

Ormiston Forge Academy

Health and Safety Policy

September 2017



Approved by the Governors Finance and General Purposes Committee under powers delegated by the Governing Body: **20th September 2017**

Review period: **September 2018**

Sub-policies

The following sub-policies form the rest of the Ormiston Forge Academy Health and Safety Policy:

Child Protection

1. Child Protection and Safeguarding Policy
2. Sex and Relationships Policy

Design and Technology

3. Design and Technology Policy

Electrical

4. Display Screen Equipment (DSE) Policy
5. Electrical Equipment Policy

Equal Opportunities

6. England Reasonable Adjustments Policy
7. Equality Policy

Fire Safety

8. Fire Safety Policy

General Health and Safety Management

9. Caretaking and Cleaning Policy
10. Legionella Bacteria Policy
11. Manual Handling Policy
12. Voice Care Policy
13. Noise Policy
14. Visitors Policy
15. Working at Height Policy
16. Work Equipment Policy
17. Permit to Work Policy
18. Personal Protective Equipment (PPE) Policy

Health and Nutrition

19. Drugs, Alcohol and Smoking Policy
20. Sun Protection Policy

Incident, Crises and Emergencies

21. Crisis Management/Critical Incident Policy Plan

22. Accident/Incident Investigation and Reporting Policy

23. First Aid Policy

24. Personal Emergency Evacuation Plans (PEEP) Policy

LOtC/Trips/Educational Visits

25. Mini Bus and Private Transport Policy

Medicines and Care

26. Supporting Students with Medical Needs

PE and Games

27. PE and Games Policy

Premises and Buildings

28. Control of Substances Hazardous to Health (COSHH) Policy

29. Security and Safety of Premises Policy

30. Managing Asbestos Policy

31. Managing Contractors (Premises) Policy

32. Stairs, Landing and Lifts Policy

33. Hiring and Letting Policy

34. Backstage and Stage Policy

35. Confined Spaces Policy

36. England Waste Management Policy

Risk Management

37. Risk Assessment and Risk Management

Science

38. Science Department Policy

Security

39. Lone Workers Policy

40. Home Visiting Policy

41. Dealing with Trespassers Policy

Special Educational Needs

42. Special Educational Needs Policy

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1. Ormiston Academies Trust Statement of Intent

Ormiston Academies Trust (OAT) recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and academies, for the students attending the academies and for visitors and contractors who come on to the premises.

OAT will take reasonable steps to fulfil these responsibilities within the framework of the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. **OAT** will ensure that appropriate policies are in place and kept up to date.

To this end, **OAT** will procure the services of appropriate health and safety consultants to advise the staff of its headquarters and its academies on all related matters and to provide its headquarters and its academies with up to date information in relation to its health and safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation by the Executive Team of **OAT**.

The responsibility for the implementation of the Ormiston Forge Academy Health and Safety Policy and sub-policies at individual academy level rests with the Local Governing Body and the Principal.

Each and every member of staff of **OAT** and its academies must recognise that, under the *Health and Safety at Work etc. Act 1974*, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the *Health and Safety at Work etc. Act 1974* and supporting legislation as well as under **OAT's** Health and Safety Policy.

The organisation and arrangements through which **OAT**, the academy Local Governing Body, the academy Principal and staff aim to fulfil the requirements, are set out in the following policy and its appendices.

OAT will ensure that sufficient resources are allocated by it and its academies to ensure, as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

It is a requirement that all members of staff read the Ormiston Forge Academy Health and Safety Policy and its sub-policies and sign that they have done so.

2. Monitoring and Review

The Academy **Health and Safety Manager (HSM)** is responsible for:

- Monitoring the implementation of the policy;
- The proper use of the academy's management system;
- The making of risk assessments;
- The provision of training; and
- Reporting to the Principal.

The **Health and Safety Manager** will assist the Principal in compiling the annual status review.

The **Principal** is expected to show leadership in health and safety management.

The **Principal** will:

- Monitor the implementation of the policy;
- Ensure that the academy's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Advise the Local Governing Body of changes in health and safety law, regulations and guidance;
- Keep the Local Governing Body up to date with any changes in the academy organisation that may require a fresh look at health and safety; and
- Present an annual status review to the Local Governing Body.

The **Local Governing Body** will:

- Receive termly reports on health and safety and security in the academy from the Principal and an annual status review;
- Report as directed to **OAT** on the working of the policy and procedures;
- Ensure that the academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and
- Send the annual status review to **OAT**.

The Academy **Health and Safety Manager** will ensure that procedures are in place and are regularly monitored and will report to the **Principal**.

The **Principal** will report as required to the **Local Governing Body** and **OAT** on how well the arrangements are succeeding and will review the policy annually.

3. General

OAT is responsible for the overall Health and Safety Policy.

OAT is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy for each of its academies.

4. The Academy Statement of Intent

Ormiston Forge Academy Local Governing Body has adopted the following statement of intent.

Ormiston Forge Academy:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, students, contractors, volunteers and visitors and others affected by the academy's actions;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety **competent persons**. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively;
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in Ormiston Forge Academy in writing and communicate these to all employees, volunteers and contractors.

The Local Governing Body and Principal are responsible for the local implementation of the Ormiston Forge Academy Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contactors and visitors to Ormiston Forge Academy.

