



Wise Owl Trust

Health & Safety Policy

Approved by Wise Owl Trust: 8th December 2022

Due for review : December 2023

Safety, Health, Environment Statement of Intent

This policy sets out our core commitments to be a responsible, creative, innovative, empowering, encouraging environment for our Pupils, Schools and Communities.

Wise Owl Trust is committed to meet and exceed its responsibilities as laid out in the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and other related legislation. This commitment includes all aspects of Safety, Health, Environment, Sustainability and applies to all School activities, focusing on delivery of continuous improvement in performance in all areas as part of our School systems and procedures.

We put people first. Providing a safe and healthy environment leads to safe and healthy people. The safety and welfare of Pupils, colleagues, contractors and visitors is our number one priority. We work together to create an accident and incident free environment and culture.

Wellbeing. Through our **WOW** (Wise Owl Wellbeing) programme. We focus on the development and wellbeing of all our Staff and Pupils recognising the importance of engagement through ongoing dialogue and involvement. We actively encourage feedback and welcome ideas for improvements.

Highest standards of School and Pupil conduct. We conduct our business with honesty, respect and integrity. We comply with applicable legal and other requirements, compliance obligations, embrace human rights, diversity and equal opportunities. We prepare our Children for the tests of life through our **R.E.S.P.E.C.T.** programme promoting Resilience, Empathy, Self-Awareness, Positivity, Excellence, Communication and Teamwork.

Child Focused Support. Providing **Team Up** WOT ensures every Child's potential is recognised, we have a dedicated hub at Briscoe Lane Academy. The relentless pursuit of inclusion ensures that we aim to exceed the expectations of all our stakeholders.

Innovation. We make things happen by working as a team and with our Stakeholders and partners to explore solutions to help us to offer innovative sustainable services.

Environmental Protection. We strive to control and mitigate risks arising from our activities and seek ways to minimise our environmental impact. We take action to educate and mitigate climate change to prevent pollution. We remain committed to quality habitat creation, land restoration, stewardship and the protection of biodiversity and environmental protection.

Sustainability. At Wise Owl Trust we contribute and ensure progress towards greater sustainability collaboratively with all our Stakeholders. Our services reflect our Pupils' aspirations and demands for 'zero-waste', recycling-led services reflected in the waste hierarchy.

Transparency. We openly share our performance with our stakeholders. We continue to set clear and challenging objectives and targets covering all areas of SHEQ and this is reviewed annually to ensure that Wise Owl Trust remains sustainable and successful for the benefit of all.

As CEO of the WOT, I have full responsibility for the implementation of this policy.

CEO/Executive Principal
December 2022

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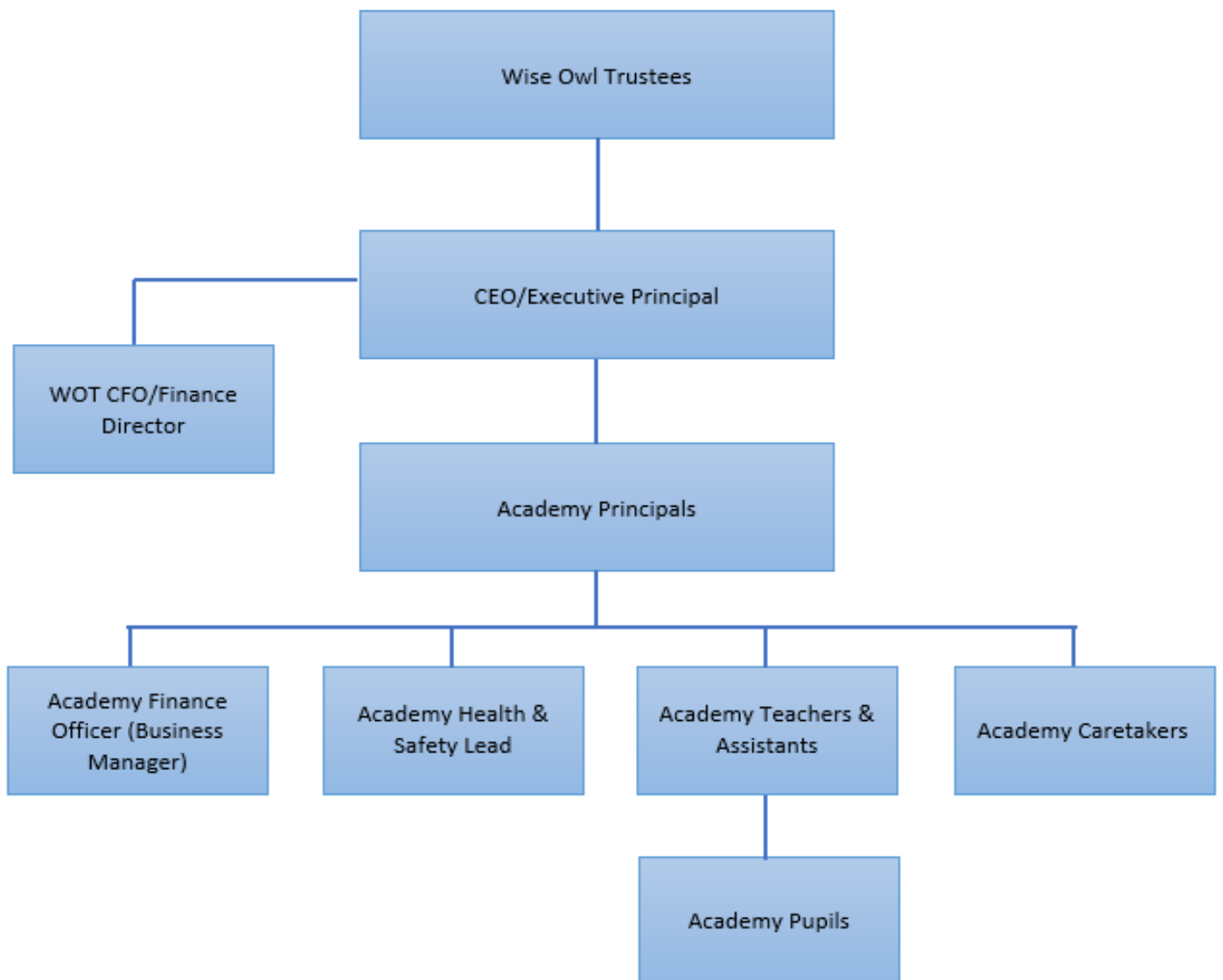
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2. WOT Objectives

