



Lumen Academy

Embrace

Educate

Empower

Health & Safety Policy

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Document History

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INTRODUCTION

Lumen Academy's Health and Safety Policy Document details the commitment to effective and successful health and safety management. It contains a statement of intent, details of the arrangements and monitoring systems for Health and Safety management.

It is available at the following locations:

- Staffroom noticeboards
- Websites;
- Reception

The principal copy is held by The Principal.

Lumen Academy's Health and Safety Policy is central to an understanding that health and safety and the concept of sensible risk management features prominently in all aspects of the operation of the academy in order to ensure compliance with the health and safety legislation and promote good practice throughout.

This policy will ensure compliance with relevant Health & Safety legislation and DFE's requirements by establishing clearly defined roles, responsibilities and arrangements.

There are five parts to this Policy:

1	Aim, objective and statement A declaration of intent by the Director
2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices and links Associated documents, procedures and risk assessments detailing the arrangements

Policy Aim, Objective and Statements

Lumen Academy recognises the importance of effective occupational health and safety management and is committed to managing occupational health, safety, welfare and

wellbeing with equal importance as our other core business aims and objectives and is committed to having the appropriate resources to achieve the objectives.

This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation.

Lumen Academy recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils/students and other non-employees (such as visitors, volunteers, contractors, and members of the public) so far as is reasonably practicable.

Lumen Academy will endeavour to prevent occupational accidents, incidents and cases of work-related ill health; and will promote and implement safe systems of work, a safe and healthy working and learning environment for all staff, pupils and all other stakeholders that may be affected by its activities. This will enable the academy to develop a positive health and safety culture through the implementation of the following objectives:

- providing strong and visible leadership and management and involving employees;
- having an occupational health and safety management system which sets clear health and safety standards and roles and responsibilities;
- identifying significant risks to health and safety as part of our risk assessment process, and implementing adequate measures to prevent, reduce, or protect against those risks;
- promoting the principles of sensible and proportionate risk management;
- having a competent workforce through the provision of information, instruction, training and supervision;
- including health and safety requirements/responsibilities into contract conditions which will be enforced by the school governing committees, senior leadership teams and other supervising staff members;
- requiring staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.
- effectively communicating, consulting, co-operating with employees and director on all relevant health and safety matters;
- providing a safe and healthy place to work and learn;
- providing access to competent health and safety advice, guidance and support;
- requiring our contractors to co-operate with us;
- ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- making continuous improvements in health and safety performance.

To achieve our aim and objectives Lumen Academy has adopted the Health and Safety Executive's (HSE) "Managing for Health and Safety" HSG65 as our management system.

This statement of Policy will be kept under review and any amendments made to it will be brought to the notice of all employees.

It is a requirement of the Lumen Academy that this policy is implemented, ensuring the “Organisation” and “Arrangements” sections of the Health and Safety Policy document are understood and followed by all staff and director and other relevant persons within the academy or working on behalf of the Lumen Academy.

Lumen Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by engaging a competent health and safety consultancy and where necessary seeking specialist, technical advice from external competent persons, such as Peninsula group.

Copies of the policy will be issued to all staff and director and will be available from the reception.

Organisation – Roles and Responsibilities

Lumen Academy is a private limited company whereby the Director have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and all other associated stakeholders. The Director will ensure that the staff and premises comply with health and safety policies, guidance and practices.

2.1 Members of Lumen Academy Ltd- There is one Director of the limited company. Director has ultimate control over the company, with the ability to appoint and remove the Director and the right to amend the company’s articles of association. They are classed as “People with Significant Control” and have all director duties under the provisions of the Health & Safety at Work etc. Act 1974, and subordinate legislation.

2.2 Director for Lumen Academy - The Director set the direction for effective health and safety management and will ensure that the health and safety policy is much more than a document; it is an integral part of the academy’s organisation’s culture, of its values and performance standards.

The Director is responsible for taking the lead in ensuring the communication of health and safety duties and benefits throughout the academy.

Director is responsible for developing policy to avoid health and safety problems and respond quickly where difficulties arise, or new risks are introduced.

Director is responsible for being a “scrutineer”, ensuring the processes to support the academy facing significant health and safety risks are robust, making sure that health and safety is properly addressed.

Health and safety will appear regularly on the agenda for staff meetings.

