid kits.
- 4.5.3 To keep a record of all treatment.
- 4.5.4 To remind casualties of accident reporting procedures where appropriate.
- 4.5.5 To ensure that parents are notified where appropriate.

First Aid boxes are positioned in all laboratories, Food Technology classrooms, Workshops and the Main Office.

The Academy provides a Medical/Rest Room with adjoining toilet and washroom facility.

A student welfare list is published each year and circulated to teaching staff. This contains information on any students with medical conditions about which the Academy has been notified.

#### **4.6 The Reporting of Accidents, Injuries, Diseases and Dangerous Occurrence (RIDDOR)**

All accidents involving students, staff, visitors or contractors on site will be reported to the County Health and Safety Unit, in accordance with the procedures explained within the Incident Reporting (IFI) Guide, with the exception of staff and student minor injuries when discretion is exercised by the Bursar. A report must be made in all cases where an accident might be attributed to the actions of a teacher, a plant, a substance, or to the condition of the premises.

In the event of a fatal/major injury or dangerous occurrence it will be the responsibility of the Headteacher to report immediately by telephone directly to the Health and Safety Unit who act as the competent officer for the Academy.

#### **4.7 Records**

The Administration Manager maintains a record of all accidents to staff. An Accident Report Form must be completed immediately by the member of staff giving full details of the accident or any injury sustained, together with names of any witnesses. Where appropriate a statement from any witness may be appended to the Accident Report.

The completed Accident Report Form is passed to the Bursar, who is responsible for investigating the incident and taking appropriate action.

All records and correspondence regarding accidents and dangerous occurrences are kept for three years.

#### **4.8 Liability**

All teaching, support staff and voluntary helpers are indemnified against claims arising out of, or as a consequence of, their approved activities in the Academy providing the appropriate regulations and instructions have been followed and all reasonable precautions taken to prevent injury, loss or damage.

Students are only insured in respect of educational visits and work experience.

#### **4.9 Electrical Safety (Portable Appliance testing)**

In accordance with The Electricity at Work Regulations 1989 an annual inspection of electrical equipment is undertaken by an external contractor appointed by the academy and a digital record is provided detailing the results of the PAT testing. Stage lighting must always be checked prior to any connection to the lighting control system.



As an additional safeguard to the annual inspection of portable electrical equipment, staff are required to make a quick visual check before using any item of electrical equipment to verify that:

- 4.9.1 The item is in good working order.
- 4.9.2 The plug and lead are in good condition – this is particularly important in the case of items of electrical equipment which generate heat, e.g. soldering irons, glue guns, hot air guns, vacuum forming machines etc.
- 4.9.3 The socket is not overloaded – the rule is one plug to a socket.
- 4.9.4 Extension leads are not a trip hazard.

Staff and students are not permitted to bring items of mains electrical equipment into the Academy for use (including portable heaters, microwaves and kettles).

#### **4.10 Fixed Apparatus**

The Bursar will arrange for an approved electrical contractor to undertake a three year electrical inspection.

Any electrical installation work will be undertaken by an approved NICEIC contractor.

#### **4.11 Residual Current Devices (RCD)**

It is academy policy that RCD plugs will be used in the following circumstances:

- 4.11.1 Equipment used externally, e.g. P.A. systems, music systems for country dancing.
- 4.11.2 Fish tanks.
- 4.11.3 Christmas tree fairy lights.
- 4.11.4 Equipment used in damp conditions.
- 4.11.5 Equipment brought in for use at the Academy, i.e. disco equipment, exhibitions.

#### **4.12 Laboratories and Practical Areas**

The Directors acknowledge and agree to comply with all relevant health and safety guidance regarding safe practice in specialist areas. This includes guidance regarding the necessity for prior training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The following areas are identified by OFSTED in The Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments: Technology; Science; Art and Physical Education.

#### **4.13 The Control of Substances Hazardous to Health (COSHH)**

The regulations require that all substances classified under the CPL/ CHIP Regulations and labelled as very toxic, harmful, irritant or corrosive, any micro-organisms hazardous to health; any substantial quantity of dust in air; substances assigned an Occupational Exposure Limit or any other substance having similar hazardous properties to any of these, must be assessed.