- WOT will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.
- To ensure all Staff and Pupils (including Senior Management) are competent to do their tasks, and to give them adequate training.
- Develop written suitable and sufficient risk assessments and safe systems of work for any tasks with significant risks, to identify risks and set-in place programmes to remove or reduce those risks.
- To consult with our Staff and Pupils and on matters affecting their health & safety.
- Setting high targets and objectives to develop on culture of continuous improvement
- To establish and maintain a healthy environment throughout the WOT Academies.
- To establish and maintain safe working practices among the Staff and Pupils.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction, training and supervision to enable all people working in Schools, including Staff, Visitors and Contractors, Volunteers, Children, to avoid hazards and to contribute positively to their own health and safety.
- To maintain safe, healthy equipment and place of work and safe access and egress from it.
- To formulate effective procedures in case of fire and other emergencies and for evacuating/locking down the WOT Schools, as necessary.
- To lay down procedures to be followed in the case of accident.
- To provide and maintain adequate welfare facilities.
- New staff inducted in Health & Safety procedures by a senior colleague.
- An annual briefing on health and safety for all staff.
- Ongoing monitoring by the Health and Safety Coordinators
- Periodic review of risk assessments
- External audit by BSS (third party Health and Safety Consultants)
- Review of this policy statement annually by the Health & Safety Committee, who will update, modify and amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and visitors.
- To prevent lost time accidents/incidents and cases of work-related ill-health.
- Ensure continuous compliance with all applicable local, national and international health and safety legislation, approved codes of practice and health and safety guidance.
- Proactively monitor compliance with our health and safety procedures.

Organisation Chart



Roles & Responsibilities

3.1 Wise Owl Trust and Academy Governing Bodies – CEO/Executive Principal

- The CEO/Executive Principal under the auspices of Wise Owl Trust has ultimate responsibility and accountability for ensuring our compliance with Health and Safety legislation.
- The CEO/Executive Principal will ensure that:
 - the WOT Health and Safety Policy is implemented, monitored, communicated effectively, reviewed and amended as required;
 - a health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets;
 - WOT Finance Director provides suitable and sufficient resources (funds, people, insurances, materials and equipment) are provided to meet all health and safety requirements;
 - WOT Finance Director has a Business Continuity Plan in place.
 - as far as is reasonably practicable that the health and safety of staff and Pupils is considered whenever an Academy decision is made;
 - appointment of a competent person (the Health and Safety Consultant) with defined authority and responsibility to assist in the management health and safety;
 - senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met;
 - a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all;
 - a system of communication and consultation with Staff and Pupils is established;
 - suitable, sufficient and effective training programmes have been put in to place;
 - an annual audit, progress report and action plan to ensure continual improvement is undertaken;
 - that any reportable accidents/incidents are notified to the relevant enforcing authority in the prescribed manner; that appropriate records are made and external health and safety assistance is sought regarding any further action that may be required.

Further The WOT will ensure that: -

- all levels of management within the WOT fully understand the arrangements for the implementation of the health and safety policy.
- the organisational structure is appropriate in order to manage health and safety.
- the same management standards are applied to health and safety as to other management functions.

- any faulty facilities, work equipment and/or machinery is immediately taken out of service until repaired or replaced;
- all facilities, grounds, work equipment is maintained, inspected and tested in accordance with statutory requirements, manufacturer's recommendations and best practice.
- records are compiled for the testing and maintenance undertaken on all work equipment and services within the premises and statutory inspections.
- a formal system is implemented and monitored to ensure sub-contractors have the necessary competence and resources in order to carry out work safely on behalf of the WOT.
- contractors where applicable are adhering to safety rules and procedures and any other statutory legislation relevant to their work when undertaking work on our behalf.
- safe access and egress are provided and maintained in all areas within the WOT.

3.2 Health & Safety Advisor (or Consultant)

The H&S Advisor (or Consultant) is responsible for:

- co-ordinating the preparation and periodic revision of this Health & Safety Policy, Statement of Intent and subsequent Procedures.
- bringing to the attention of the CEO/Executive Principal any material changes in circumstances or activity that would necessitate revision of this Health & safety Policy, risk assessments or procedures.
- providing support and guidance to the WOT and Management in the fulfilment of their responsibilities and in particular helping:
 - development & implementation of suitable and sufficient risk assessments and method statements / safe systems of work.
 - promoting and instigating meetings in ensuring the progress of the health and safety management system
 - responding to reports of any serious accidents or unsafe conditions, where deemed necessary
- carrying out a full health and safety system audit and preparation of a report to management including action plan (where necessary)
- providing advice on the health & safety training for all levels of management and Staff and Pupils

3.3 Academy Principal's, Senior Leadership Team, Business Manager

Each Academy's Senior Leadership and Site Team is outlined in the Organisational Chart above it is headed by the Academy Principal. Academy Principal's and Senior Leadership Teams (SLT) are responsible for the day to day management of their areas of work. To ensure a positive approach to the implementation of this policy, everyone will ensure that:

- a copy of the health and safety policy has been brought to the attention of all staff.
- adequate health and safety training is provided for all Staff and Pupils. This shall

commence on induction and include any specific training regarding WOT rules, safe systems of work and training required to perform their duties and work-related tasks.