To take responsibility and 'ownership' of health and safety, the Director will ensure that:

- the health and safety policy reflects the academy's current priorities, plans and targets
- health and safety arrangements are adequately resourced;
- risk management and other health and safety systems are effectively reported to the director;
- they obtain competent health and safety advice;
- risk assessments are carried out;
- employees or their representatives are involved in decisions that affect their health and safety.
- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the director;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events
- effective monitoring of sickness absence and workplace health are in place.
- there is an effective process for the collection of workplace health and safety data to allow the director to benchmark the academy's performance against others in the education sector
- appraisals of all senior leaders include an assessment of their contribution to health and safety performance
- regular reports on the health and safety performance, including the actions of contractors, are received
- they decide actions to address any weaknesses in health and safety management and a system to monitor their implementation, considering immediate reviews in the light of major shortcomings or events.

2.3 Principal: The Principal has overall responsibility throughout the academy for:

- Implementing and achieving the aims and objectives of this Health and Safety Policy.
- The preservation, development, promotion and maintenance of the academy's occupational health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the organisational decision-making process and strategic planning.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensure that the academy has appointed competent people to provide health and safety assistance/ advice to assist the academy with the implementation of

relevant health and safety measures to meet legal requirements (as per The Management of Health and Safety at Work Regulations).

- Personally, responding to any legal notice received by the HSE or other enforcing body. The responder should liaise with the Health and Safety Consultant throughout any investigation and/or correspondence).
- Applying health and safety legislation; and making decisions that conform to legislation and this Policy.
- ensuring when awarding contracts that health and safety is included in specifications; and contract conditions considering both statutory and academy's requirements;
- Preserving, developing, promoting and maintaining the academy's health and safety management system.
- Promoting a positive health and safety culture
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.
- Ensuring health and safety performance is measured and reviewed and that the director is provided with regular health and safety reports and updates, to enable them to monitor and evaluate the effectiveness of the health and safety management systems.
- Ensure any RIDDOR incidents are reporting to the HSE in a timely manner, review reports and statistics, and utilise information on trends and patterns;

The Principal may choose to delegate operational responsibilities to members of the Senior Leadership Team or employees with specific technical skills; however, they must ensure that those nominated are competent, have the necessary authority, and understand and accept the responsibilities being delegated to them. The principal will remain accountable for those activities.

- demonstrate visible management commitment to health and safety and lead by example;
- strive for continuous improvements and the promotion of a positive health and safety culture;
- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building
- maintenance or operation of the school and maintain an up to date file of policies and procedures;
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- monitor and review with their Senior Leadership/Management about the school's health and safety objectives and ensure required implementation for their area;
- attend, as directed/required, appropriate health and safety management /leadership training and subsequent refresher courses;

- be aware and maintain attention on the significant risks within the school and ensure they are being appropriately risk assessed, controlled and managed through effective and sensible risk management;
- ensure that school procedures for the selection and monitoring of contractors are in place;
- ensure that when making decisions/arranging new projects for the school; health, safety, welfare and wellbeing issues are considered and dealt with fully;
- ensure that adequate health and safety communication and consultation channels exist within their school;
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
- ensure that adequate resources are provided to manage health, safety and welfare;
- ensure that procedures exist and are effectively implemented to ensure competent employees;
- support work-related accident/ incident investigations as appropriate, and review and monitor statistics to identify trends and hotspots. Provide support and resources to ensure adequate controls are put in place to prevent recurrence;
- ensure that their senior managers and all employees (including Agency Staff) under their control are made aware of; understand their specific roles and responsibilities; and are accountable for their duties regarding health and safety;
- ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis within their school;
- ensure the academy has access to competent health and safety advice and that the Health and Safety Consultant is consulted, prior to changes in working practices;
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.

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In addition to their statutory duties, the principal and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Along with others, the caretaker will support the principal by co-ordinating the day-to-day health and safety management for the academy at the strategic level. They will be the primary direct link to the Health and Safety Consultancy for academy. They will ascertain specialist advice in relation to health and safety as necessary.

The Site Facilities Manager will;

- Arrange health and safety monitoring and audits as required;

- Make the Principal aware of necessary resources required to achieve health and safety compliance;
- Ensure that academy's procedures for the selection and monitoring of contractors are in place and meet the requirements of the academy's policy as well as any statutory or regulatory requirements