Detail on these assessments should be contained within each subject departments Health and Safety Policy.

The requirements of the COSHH Regulations upon the Academy can be summarised as follows:

- 4.13.1 To assess the risk to health caused by any hazardous substance.
- 4.13.2 To reduce exposure of those persons to (at least) acceptable levels, (and at best zero), by adoption of precautionary measures to control the risk.
- 4.13.3 To monitor the assessments and control measures to ensure continued compliance and monitor the work environment (when required), to complete the assessment.
- 4.13.4 To retain records of the assessments and any monitoring carried out.
- 4.13.5 To thoroughly inform, instruct and train all responsible staff about the hazards, risks and precautions to be taken.

#### **4.14 Out of Academy Visits (See Educational Visits Policy)**

The Assistant Head (CPL) will be responsible for the oversight of trips and visits. Guidance provided for staff along with County and statutory regulations must be followed at all times.

The law clearly states that a teacher in charge of students is held to be in 'loco parentis' and therefore must exercise such a standard of care as would be expected of a careful and prudent parent in similar circumstances. Staff should familiarise themselves with potential health and safety hazards and take additional care when out of the Academy. Students should be fully briefed on health and safety issues in advance of the trip or activity. A full on-line risk assessment must be completed for all out of academy trips and activities and authorised before the trip/activity can take place.

#### **4.15 Vehicular access and Parking Arrangements**

A 5 mph speed limit operates on the academy campus, with parking in designated areas. Vehicles incorrectly parked may be clamped. Vehicles are not permitted access to the academy site beyond the barriers except for Emergency vehicles and authorised Service Contractors. Pedestrians and cyclists should enter and exit the campus on the pathways provided. Cycling, roller skating and skateboarding is not permitted on the academy campus.

#### **4.16 Academy Minibus**

Staff can drive the academy minibus provided the following conditions are met:

- The staff member obtained their car driving licence before January 1997 which is current and free of endorsements (This licence will include the D1 Entitlement to drive mini-buses)
- The staff member is over 21, has over two years experience as a qualified driver, obtained their car driving licence after January 1997 which is free of endorsements and they have passed the VOSA driving examinations and achieved D1 entitlement.

Prior to the first time driving the academy mini-bus the member of staff concerned will need to undertake a "test" with the Bursar to gain road sense in driving the academy mini-bus and to familiarise them selves with the controls. The Bursar must be given at least 10 days notice from any member of staff requiring to undertake this test.

It is expected that drivers maintain the highest possible standard of driving on all occasions. The speed limits set by the Academy are 60 mph on motorways and 50 mph on all other roads where there is no other speed limit. Any fines incurred must be paid by the driver.

Regulations on drivers' hours require that:

- 4.16.1 No driver must drive for more than 10 hours in total whether or not in the vehicle in any one day.

4.16.2 No driver must drive for more than four hours without taking a break of at least half an hour during which time refreshments must be available.

4.16.3 Where a driver has to drive on two or more successive days the off-duty interval between each day must be at least 11 hours.

In view of the relatively short journeys on which the minibus is used, these regulations should present no serious difficulty, but on longer journeys more than one driver must be taken. Equally, where the journey time is short but the overall working day is long a second driver must be taken.

The maximum number of passengers that can be carried in the academy minibus is 16 (plus driver). No additional passengers may be carried in any circumstances. The amount of baggage on some journeys may necessitate a reduction in the number of passengers.

The sharing of seats is not permitted and all passengers must wear seat belts. Minibuses hired for academy use must be fitted with seat belts for all passengers.

In the event of an accident it is essential that two copies of an Accident Report Form are submitted to the Bursar.

#### **4.17 Hire of Transport and Use of Private Vehicles**

Only vehicles from approved contractors may be hired and minibuses must be fitted with seat belts. Staff intending to transport students in private vehicles are covered under the academy's business insurance policy for injury to passengers or damage to/loss of academy equipment left in the vehicle.