- all their members of staff are aware of their health and safety responsibilities.
- all Staff and Pupils fully understand safe systems of work, rules and procedures and that suitable records are kept.
- ensure that where significant hazards are identified that risk assessments are undertaken and action is taken to minimise eliminate or minimise the risk and the results of risk assessments are communicated to their Staff and Pupils.
- any new hazardous substance is purchased with the material safety sheet, added to the main inventory and a COSHH assessment is undertaken prior to first use.
- all accidents and near miss incidents are recorded on the appropriate record form and investigated in accordance with the WOT procedure.
- suitable and sufficient personal protective equipment is provided and made available for all Staff and Pupils at no cost.
- consultation between SLT and Staff and Pupils takes place as described in this policy and that Staff and Pupils have a forum to discuss their concerns and ideas in relation to the WOT health and safety arrangements.
- all health and safety issues raised by staff are recorded appropriately and investigated.
- all welfare facilities, environmental and working conditions (temperature, lighting and ventilation) are suitable.
- regular workplace inspections are undertaken in accordance with the WOT's health and safety monitoring procedures.
- staff and other relevant persons are informed of the location of first aid personnel and facilities and understand the importance of recording all accidents/incidents in the accident book.
- all electrical equipment is adequately maintained and that only suitably trained, competent, and authorised persons carry out electrical work.
- any faulty work equipment is taken out of service immediately and reported to the Principal for repair or replacement.
- arrangements for fire safety are implemented and that fire drills, alarm tests and drills are undertaken at the frequency detailed in this policy.
- immediately inform the CEO of any visits by an Enforcement Officer or Fire Officer with copies of any reports or Enforcement Notices for the premises under their control.

Duties specific to CFOO & Trust Premises Lead

- risk assessments;
- update of business continuity plans;
- enforce H&S policies;

- half termly reporting to Governors;
- annual Fire Risk Assessment;
- staff training, incl. First Aid;
- investigation of all Accidents and Violent Incidents

Duties specific to Trust Premises Lead

- H&S budget;
- H&S Contract management;
- monitor EVERY reporting;
- conduct KiT meetings with Caretakers;

Duties specific to Academy Caretakers

- day-to-day health & safety officer;
- named fire marshal in their academy;
- weekly grounds/buildings checks - to be recorded on EVERY;
- receive requests through EVERY and carry out reported repairs/maintenance;
- report and manage other items and repairs;
- manage EVERY documentation, termly manual classroom risk assessment

3.4 Academy Staff and Site Team

- staff to ensure that they work safely, providing increased supervision for new and young workers they communicate and consult with SLT on health and safety issues
- health and safety rules are followed by all
- staff to report hazards and raise health and safety concerns
- issues concerning health and safety raised by anyone are investigated and any changes made to process or areas are reported to their Manager.
- any serious safety issues that cannot be dealt with are referred to their SLT for action.
- teachers and Teaching Assistants to Conduct Daily visual classroom risk assessments
- core skills training is undertaken and monitored continuously to ensure all Staff and Pupils within the area are competent to carry out their work in a safe manner
- all mandatory PPE identified for their area is worn by all Staff and Pupils and that procedures for replacement of PPE are communicated
- accidents, ill health and 'near miss' incidents at work are reported and recorded appropriately

- accidents, ill health and 'near miss' incidents at work are reported and recorded appropriately
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- any and all other updates changes or amendments as reasonably required to support the business. An example being, but not limited to, Covid-19 and the procedures necessary to be implemented.
- taking reasonable care of themselves and anyone else who may be affected by their acts and/or omissions (including third parties such as visitors, contractors etc.);
- working in accordance with all training provided, safety rules, safe systems of work and any other procedure(s) implemented by the WOT;
- ensuring all work equipment is used in accordance with manufacturer's instructions and for its intended purpose only;
- ensuring good standards of housekeeping and cleanliness is maintained;
- report any dangerous situations, acts by others or shortcomings in protective arrangements to their Manager;
- cooperating with their SLT to achieve a safe and healthy workplace;
- ensure all fire doors are kept closed;
- challenge persons not wearing red, blue or yellow lanyard;
- report all violent incidents, accidents and near misses;
- understand/adhere to H&S policies;
- aware of who safeguarding designated persons are in Academy.

3.5 Responsible Person(s) for Fire Safety:

Academy Principal's

- Briscoe Lane Academy – Claire Hall
- Old Hall Drive Academy – Hayley Brooker
- Seymour Road Academy – Debbie Frater

3.6 Volunteers/Sub-contractors/self-employed personnel responsibilities

All Volunteers/sub-contractors employed to undertake any work on behalf WOT will be made aware of the organisation's health and safety policy, safety rules and: -

- will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation;
- will comply with all instructions given by management;
- will co-operate with our organisation to ensure a high standard of health and safety on

all contracts with which they are involved;

- will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties;
- must provide suitable and appropriate supervision to plan, control and monitor their operations;
- must inform the WOT Contact of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place;
- shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations;
- must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant;
- must report all accidents to the responsible member of the SLT immediately;

3.7 Pupils

- pupils will exercise personal responsibility for the health and safety of themselves and Others;
- pupils will dress consistent with safety and hygiene standards and adhere to Academy dress policies;
- pupils will respond to the instruction of staff given in an emergency;
- pupils will observe the Health and Safety rules of their Academy;
- pupils will not misuse, neglect or interfere with items supplied for their, and other pupils' Health and safety;
- ensure all fire doors are kept closed;
- challenge persons not wearing red, blue or yellow lanyard;
- report all violent incidents, accidents and near misses;
- understand/adhere to H&S policies.