2.4 All Staff – All members of the Lumen Academy will:

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- ensure that risk assessments are undertaken and recorded for their work activities/ processes / operations. They will identify significant risk(s), and controls that will eliminate the risk or reduce it to the lowest possible level, so far as is reasonably practicable, through sensible and proportionate risk management. They will involve employees as part of this process and implement controls as necessary in compliance with the risk assessment arrangements
- ensure that all employees are made aware of the relevant risk assessment findings for their work activity (i.e. the risk(s) and the controls in place, including emergency arrangements, such as fire and first aid)
- ensure that all statutory registers and records are adequately kept
- ensure and document that the working environment and conditions are safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- provide all new starters with a health and safety induction upon commencement with the academy as necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers as the host employer, and detailing the responsibilities of the agency as employer. Similarly, they will ensure arrangements are in place for volunteers.
- ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees
- ensure staff are provided with equipment, materials and clothing as is necessary to enable them to work safely;
- consider health and safety implications at the planning stage of any new plant and/or equipment purchase or design or change in processes
- ensure all persons under their control are aware of the accident and incident reporting procedure
- ensure that accidents, incidents, near misses and occupational ill health are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence
- ensure that contractors' and other people's activities (for example, volunteers) in the area are monitored and issues of concern raised to the appropriate person in a timely manner
- ensure that all employees, including safety representatives, can carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the academy.

- ensure that the formalised workplace inspection regime is in place to check and document that the work environment is safe or requires appropriate action
- ensure that contractors receive an induction to the premises or area they are working
- ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required
- take appropriate action following audits, inspections, and own observations.
- be responsible for aspects of health and safety included in their job description
- reinforce a positive attitude to health and safety with employees (i.e. recognise positive contributions and safe behaviours of staff).
- display the health and safety law poster and a copy of the employer's liability insurance in prominent areas of the workplace (e.g. entrance and exit points, staff room).
- consult and seek advice where necessary.
- The class teacher is responsible for the safety of pupils/students in classrooms, as well as laboratories and workshops teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, they should discuss the matter with the principal before allowing work to take place.

- Supervise the pupils/students and ensure that they know the emergency procedures and any special safety measures for the teaching area/activity.
 - Give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
 - Ensure that pupils' / students' bags, coats etc. are safely stored, and good housekeeping is maintained.
 - Include all relevant aspects of safety in the curriculum, if necessary, in special lessons.
 - Request / obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
 - Make parents / volunteers aware of safety procedures in the classroom / work area.
 - Recommend to the Principal improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
 - Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions;
 - Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Report to their manager any health and safety concerns, hazardous condition or defects in the premises or as described in health and safety arrangements;

Support the academy in embedding a positive safety culture that extends to the pupils of the academy and any visitors to the site.

2.5 Health and Safety Consultant- Lumen Academy has engaged a health and safety consultancy, currently Peninsula Group Limited, to support Lumen Academy with professional health and safety advice.

An outline of the support provided by the above is found in the respective job specification / service level agreement. This may include:

- Professional response to queries
- Support with the health and safety management of school premises, in particular with topics such as heights, fire safety, water management and asbestos
- Review of the health and safety policy
- Review of the generic risk assessments
- Review of health and safety templates
- Completing a H&S management audit at suitable intervals as per HSG65
- Email and telephone support
- Health and safety support for school activities
- Support with RIDDOR accidents, incidents and their investigations

2.6 Pupils/Students- All pupils / students are expected to behave in a manner that reflects the academy's behaviour policy and in particular are expected to: -

- Take reasonable care for their own health and safety at academy and of their peers, teachers, support staff and any other person that may be at school;
- Cooperate with teaching and support staff and follow all health and safety instructions given;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Organisation – Arrangements

The following arrangements will be adopted to ensure that the academy fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

3.1 Setting health and safety objectives - The Director will specifically review progress of health and safety objectives at the termly meeting of the Finance & Audit meeting. Where necessary health and safety improvements will be identified and included within the academy's action plan.

3.2 Accidents, Assaults and Incidents -All accidents, assaults and near miss incidents will be reported using the accident book within 24 hours of occurrence.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the principal.

Pupil forms/records are retained till they turn 24 years old, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos).

3.3 Asbestos Management – Lumen Academy complies with the HSE's approved code of practice 'The Managing and working with asbestos: Control of Asbestos Regulations 2012' and is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

A minimum annual visual inspection of all identified asbestos containing materials (ACMs) is undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment or demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing

3.4 Control of Body Fluids e.g. Urine, Faeces, Vomit and Blood as well as infections and pandemics e.g. Norovirus, Covid19. The principal will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.

Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.

- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.

- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
 - Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.
 - The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.
 - Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.
 - Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
 - Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of, and hands will be thoroughly washed using hot water and detergent.
 - Lumen academy will take additional reasonable steps to protect our staff, pupils/visitors and others from infections and pandemics, such as Norovirus and Covid-19 virus. Our approach to an outbreak will be to consistently follow government, Department of Education and Health England guidelines to protect our staff, pupils/students and the wider general public.
 - We will identify what work activity or situations might cause transmission of the virus, think about who could be at risk, decide how likely it is that someone could be exposed, and act to remove the activity or situation, or if this isn't possible, control the risk.
 - We will provide all necessary equipment needed for staff to work and pupils/students to learn safely and effectively.
 - Where necessary, such as with COVID19, we will create a detailed risk assessment, and this will be continually reviewed as requirements and circumstances change.
 - Staff will be made aware of the academy's infection control procedures and contents of associated risk assessments. They will receive the necessary instruction and training where necessary to help minimise the spread of infection. Staff will make sure pupils/students are made aware of the infection control procedures.
- Where vulnerable persons are identified, the relevant support will be provided, e.g. home learning or working from home.
- Visitors to site will be kept to a minimum and will be required to adhere to the school's infection control procedures.
 - Parents will be kept informed of their child's school infection control procedures via letter, website, posters or social media.

3.5 Establishing adequate health and safety communication channels- Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies
- Communication of health and safety bulletins or information both internally and externally;

3.6 Competencies- The Principal will consider health and safety competencies at least on an annual basis, ensuring the academy's health and training matrix is populated with gaps being filled in a timely manner, focussing on mandatory training as a priority.

All staff will be supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and risk control measures are implemented. All persons asked to carry out risk assessments will be suitably competent to do so.

Lumen Academy ensures that they have access to competent technical advice on health and safety matters to assist them in meeting their objectives.

3.7 Involvement of Pupils

Health and safety items are discussed as an agenda item at academy's meetings once per term. Students are encouraged by class teachers to keep a vigilant eye and share any health and safety concerns with them.

3.8 Control of Hazardous Substances- Lumen Academy complies with the HSE's approved code of practice 'Control of substances hazardous to health' (L5) relating to the management and control of hazardous substances on site. Academy will ensure that:

- an inventory of all hazardous substances on site is kept and updated regularly;
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used;
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff;
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented;
- where identified as part of the risk assessment, appropriate PPE will be provided to staff;
- any need for exposure monitoring or health surveillance will be carried out;
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided;

- training records are maintained for those who receive training;
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors;
- only substances purchased through the academy's procurement systems can be used on site;
- substances are stored correctly and those that are no longer used disposed of properly;
- COSHH risk assessments are monitored and reviewed annually, or earlier if necessary.

3.09 Curriculum Policies - Departments which involve more hazardous activities or working environment have written their policy based on recognised guidance. These department include:

- Design and Technology
- Hair & Nails
- Bricklaying

3.10 Defect Reporting- Lumen Academy has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported using the "Red book". Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

3.11 Display Screen Equipment (DSE)- Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. Lumen Academy will ensure the following arrangements are followed:

- Any employee that uses a computer receives information on health and safety relating to display screen equipment use.
- DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:
 - all staff that use display screen equipment as a significant part of their normal work;
 - it is essential for that staff member to use DSE for their work, and
 - those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.
- Actions identified in self-assessments are implemented.
- Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).
- Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.
- Lumen Academy ensures training records are maintained.

3.12 Door safety – Lumen Academy recognises that there is a risk of children having their fingers trapped as doors close, in particular with primary aged pupils. Injuries can potentially be very serious, but any finger trapping incident is likely to cause pain and distress to a child. Lumen Academy will seek to ensure that pupils are regularly educated for finger trap hazards, especially in areas that are more likely to result in an incident, such as toilet entrance and cubicle doors, classroom doors as well as doors on main thoroughfares and encouraged not to stand or sit in or near doorways and in particular, to keep away from the hinged sides of doors.

With regards to doors currently in site, all staff members will ensure that a finger trap survey and risk assessment is completed, and, if the risk is significant, take action to minimise the risk of injuries e.g. the fitting of a finger trap door guard, ensuring pupils don't sit or gather near a door, ensuring essential equipment is not positioned adjacent to or immediately behind doors, etc. A visual inspection of each internal and external door will be carried out to determine the likelihood of harm, the potential severity of injury to determine the degree of risk and whether further action is required to eliminate or reduce that risk.

All staff and employees will regularly inspect doors for damage or deterioration, so that prompt repairs can be made. All staff are encouraged to be vigilant for and report any defects to doors, closing devices and / or finger trap guards. Additionally, pupils are briefed on the dangers of finger trapping

3.13 Driving - All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented. The following checks are done:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

If and when Lumen Academy leases and uses a minibus/van, they will ensure that the arrangements listed below are followed:

- The driver meets the age, licencing and experience criteria for driving minibuses as laid down in the H&S Procedures: Occupational Driving & Driving the School Minibuses.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.