#### **4.18 Lettings of Academy Premises**

All groups hiring the academy will be informed of safe evacuation procedures, location of exits, first-aid equipment and fire extinguishers. They will also be given access to a telephone contact number for the member of the Site Team responsible for the letting.

#### **4.19 Caretaking and Cleaning**

All members of the Site Team must be properly instructed in the use of all floor machines. Machines should be in a serviceable condition and any faults reported to the Bursar. Correct floor treatments should be used to eliminate potential slip hazards and warning signs erected during cleaning. Only cleaning materials approved under the COSHH Regulations may be used. These should be kept secured and clearly labelled.

All steps, ladders and scaffolding must be checked before use to ensure that the equipment is in a good and safe condition.

The Site Team will, at all times, wear the overalls provided whilst on duty and protective gloves when there is any risk of contact to the hands. Eye protection goggles and face masks will be worn appropriate to the operation being undertaken.

It is the Site Team's duty to ensure that Plant rooms and the Boiler House is always kept free of inflammable and combustible materials. Corridors and gangways must be kept clear of obstruction and waste and rubbish must be removed to the collection area as soon as possible. All fire doors are to be kept closed and never wedged open.

In the event of the fire alarm, the member of Site Team on duty will immediately check the fire control panel to find out the location of the alarm and then check to establish if alarm is genuine before reporting to the Bursar or member of the Academy Leadership Group.

Care must be taken in the disposal of waste. All sharp items and breakages are to be disposed of directly into the refuse containers and not placed in black refuse bags.

In the event of snow or ice footpaths and all entrances should be gritted as a matter of priority.

The in-house cleaning team are required to comply fully with COSHH Regulations and this policy. Any infringements will be brought to the attention of the Bursar.

## **5.0. ARRANGEMENTS FOR TRAINING**

The Headteacher is required to maintain an up-to-date record of training on health and safety issues for current staff. All staff are informed of their responsibilities and the academy's policy prior to the commencement of their duties.

## **6.0 RISK ASSESSMENT (see Risk Assessments)**

The Academy adopts a practical approach in the management and process of Risk Assessment and its main focus is to ensure that all relevant risks and hazards are addressed by:

- 6.1 Identifying the significant risks in the work place.
- 6.2 Identifying the hazards i.e. those aspects of work which have the potential to cause harm.
- 6.3 Identifying if there are specific Acts or Regulations to be complied with (e.g. Control of Substances Hazardous to Health, Electricity at Work, Control of Asbestos at Work Regulations, etc.) These may help to identify the hazards:
- 6.4 Assessing the risks from the identified hazards and any potential residual risk.
- 6.5 Adopting a systematic approach of control measures, looking at hazards and risks, particularly where machinery, substances, electricity, etc. are involved.
- 6.6 Ensuring in all cases that all aspects of the work activity are reviewed.

## **7.0 MANAGEMENT OF ASBESTOS (See Asbestos Management Policy)**

The Bursar has delegated responsibility for maintaining an Asbestos Register which documents and identifies all building components that are either suspected of containing asbestos or where laboratory analysis has confirmed an asbestos content.

The Academy fully complies with The Permit to Work procedures.

## **8.0 WORKING WITH COMPUTERS**

The Academy fully complies with The Health and Safety (Display Screen Equipment) Regulations.

For the purposes of this section all computers and related equipment are referred to as Display Screen Equipment or DSE.

The DSE regulations address the health and safety concerns of all people who make intensive use of DSE or work which, in the context of this Academy Policy, relates to all administrative staff.

The Academy fully accepts its responsibility for the undertaking of an assessment for all DSE work stations operated by administrative staff for the purpose of identifying and then reducing any health and safety risks that the user may be exposed to.

An initial assessment has been undertaken for all relevant work stations and a further review will be undertaken in any situation when a significant change to the work station is planned, or there is a change of user.

**9.0 MONITORING AND EVALUATION**

The Academy Trust will review this policy statement on an annual basis or more frequently should the need arise.

**Signed:**

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**Peter Lythgoe**  
**Chair of Governors**

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**Chris Richardson**  
**Headteacher**

**March 2012**