4. Arrangements

4.1 Consultation with Staff and Pupils

The Health and Safety (Consultation with Staff) Regulations require all employers to consult with their Staff and Pupils/Volunteers who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

The WOT recognises the importance and benefits to be gained by employee consultation and will maintain clear avenues of communication to ensure effective consultation between SLT and Staff and Pupils. It is the responsibility of SLT to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the organisation will recognise the rights of Staff and Pupils or groups of Staff and Pupils to elect one or more persons to act as their representative for the purpose of such consultation.

Wise Owl Trust will consult with their Staff and Pupils on all matters affecting their health, safety and welfare via regular safety meetings. This Health and Safety Policy forms part of the consultation process. All Staff and Pupils are expected to co-operate fully with external safety advisors and to accept their individual duties under this policy and current legal obligations.

If and when any new alterations, information or instructions are required for safe working practices this will be circulated via safety meetings and internal memos by the CEO/Executive Principal or SLT. The WOT's risk assessment system will be conveyed to all Staff and Pupils.

It is the WOT policy to co-operate with representatives of recognised trade unions or those elected as representatives of employee safety, so that health and safety can be promoted and effectively controlled.

We actively support the participation of staff and will greatly assist the implementation of the Health and Safety Policy to enable staff to be consulted on matters of health and safety.

In pursuance WOT will endeavor to consult with the workforce and provide information using a variety of communication methods and will endeavor to ensure we involve those Staff and Pupils with a poor understanding of English. Translation will be provided where necessary.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

4.2 Information, Instruction and Supervision & Training

All Staff and Pupils will be provided with appropriate information, instruction, training and supervision, so far as is reasonably practicable to ensure that they can perform his or her job effectively and safely. Training will include induction, core skills, task specific and advice and guidance on the use and maintenance of personal protective equipment (where appropriate for the task). Records of all training will be held on each individual employment file and on the training matrix.

Training needs will be reviewed annually to ensure all staff remain competent for their work activities and that refresher training is undertaken appropriately.

The WOT recognises that there is an increasing prevalence of non-English speaking in the UK

and that the provision of information, instruction and training for such Staff and Pupils, may need to be addressed differently.

Where the WOT employs non-English speaking workers we will ensure that suitable measures are in place to ensure that all relevant information and instruction is interpreted both verbally and, where appropriate, in writing.

It is the responsibility of the relevant SLT to ensure that all non-English speaking Staff and Pupils are suitably trained to undertake their job role.

Staff must not undertake any work for which specific training is required until such training has been undertaken. Staff must inform their Manager if they feel there are any shortcomings in the training provided, or if they do not feel competent to carry out a particular task.

(The WOT's external health & safety consultants will offer advice on safety training needs upon request.)

4.3 Induction for New Staff

All new Staff and Pupils to Wise Owl Trust will be given an induction, both generic and task specific which will relate appropriate health, safety and welfare requirements applicable to their work activities.

Generic inductions will be undertaken by the SLT or the Academy Principal's on each site. Specific task inductions will be undertaken by the Member of Staff responsible for that area/department.

A record of employee inductions will be kept in individual Staff and Pupils' employment files.

4.4 Contractors

The WOT recognises its duties under the HSW Act 1974 towards members of the public and all visitors to the WOT's premises including areas and other facilities under its control.

In the circumstances where it is considered necessary contractors and/or visitors shall receive basic safety instructions on procedures, dangerous environments and the wearing of protective clothing.

Contractors will be expected to adhere to any of the WOT's procedures, which may be applicable and recognise their own duties to people who may be affected by their activities including WOT Staff and Pupils.

In addition, all contractors working on behalf of Wise Owl Trust will be expected to provide sufficient evidence to demonstrate their competence in the work activity they have been employed to undertake. WOT has developed a policy and procedure for the employment of sub-contractors and this shall be adhered to at all times.

SLT will have the responsibility of liaising with the contractor on a daily basis to agree areas of work and permitted working arrangements. This will be communicated to all relevant parties prior to the work being undertaken.

The contractor must inform the SLT of any accidents, incidents, near-miss occurrences or any changes in work patterns not previously agreed.

No contractor will execute work on the Academy site without the express permission of the Principal, other than in an emergency or to make safe following theft or vandalism.

Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the Academy.

The means of selecting a contractor must follow the designated procedures provided in the WOT procedures and Contractor Code of Practice.

4.5 Visitors

All visitors must sign in at reception, once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of Academy concerned.

Temporary or supply staff should sign in as 'visitors'.

Visitors who have a cleared Disclosure & Barring Service Certificate (DBS) are given a YELLOW lanyard and are asked to return this to reception when they leave the premises.

Visitors who do not have a DBS Certificate are given a RED lanyard and are accompanied throughout their stay by a member of staff.

Anyone hiring an Academy, or part of an Academy's premises, will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.

Staff members who encounter an unidentifiable visitor will approach and ask who they are, offer assistance and accompany to reception to ensure they have signed in and to collect a lanyard.

For uncooperative visitors, staff or parents threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call to the police.

4.6 Risk Assessments

The WOT, Academy Principal and the Academy SLT shall carry out suitable and sufficient assessments of the risks to the health and safety of its Staff and Pupils to which they are exposed whilst at a WOT Academy, and the risks to those not in its employment which arise out of activities within the WOT's control.

Risk assessments shall be carried out by the responsible member of Staff with input from the other members of staff where required. Where deemed necessary, advice and guidance will be sought from the external consultant.

The significant findings of the assessments shall be recorded and shall form the basis of information for the WOT to take appropriate preventative and/or protective measures.

The Academy Principals are responsible for ensuring the necessary control measures are implemented and that all Staff and Pupils understand the importance of the risk assessment process and subsequent remedial action.

The risk assessments shall be reviewed at least annually, or if there are developments, which suggest that they are no longer valid (e.g. process change or change in statutory requirements).

Any hazards posing a high risk to employee safety will be reported to the Academy Principal who is responsible for ensuring adequate control measures are implemented.