- The vehicle is operated under a Section 19 Permit, and the permit disc is present and on display in the vehicle.
- A pre-use vehicle check is carried out and recorded for school owned, hired or leased vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Lumen Academy recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Handheld radios and mobile phones are not to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Principal as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire

3.14 Electrical Systems and Equipment – Lumen Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 3 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal regular workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The academy's defect reporting procedure is followed as required.

3.15 Financial Resources - The director and/or the principal will review the academy's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

3.16 Fire Safety – Lumen Academy is committed to providing a safe environment for staff, pupils/students and visitors. Academy's Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment / construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

The Fire Service will be informed of the location of stored gas cylinders, radioactive sources, catering facilities and the plant rooms.

Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advise of intent to activate the system. Following either a planned or unplanned evacuation of the school buildings, a debrief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

3.17 First Aid and Supporting Pupils' Medical Needs – Lumen Academy carries out a first aid needs assessment to ensure that suitable first aid arrangements are in place and maintained for all activities. Academy ensures that:

- the number of first aiders and appointed persons meets recommendations, and adequate cover is available to cover for annual leave and unexpected absences;
- all first aiders and appointed persons hold a valid certificate of competence; the academy maintains a register of all qualified staff and will arrange re-training as necessary;
- First Aid notices are clearly displayed around the academy;
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked;
- a suitable area is available for provision of first aid;
- staff are regularly informed of first aid arrangements within the school, through induction, teacher training days and the staff handbook which is issued annually;
- where first aid has been administered this is recorded in the first aid treatment book;
- correct reporting procedures are followed;
- individual risk assessments have been carried out which consider first aid provision for lone workers;
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

Reference should be made to academy's Medication Policy.

3.18 Gas Safety – Lumen Academy will ensure the safe installation, maintenance and use of gas systems, including gas fittings, appliances and flues, making sure any fitting is designed for the purpose and complies with appropriate standards.

The caretaker and all Senior Leaders of the academy are responsible for ensuring gas appliances are serviced annually by a competent person and that a record in respect of any appliance or flue so checked is made and retained for a period of at least two years from the date of that check. No person shall carry out any work in relation to a gas fitting or gas storage vessel unless they are competent to do so. Lumen Academy does not allow any of its employees to carry out any work in relation to a gas fitting or service pipework. Lumen Academy will make reasonable efforts to obtain evidence that any person intended to perform gas installation work under contract is a member, or employed by a member, of a class of persons approved by the HSE; currently a Gas Safe Commercial engineer.

Lumen Academy will ensure that no pipe or pipe fitting for use in the supply of gas to the building is:

- (a) made of lead or lead alloy; or
- (b) made of a non-metallic substance unless it is –

- (i) a pipe connected to a readily movable gas appliance designed for use without a flue;
- (ii) or a pipe entering the building and that part of it within the building is placed inside a metallic sheath which is so constructed and installed as to prevent, as far as is reasonably practicable, the escape of gas into the building if the pipe should fail.

Lumen Academy will ensure no person shall carry out any work in relation to a gas fitting or gas storage vessel otherwise than in accordance with appropriate standards and in such a way as to prevent danger to any person.

No readily combustible materials will be stored in any plant rooms or gas meter box / cupboard.

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. They will be instructed to ensure the gas supply is isolated in the event of an emergency.

Where a fuel gas escape is suspected or known to be occurring, the Senior Leaders or relevant member of staff will take immediate action to cause the emergency control or gas cylinder shut-off valve(s), as appropriate, to be closed, except where this would be dangerous, e.g. requiring entry into a confined space where there is a smell of gas when the premises should instead be evacuated. If gas continues to escape, the member of staff will immediately notify the supplier emergency gas service that there is a suspected escape of gas.

Where a gas fitting has to be disconnected, Lumen Academy will ensure the gas engineer, with the appropriate fitting, seals off every outlet of every pipe to which it was connected.

3.19 Lone Working – Lumen Academy recognises that the introduction of more flexible working, together with changed working practices means that more employees are working alone. Lone working can happen when an employee works from home or is mobile working on their own or where they work outside of normal school hours. A lone working situation arises where employees work by themselves without any close or direct supervision.

Lumen Academy understands that it has responsibilities to its employees in relation to essential health and safety requirements under the Management of Health and Safety at Work Regulations 1999 including the need to assess risks to lone workers and to take steps to avoid or control the risk where necessary. Lumen Academy's employees have been made aware that they are also responsible to take reasonable care of themselves and other people who may be affected by their work.