The WOT operates a 'Hazard Reporting' system which will continue to be encouraged by all staff.

The Governing Bodies and the Academy Trust will be informed of risk assessments allowing issues to be prioritized and actions to be authorized along with funds and resources.

4.7 Safe Systems of Work

Safe systems of work/standard operating procedures will be developed for all activities/equipment deemed a significant risk to Staff and Pupils' health and safety. These procedures will be developed by the SLT at each Academy, with assistance from other Staff and Pupils if required. Where deemed necessary, advice and guidance will be sought from the external consultant.

The Academy Principal is responsible for ensuring these procedures are successfully implemented and adhered to by all Staff and Pupils.

All safe systems of work and procedures will be available for review at all times and, for high risk activities (e.g. working on saws, maintenance/caretaking activities), must be communicated to relevant Staff and Pupils prior to undertaking such work.

4.8 Accident and Incident Reporting and Recording

The WOT accepts its duties under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and the WOT are responsible for notifying the appropriate authorities of incidents, which require reporting by law

The WOT operates an Accident or Violent Incident Reporting and Recording Procedure which will be communicated to all Staff and Pupils and must be followed at all times.

It is the duty of all Staff and Pupils to ensure that any accidents and incidents are reported to their Academy Principal and/or Health and Safety Officer immediately so that they can be recorded and investigated (where necessary). All accidents and incidents shall be formally recorded in the Accident Book and communicated to the Health and Safety Officer so that accident statistics and trend analysis can be monitored.

All accidents and incidents will be investigated according to the guidance as outlined in HSG245 follow the link provided <https://www.hse.gov.uk/pubns/hsg245.pdf> ;

The level of investigation will be determined by the severity of the accident and likelihood of recurrence. With all processes being reviewed by the Health and Safety Officer as required including risk assessment review, Corrective Actions identified to minimise risks and reoccurrence.

4.9 RIDDOR Reportable Incidents and Accidents

Detailed below is a list of reportable Accidents or incidents. Should an accident occur then the Academy Principal or Health & Safety Officer are required by law to report to the HSE Incident Control Centre as soon as reasonably possible. The Health and Safety Officer will determine and report to the Academy Principal if an accident is fatal, major as outlined below and as defined by the HSE.

Deaths and injuries

If someone has died or has been seriously injured because of a work-related accident this has to be reported, with the exception of suicide, if it arises from a work-related accident, including an act of physical violence to a worker. Telephone HSE on 0345 300 9923 (between 8.30am – 5pm)

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4): <https://www.hse.gov.uk/riddor/reportable-incidents.htm> follow this link to get a more detailed list.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven day period does not include the day of the accident, but does include weekends and rest days.

Report must be made within 15 days of the accident by sending in a F2508 Form or, this can be done online at <https://notifications.hse.gov.uk/riddorforms/Injury>

Over 3 day incapacitation must be recorded, it does not have to be reported, an accident is kept on site located in the Academy Principal's Office.

Occupational diseases

WOT will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.
- Further guidance on [occupational diseases](#) is available.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these [dangerous occurrences](#) is available.

Gas incidents

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the [Report of a Dangerous Gas Fitting - online form](#).

4.10 First Aid

Suitable First Aid facilities and equipment shall be provided at the WOT locations and in all WOT vehicles used by staff. Nominated first aiders are responsible for checking the first aid supplies on site. Staff using WOT vehicles shall be responsible for ensuring their own First Aid equipment is regularly checked and maintained to ensure adequacy.

The First Aider is responsible for contacting the emergency services as necessary or request Staff to do so whilst they tend to the injured party. In the absence of the trained first aider, other Staff and Pupils who are capable of taking charge in an emergency, calling an ambulance and keeping the victim calm and comfortable.

The WOT will ensure that there are an adequate number of first aid qualified staff, emergency first aiders and/or appointed persons. The names and photographs of these persons will be displayed in a central location visible to all Staff and Pupils. The names and locations of first aiders will be communicated to contractors during induction to the WOT premises by the responsible Manager. Staff who have not received first aid training should not attempt to administer first aid treatment and seek professional medical assistance immediately.

4.11 Fire Safety and Emergency Procedures

The WOT has developed procedures of action to take in the event of a fire or emergency at its site and all Staff and Pupils shall receive training in these procedures. The SLT for the site are responsible for ensuring that all Staff and Pupils are informed of the procedures and ensuring that the procedures are implemented and followed in the event of a fire.

A fire risk assessment has been completed for each of the WOT premises and the results of these will be communicated to all staff. Fire-fighting equipment shall be provided at each site for use in the event of a fire, to aid escape if necessary. It is the responsibility of the WOT Academy Principal to ensure that all equipment is regularly checked and maintained to ensure they are in good working order, Emergency lighting every 6 months, fire-fighting equipment annually.

All escape routes will be clearly and correctly marked and signposted, Fire evacuation procedures visible in all rooms, being kept clear of obstructions at all times. Internal fire doors will be kept closed when not in use with sufficient emergency lighting where its provision is justified. It is the responsibility of the nominated fire marshals to ensure all escape routes are kept clear and fit for purpose.

All Visitors or Contractors on site will be the responsibility of the person they are visiting or working

for in the event of an evacuation.

Fire drills (every term), evacuation procedures and alarm systems will be regularly tried and tested to ensure that all Staff and Pupils are aware of their responsibilities and of the procedures to be followed in an emergency.

4.12 Control of Substances Hazardous to Health

It is the policy of Wise Owl Trust to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002. No hazardous substance may be used without the permission of the relevant Academy Principal.

All hazardous substances will be purchased from reputable suppliers and the safety data sheet requested. A suitable assessment of the potential risks the chemical or substance may introduce into the work activities will be made prior to any work involving the substance being undertaken. The results of these assessments will be communicated to all relevant Staff and Pupils. It is the responsibility of the Catering, Cleaning Managers or Caretakers to undertake such assessments before use. All hazardous substances must be held in the appropriate and labelled containers with the correct hazard signs in locked storage cupboards.

The assessments will be based on manufactures/ supplier's health and safety guidance and our own knowledge of the work process. Each WOT Academy will ensure that exposure of Staff and Pupils to any hazardous substances are minimised and adequately controlled in all cases (e.g. extraction)

All workers who will come into contact with any hazardous substances will receive adequate training and information on the health and safety issues relating to that type of work and Staff and Pupils will be supplied with the appropriate Personal Protective Equipment.

Assessments will be reviewed periodically, whenever there is a substantial modification to the lesson plan or work process and if there is any reason to suspect that the assessment may no longer be valid.

Advice will be sought from the external H&S Consultant where deemed necessary.

4.13 Display Screen Equipment

WOT follows the principles outlined in the Display Screen Equipment (DSE) Workstation Checklist in order to comply with Health and Safety (DSE) Regulations 1992. A user specific risk assessment will be undertaken for each DSE workstation. DSE users will be offered eye and eyesight tests at the WOT's expense. Where glasses are required specifically for DSE use, by identified users, they will be provided at a minimal cost to the WOT. A DSE user is defined as anyone using a PC, Laptop or monitor for at least 1 hour in any 8 hour period.

The Academy Principal is responsible for ensuring that these are undertaken and communicating the results to the WOT.

4.14 Health Surveillance

The CEO/Executive Principal of Wise Owl Trust is responsible for ensuring the health, safety and welfare of the Staff and Pupils at work. They must ensure that risk assessments of work/work activities are carried out to identify, internally, where health surveillance/monitoring is needed to protect them.

This will require close liaison with the Health and Safety Consultant. Surveillance/monitoring may

be required:

- prior to employment
- following an accident/incident
- at regular intervals in-service
- when leaving the WOT

However, the risk assessment process will determine where, if at all necessary, health surveillance is required.

4.15 Repetitive strain injury (RSI) & Musculoskeletal Disorders (MSD)

The WOT will comply with the provisions under the Health and Safety at Work Act 1974, which require Staff are protected from risks associated with RSI & MSD's. To ensure Staff are consulted and risks are minimized and monitored to protect the staff from RSI & MSD's the WOT will conduct confidential Body mapping survey's of the Staff and conducting risk assessment of the activities.

The following risk factors that can cause RSI and/or MSDs should be assessed as part of the work activity are: -

- bending, crouching or stooping
- lifting heavy or bulky loads
- pushing, pulling or dragging heavy loads
- stretching, twisting and reaching
- repetitive work, particularly using the same hand or arm action
- sustained or excessive force
- carrying out a task for a long time
- work with display screen equipment

Or the risk factors can be to do with the work environment or organisation:

- poor working environment (including temperature and lighting)
- poor work organisation (including work pressure, job demands and lack of work breaks). Stress and other psychosocial factors can contribute to the risk of developing MSDs

Or they can be to do with the workers themselves:

- a recent or existing injury or health condition may make them more vulnerable
- individual differences (some workers are more affected by certain risks)
- vulnerable, for example, young people, disabled workers, pregnant workers, those new to the job
- working beyond their capability
- working when physically tired

4.16 Electricity – Portable Electrical Appliances and Mains

The Academy Principal shall ensure that all portable electrical appliances are subject to a PAT testing regime undertaken by a competent person. Records are held for future reference.

Staff must not bring electrical items into work from home as this will only serve to negate the PAT system.

All portable electric tools (where reasonably practicable) will be 110v double insulated or all

insulated. Electric cutting equipment will have good Earth connections and leads.

4.17 Electrical Testing & Fault Finding

The WOT does not carry out any activities which require Staff and Pupils to undertake work on electrical equipment. Any work which requires qualified and competent electricians, WOT will sub-contract such work to reputable contractors upon successful completion of competence assessments.

Mains electrical supplies for all WOT premises will be maintained and tested accordingly by an external electrical engineer.

4.18 Personal Protective Equipment (including Respiratory Protective Equipment)

Personal Protective Equipment (PPE) will be identified following the risk assessment process and issued upon employment and/or requirement, it will be then replenished as necessary upon request at no cost to the employee.

PPE once issued is the responsibility of each individual employee and must be used, stored and maintained in accordance with manufacturer's instructions. Any loss or damage must be reported to the Academy Principal immediately so that replacement equipment can be provided.

4.19 Equipment Maintenance

It is the policy of Wise Owl Trust to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

The WOT will endeavour to ensure that all equipment used in the Academy's is safe and suitable for the purpose for which it is used. This includes all fixed gymnasium equipment, external play equipment or other fixed equipment. It is the responsibility of the Academy Principal to ensure all equipment meets the appropriate Standards and conforms to Health and Safety requirements particularly prior to purchase or replacement.

All Staff will be provided with adequate information and training to enable them to use equipment safely and correctly. The use of any equipment, which could pose a risk to the well-being of persons in or around the Academy, will be restricted to authorised persons.

All equipment will be maintained in good working order and repair. ANY defective or damaged equipment MUST be reported immediately to Academy Principal. Defective or damaged equipment MUST NOT be used and should be removed from use until repaired or replaced.

All 'users' will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment, as detailed on the risk assessment for the task.

4.20 Manual Handling

Due to the nature of our activities manual handling is not seen as a significant risk. WOT however accepts it is not always possible to avoid all manual handling activities, that Manual Handling can be the cause of lost time injuries and have implemented suitable assessment and training as control measures to reduce the likelihood of such occurrences.

Staff must not lift anything beyond their individual capacity or of a shape or size that requires more than one person. Having assessed a load which is deemed excessive then two person lifting techniques must be employed where it is safe to do so.