Lumen Academy understands that good communication is essential in protecting the lone working employee, ensuring that the lone worker feels secure and not in threat or

danger. Lone workers will be provided with suitable first aid facilities and understand the emergency procedures.

The line manager will be responsible for undertaking the following:

- Arranging for the assessment of the need for lone working in each situation
 - Where lone working is permitted or desirable for business reasons the line manager will undertake a risk assessment and arrange for a safe working system and emergency procedure to be devised to avoid risk or control risk where necessary.
 - Provide for systems to be in place to ensure that any lone working employees can be traced and that checking systems are in place and working efficiently
 - Ensure the lone worker is made aware of the safe working system and emergency procedure and receives appropriate instruction or training to reduce risk.
 - Employees who are allowed or required by the nature of their position to undertake lone working, whether on a regular or occasional basis must:
 - Ensure that they are aware of the risk controls to follow and that they comply with them.
 - Ensure that other staff members and in particular their line manager are kept aware of their movements and schedule of visits where relevant.
 - Ensure that the employer is provided with up-to-date contact addresses, names and telephone numbers
 - Maintain regular contact with the line manager and/or the office and where travelling ensuring that they confirm when they have returned home
 - If a lone working employee is arranging a meeting offsite, wherever possible, that meeting should be arranged in a public location. Where this is not possible full details of the meeting must be given to line manager and an expected meeting completion time given in order that checking contact can be made.
-
- Undertake measures to protect themselves to reduce any risks when working alone.

All employees who are likely to be in lone working situations will be provided with suitable instruction and training so that they are able to identify risk/conflict situations and how to deal with those situations in a safe manner. Employees will be instructed to ensure that they act in a manner that reduces risk or reduces conflict triggers and where necessary, they will be provided with personal alarms, communications device and where they are likely to have to work at night, a torch.

Where an incident does occur, this will be reported immediately to the line manager for a full investigation to be undertaken. This will enable future assessment of potential risks and assist in identifying any additional safety procedures that may be required to prevent an incident of a similar nature in the future.

3.20 Moving and Handling – Lumen Academy complies with the HSE's approved code of practice 'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations.

On site, there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues to handling desk and chairs for exams. The academy manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible;
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained;
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements;
- any defective equipment is taken out of use until repaired or is replaced;
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted;
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

3.21 Occupational Health and Work-Related Stress – Lumen Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

Lumen Academy will follow the principles of the HSE guidance “Tackling work-related stress using the management standards approach”. The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the principal or another member of the senior leadership team of any ill health issues;
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels;
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc;
- the member of staff will be advised that support can also be provided through their trade union;
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified;
- if it is identified that there is a high occurrence of staff ill health or stress within the academy, the principal will actively seek support to undertake a holistic assessment

to identify what the possible root cause may be and implement a plan to improve the situation.

3.22 Off-Site Visits including School-led Adventure Activities – Lumen Academy adopts the National Guidance for the Management of Off-site visits and LOtC activities. Reference should be made to the Educational Visits Policy that details these arrangements.

3.23 Risk Assessment - The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

Lumen Academy Ltd will assess the risks to the health and safety of all staff, pupils/students and of anyone else that may be affected by the work activity. Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

Academy will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the specialists mentioned in paragraph 4.06 above will assist in the preparation of assessments.

Once decisions on the suitable risk controls are made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The principal will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff are acting in accordance with the details outlined in the written assessment.

Lumen Academy will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation. Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

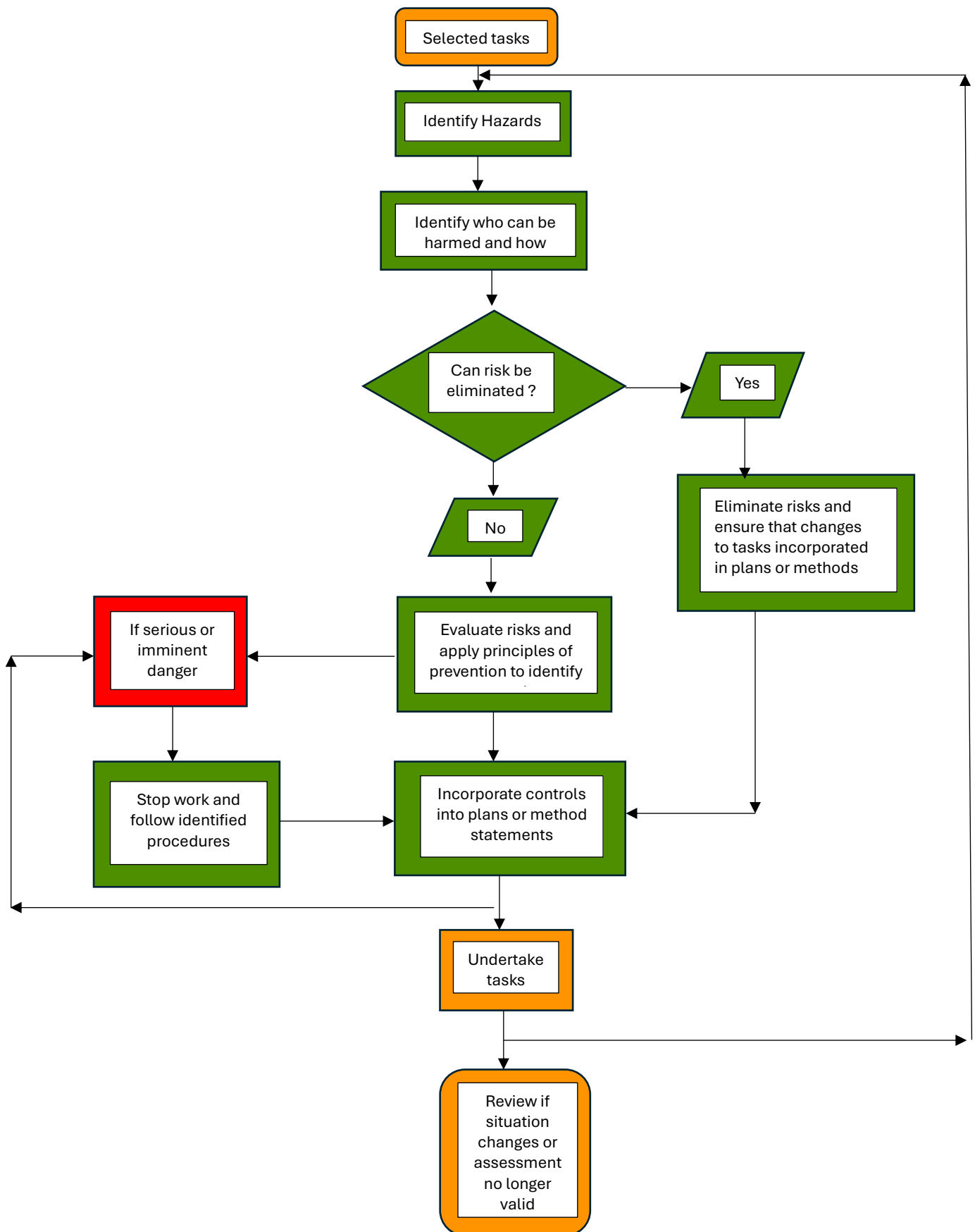
Temporary workers will be given health and safety information to meet their special requirements. All staff have a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease; the responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the principal from relevant external sources as necessary e.g. the health and safety consultant, etc.

Our risk assessment flow chart is as follows:



3.24 Security – Lumen Academy has undergone a security risk assessment and a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.

The principal will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The principal will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

Lumen Academy undertakes an annual review of security risk and undertakes regular routine security checks. Advice is obtained from the health and safety consultant on security matters, and all crimes are reported to the Police. The principal reports regularly to the Director. (in case if they are different)

The principal is responsible for the security of the premises during the school day; in their absence another member of the senior leadership team assumes this responsibility.

Day to day management of site security is delegated to the caretaker.

Teaching and non-teaching staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The site staff are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security procedures. They will be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Principal will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the academy, in the:

- Academy newsletter
- Individual letters
- Academy website

Lumen Academy values co-operation from the local police and community in assisting security arrangements for its site and the surrounding areas. We communicate with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the Police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature.

The Police will be called immediately when a child goes missing, for example after school.

For further details, reference should be made to the academy's Safeguarding Policy.

3.25 Statutory Inspections – Lumen Academy have a contract in place with relevant specialist companies for statutory inspections.

Lumen Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required.

3.26 Traffic management – Lumen Academy recognises the risks posed by vehicles entering, manoeuvring around and leaving site, the key one being pupils, parents or staff being hit or run over by a moving vehicle.