4.21 Drugs and Alcohol

Alcohol

Staff must not drink alcohol on the WOT's premises of without express permission from CEO. Any employee who is found consuming alcohol on the WOT's premises without permission **or** is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the WOT's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the WOT's premises is strictly forbidden and a gross misconduct offence.

WOT policy with regard to administering medicines to pupils will be distributed and understood. No pupil may take medication on an Academy without the completion by a parent/carer of the appropriate consent form/s.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Academy Principal.

If any Staff member suspects there has been a breach of this policy, they must report it immediately to their Academy Principal. This includes any breach relating to poor work performance or conduct has been impaired through substance abuse. WOT reserves the right to require individuals to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective Staff and Pupils may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective Staff and Pupils and will normally be treated as gross misconduct for Staff and Pupils.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, WOT reserves the right to suspend you from your employment (with or without pay) to allow the WOT to decide whether to deal with the matter under the terms of the WOT's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

WOT reserves the right to search you or any of your property held on WOT premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

WOT reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its Staff and Pupils on WOT's premises.

4.22 Smoking

In accordance with the Health Act 2006, it is the policy of Wise Owl Trust that all our Staff and Pupils have the right to work in a smoke-free environment. Smoking is prohibited on all the premises at any time.

4.23 Vulnerable Persons

WOT accepts their responsibilities under the Management of Health & Safety at Work Regulations 1999 to assess the risks to 'vulnerable persons' such as New and Expectant Mothers and Young Persons.

New & Expectant Mothers

WOT will ensure, so far as is reasonably practicable that all hazards posing a risk to a new and/or expectant mother will be assessed and suitable control measures implemented.

Where control measures will not eliminate or suitably control the level of risk, then the new/expectant mother will be removed from that activity and given alternative functions to carry out that do not pose a risk to her or the unborn child.

All new/expectant mothers must inform their Academy Principal of any medical reasons they may not be able to continue in their day to day responsibilities.

All expectant mothers must notify the Academy Principal in writing of confirmed pregnancy.

Young Persons

WOT generally do not employ young persons (as defined in the Regulations as any person under the age of 18 years).

Upon the employment of any young person, WOT will ensure that any young person, under school leaving age, will have a suitable and sufficient risk assessment undertaken prior to them starting their work placement and that the findings of this risk assessment will be shared with the Parent/Guardian of the young person.

In some instances, the risk assessment will be provided to the School who will then communicate the findings to the Parent/Guardian.

WOT are responsible for ensuring the health, safety and welfare of the young person and must give consideration to any work activity which poses a higher risk due to their lack of maturity; experience or physical/psychological capabilities.

Where necessary, young persons will be prohibited from carrying out certain work activities. These will be determined during the risk assessment process.

4.24 Stress

WOT recognises that stress can affect the health and safety of all Staff and Pupils and also recognise the need to identify and reduce the potential for workplace stressors occurring as a result of the Academy and other influences. WOT Staff Wellbeing Policy outlines the Trust's procedures in relation to the Management of Stress in the workplace as part of its duty of care for its Staff and Students.

All Staff and Pupils are encouraged to raise any issues with HR Manager at WOT who will take all such matters seriously and arrange for the appropriate support including reviewing the Stress Risk Assessment.

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. Where necessary the HR consultant will be involved in this process.

4.25 Traffic Management (Site)

WOT will endeavour to ensure that traffic arrangements are organised as to ensure the circulation of pedestrians and vehicles in a safe manner. Special consideration will be given to the safety implications for any wheelchair users.

Vehicles, when taken onto WOT's premises, must be parked in the spaces provided. Suitable walkways will be provided as well as appropriate warning notices. WOT operates particular site rules for each Academy and these must be communicated to all.

It is the responsibility of the Academy Principal and SLT to ensure everyone impacted is informed of the site rules and report any breaches in the rules to the CEO.

4.26 Academy Safe use of Minibuses

A minibus is a motor vehicle with between 9-16 passenger seats (not including the driver's seat) and is described as a category D1 vehicle by the DVLA.

- Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses.
- Drivers who passed their Category B (car) driving test before January 1st 1997 can also drive a minibus which is not being used for hire or reward
- Drivers who passed their Category B (car) driving tests on or after January 1st 1997, may also drive a minibus that is not being used for hire or reward if the following conditions are met:
 - The driver is over 21 and held a Category B licence for at least 2 years
 - The minibus is used by a non-commercial body for social purposes
 - The driver receives no payment other than out of pocket expenses, i.e. fuel and parking costs.
 - The driver provides the service on a voluntary basis
 - The gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
 - You do not tow a trailer

Staff volunteering to drive a minibus should complete a form available from the Finance Director, before carrying out any driving duties. Staff volunteering to drive a minibus should complete a short course of MIDAS training, before carrying out any driving duties.

For more information refer to HM Government 'Driving school minibuses – advice for Schools and local authorities – September 2013' <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

4.27 Housekeeping and General Storage

The Academy Caretaker or Cleaning Company maned person are responsible for monitoring, supervising and directing the Cleaning Staff as appropriate. Particular attention will be given to hygiene areas.

All Staff and Pupils will practice good standards of housekeeping and storage in the Academy. Items will not be stored in fire escape routes, obstructing fire break-glasses or such as to obstruct access to means of gas, water, or electrical isolation. Accumulations of combustible items will not be allowed to occur.

Walkways and passageways will be kept free from obstruction and storage of materials and equipment in non- designated areas is not acceptable.

4.28 Lone Working

Lone working is only undertaken under the direction of WOT and following on from a suitable and sufficient risk assessment of the nature of the work, the work environment and the specific risks to the lone worker.

Any member of Staff, Visitor or Contractor required to carry out lone working shall be required to inform the Academy Principal and report to the Event at regular intervals throughout the day, and again at the end of the day.

All Staff and Pupils who are required to work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.

Where necessary a specific risk assessment and/or permit to work will be carried out and provided to the employee Contact information.

4.29 Safety Signs

Wise Owl Trust will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineered controls and safe systems of work.

Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

4.30 Environmental Impact

WOT recognises that its activities may have some environmental implications and therefore has developed a policy designed to minimize environmental damage.

WOT's operations will be managed and organised so as to reduce, so far as is reasonably practicable, environmental damage caused by noise, dust and damage to groundwater or drainage systems.

4.31 Monitoring and Review of Health and Safety

WOT understands the necessity and benefits of both proactive and reactive monitoring, and will therefore undertake regular inspections and safety tours to ensure compliance with WOT rules and best practice, and also to identify any potential hazards or bad practices.

It is the responsibility of the SLT to undertake such inspections and report back to Academy Principal, Governing Bodies with their findings.

Reactive monitoring will be undertaken in the form of collating accident and ill-health statistics and completing trend analysis to determine if there are further controls WOT could be implementing.

It is the responsibility of the SLT to collect such data and communicate the findings with the CEO/Executive Principal.

Annual audits of the full health and safety management system and Fire Risk Assessment will be undertaken (with external health and safety consultants). An action plan and new objectives

will be developed following this each year.

Senior SLT will hold annual review meetings to discuss the health and safety performance of their Academy and to determine what actions can be taken to ensure continual improvement.

4.32 Academy Security

WOT as part of its safeguarding responsibilities and legal obligations under the HASAWA 1974 and MHSWR 1999 takes security of its premises very seriously. Following guidance as laid out by government and Local Authorities. Please use the following link <https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security> to find out more. Alongside Child Centred Policing guidance of "When to call the Police" <https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

Security and Theft

WOT operates a CCTV system to monitor events and identify incidents taking place, which may be used as evidence when investigating reports or incidents.

Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site. It should be counted in an appropriate location, out of site of the general public and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the Academy/Wise Owl Trust accepts no responsibility for loss or damage. Thefts may be reported to the Academy and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used. Missing or believed stolen equipment must be reported immediately to the Principal or named person.

Staff are asked to sign a 'loaned items guidance notes/agreement form' accepting responsibility of 'loaned' items, i.e. laptops, mobiles, uniform and other clothing/footwear.

Bomb Threat

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

- Staff who receive a call in regard to a potential Bomb threat should Remain calm.
- Notify authorities immediately:
 - Staff likely to answer the telephone should follow the written instructions/training.
 - Notify Academy Principal, Health & Safety Lead, follow standard procedure.
 - Call 999 or your local law enforcement if no Academy SLT is available.
- Refer to the Government Guidance on Bomb Threats published 2.11.2020 for guidance, follow link

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/927094/Bomb_Threats_Checklist.pdf

- For threats made via phone:
 - Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.

- **DO NOT HANG UP**, even if the caller does.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information, by filling out instructions document, as possible— caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
- Record the call, if possible.
- For threats made in person, via email, or via written note, refer to the written procedure or follow the link above for more information.
 - Remain calm, do not respond, reply, delete or forward the email or post
 - Make a note of the email address, or media application that has been used and username/id
 - Preserve web log files for Police investigation
 - Notify the Academy Principal
- Be available for interviews with Academy Principal and/or law enforcement.
- Follow Academy’s instructions. Academy Principal and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.
- Academy Principal will sound the alarm to signify that Staff should evacuate the Building, Academy procedures should be followed in regard to evacuating the building/premises.

Evacuation and Lockdown

See WOT Evacuation/Lockdown Policy

4.32 Severe Weather

The Academy Principal liaises with their Governing Body and the CEO/Executive Principal, before making a decision on Academy closure on the grounds of Health and Safety. If a closure takes place, the Governing Body and Trust must be informed.

Appendix 1

List of Wise Owl Trust Health & Safety Contact Names

	Wise Owl Trust	Briscoe Lane Academy	Seymour Road Academy	Old Hall Drive Academy
Chief Executive Officer	Sophie Murfin			
Executive Principal	Sophie Murfin			
Trustees	Jim Battle			
Principals		Claire Hall	Debbie Frater	Hayley Brooker
H&S Governor		Lisa Buckley	Adam Robinson	Rev. Craig Smith
Chief Finance & Operations Officer	Michael Carson			
Location of Accident/ Violent Incident forms		Office at Entrance 2/G Drive	Main Reception Office	Main Office
Safer Recruitment trained staff		Claire Hall	Debbie Frater	Hayley Brooker
Manager of Single Central Record		Cathy Beresford	Christine Thomas	Vicky MacGuffie
Safeguarding Designated Persons		Claire Hall Catherine Wilkinson Caroline Ross Simon Bramble Lisa Buckley Janet Lloyd	Rebecca Payne Louise DeCoursey Amy Tatham Caroline Ross Steph Williams Siobhan Burke	Hayley Brooker Denise Hughes Jeanette Turner Amanda Hatton Joe Pritchard Carolyn Manock Paul Roberts Caroline Ross
Staff with designated First Aid responsibility		Hayley Jones Tracy Shields Catherine Wilkinson Simon Bramble Sarah Pilkington Diane Bolger Lee-Anne Jackson Claire Omrod	Christine Thomas Sonia Parker Kerry Walton Emma Bailey Becky Payne Alison Parker Helen Hargreaves Peter McCormack	Patricia Higgins Christina Howard Ayesha Asif Claire Austin Jo Atherton Carolyn Manock Hannah Wilson
Staff trained to use Defibrillator		Lee-Anne Jackson Anne Wallwork Louise Carter Giannia Roberts Tracy Shields	Kerry Walton Sandra Holmes Jayne Boardman Helen Hargreaves Peter McCormack Wendy May Christine Thomas Alison Parker	Lynn Morrow Christina Howard Victoria Singleton Patricia Higgins Denise Hughes Ayesha Asif Jeanette Turner Joanna Norbury