Lumen Academy will endeavour to apply the following effective traffic management principles across its site:

- There is no access to parking at the start and end of the school day to any parent/carers/taxi. Should the Principal decide that vehicles are required during these busy times then a sufficient number of staff will be provided to manage the pedestrians and vehicles.
- Visitors, delivery drivers, waste collectors and contractors are advised of no parking available at any time around the site (except for disabled parking)
- Only Senior members have designated parking on site and staff are instructed not to use them.
- Where reasonably practicable, any pedestrian crossing points will be clearly marked for both pedestrians and drivers.
- Access will be maintained for emergency vehicles at all times.
- Instruction and rules of behaviour for both pedestrians and drivers will be clearly on display e.g. signage, ground surface markings and staff will be vigilant, ensuring these rules are followed.
- The principal will ensure that the pedestrian and vehicle routes as well as car parking areas are kept in a good condition, ensuring there is sufficient lighting for

the early and late hours of the day as well as having effective measures in place for inclement weather conditions

- The principal will ensure that there is good liaison with the Local Authority on traffic management directly outside the academy site as well as with local bus and taxi companies that bring students to and from the academy.
- The principal will ensure that the traffic management of their site is routinely monitored and reviewed.

3.27 Preventing workplace harassment and violence – Lumen Academy is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site, or off-site e.g. educational visits, pastoral care activities and home visits, etc. Where applicable, in addition to the control measures identified in the generic violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- Plan any visits thoroughly, ensuring any additional risk controls and the emergency arrangements are in place prior to the visit
- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.
- inform the principal a member of the senior management team if confrontation has taken place

Lumen Academy will:

- ensure the risks to the activity e.g. home visit, are assessed and that any additionally requires risk controls are implemented
- ensure, if considered necessary, the principal or member of the senior management team attends site on being informed of an incident
- have in place procedures for the reporting of incidents
- offer counselling/ support through an occupational health specialist
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

3.28 Water hygiene management

Lumen Academy will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8). Academy will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions;

- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid;
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems;
- ensure regular flushing of outlets is completed by a competent individual (Site Services Team);
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

3.29 Working at Height – Lumen Academy will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401) as well as Safe use of ladders and stepladders (INDG455). Academy use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and sometimes mobile tower scaffolds for more complex tasks.

Academy ensures that:

- work at height is avoided whenever possible;
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- those undertaking work at height have received appropriate training and training records are maintained;
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually;
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements;
- any defective equipment is taken out of use until repaired or is replaced;
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted;
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Monitoring and Review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Director on a regular basis (every two to three years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

4.1 Active Monitoring System – Lumen Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken at with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy's defect reporting procedure.

Monitoring inspections of more hazardous departments e.g. Design & Technology, bricklaying, Hair and Nails, art, will be carried out by the nominated staff.

Teaching staff complete a daily visual inspection of their area(s) and complete a Classroom Checklist on a termly basis in conjunction with the site services staff.

Site inspections will be conducted by the principal.

Lumen Academy recognises that slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. Lumen Academy has management systems in place to eliminate or minimise risks from slips and trips. This risk will also be considered during planning, construction and refurbishment or any changes of use within the buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility and therefore will:

- Provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure that school premises are designed and maintained to minimise the risk of slips and trips.

Staff will be made aware of their responsibilities to take a proactive role in preventing slips and trips by wearing appropriate footwear and taking action to remove slip and trip hazards from their work area, for example:

- Clean up spillages, display warning signs where appropriate, reroute trailing cables etc.
- Maintain a tidy office/work area.
- Report any defects to their Line Manager or directly to the Caretaker.

Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health. Appropriate statutory inspections on premises, plant and equipment will be undertaken. Statutory compliance of school premises management will be formally monitored monthly.

Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.

4.2 Reactive Monitoring Systems- Lumen Academy will identify where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

4.3 Reporting and Response Systems – Lumen Academy will ensure that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken. The Director/Principal and Senior Management will receive and consider reports on health and safety performance.

4.4 Investigation Systems – Lumen Academy will prioritise investigation of incidents which indicate the greatest risk and will identify both the immediate and the underlying causes of events.

The academy will analyse data to identify common features or trends and initiate improvements: where cases of occupational ill-health are to be investigated where complaints relating to occupational health and safety are to be recorded and investigated where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

4.5 Third Party Monitoring/Inspection The academy will be subject to third party inspection and monitoring. There will also be periodic (every 3-5 years) audits.

Lumen Academy reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety.

Responsibility – Lumen Academy Ltd director has a responsibility for the oversight of this and all policies within the academy and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed By:

Summer Clark

September 2026

Next Review Date:

September 2027

Approved by Director:

1st September 2026

Signed:

A handwritten signature in black ink, appearing to be 'Monika Sethi', written in a cursive style.

Monika Sethi
Principal and Director