The Local Governing Body will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures under:

- The overall supervision of the Principal; and
- Within the overall **OAT** statement of intent and Ormiston Forge Academy Health and Safety Policy.

The Local Governing Body and Principal in determining the Ormiston Forge Academy Health and Safety Policy and sub-policies will have regard to any statutory and non-statutory government guidance.

4.1 Definition of Competent

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Principal and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation and for liaising with **OAT** and local health and safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

5. Aims

Ormiston Forge Academy aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the academy, including parents, contractors and their employees and members of the public affected by the work of the academy;
- Arrangements are in place in the academy to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy site affected by their work;
- Senior leadership team (SLT) in the academy are suitably trained;

- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the academy site or outside the academy if engaged in academy business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

6. The Academy's Objectives

- Have regard to the **OAT** statement of intent and the provisions of the Ormiston Forge Academy Health and Safety Policy;
- Establish sensible conditions and systems of work for all employees, which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the academy develop, produce and maintain up to date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a competent person as the academy's Health and Safety Manager (or Managers) to oversee the implementation of the academy's health and safety policies and procedures;
- Ensure that the academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly and reports regularly to the Principal and Local Governing Body;

- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Make reports as directed to **OAT** on the implementation of its Health and Safety Policies and procedures.

7. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in Ormiston Forge Academy. **OAT** expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

7.1 Ormiston Academies Trust

OAT will:

- Take into account **OAT** statement of intent;
- Make and review regularly the overall health, safety, welfare and security policies and their implementation in the academies;
- Satisfy itself that each academy has in place a policy and procedures that are fit for purpose and that each academy reviews this annually;
- Ensure that each academy Local Governing Body knows and understands its responsibilities;
- Require each academy to set up and maintain a Health and Safety Committee under the *Safety Representatives and Safety Committee Regulations 1977*;
- Expect each academy to appoint competent persons (or bodies) to advise on the implementation of the Health and Safety Policy and procedures in each academy and to ensure that the training of relevant academy staff is kept up to date;
- Ensure that an appropriate management system is used by each academy to prompt and record the carrying out of necessary health, safety and security tasks in line with Ormiston Forge Academy policies;
- Receive and consider an annual status review from each academy and determine any necessary response;
- Provide training, advice and guidance as necessary for the academies; and
- Provide sufficient funds for the implementation of its policies.

7.2 Local Governing Body

Each academy Local Governing Body will:

- Ensure that local health and safety procedures are in line with the Ormiston Forge Academy Health and Safety Policy and the **OAT** statement of intent;

- Set up and maintain an Academy Health and Safety Committee under the *Safety Representatives and Safety Committees Regulations 1977* (as amended);
- Ensure that the academy Principal takes into account the views and recommendations of the Academy Health and Safety Committee;
- Appoint a member of the Local Governing Body to be responsible for liaison on health and safety issues with the Principal and staff, who will also sit on the Academy Health and Safety Committee;
- Appoint a competent person (or persons) as the academy Health and Safety Manager (or 'managers') and ensure that he/she is appropriately trained;
- Ensure that there is a system across the academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Ormiston Forge Academy Health and Safety Policy and **OAT** statement of intent;
- Ensure that appropriate standards of welfare are established and maintained for staff, students, contractors, volunteers and visitors;
- Ensure that staff are trained in health and safety as appropriate;
- Provide adequate resources to enable the Health and Safety Policy to be carried out;
- Agree and maintain any necessary health, safety and security contracts with contractors;
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the academy policy and procedures;
- Monitor the implementation of health and safety procedures through the academy's health and safety management system and ensure that it is used effectively in the academy;
- Receive a termly report on the progress of the Ormiston Forge Academy Health and Safety Policy and sub-policies, and an annual status review from the Principal (or representative); and
- Report as directed to **OAT**.

7.3 Academy Health and Safety Committee

The committee will consist of at least the Principal or his/her nominee, an academy Health and Safety Manager, the nominated governor for health and safety and three members.

The committee will meet at least three times per year and will report to the Principal.

Three members, including the Principal or his/her nominee, present will form a quorum.

The committee may determine its own Chair and proceedings in line with the **OAT** statement of intent and/or the Ormiston Forge Academy Health and Safety Policy.

The committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

This committee will:

- Take into account the **OAT** statement of intent and Ormiston Forge Academy Health and Safety Policies;
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider risk assessment and the management of risks;
- Make recommendations on health and safety training throughout the academy;
- Consider the efficacy of emergency procedures in the academy;
- Consider any changes that affect health and safety;
- Receive and consider an annual status review from the Health and Safety Manager/Principal and determine any necessary response;
- Consider any other items raised by management or the staff representatives; and
- Report as required to **OAT**.

7.4 Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- Liaising with the Principal and the Health and Safety Manager between meetings of the Local Governing Body to ensure that the **OAT** statement of intent and Ormiston Forge Academy Health and Safety Policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Participating in the working of the Health and Safety Committee;
- Overseeing the use of the health and safety management system in the academy;
- Inspecting the accident/incidents books at least once a term; and
- Reporting as appropriate to the Local Governing Body.

7.5 Principal

The Principal (or, when absent, a nominated Vice Principal/Health and Safety Manager) will be responsible for the overall implementation of the Health and Safety Policy.

The Principal is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in academy activities off-site;
- Appointing members of the Ormiston Forge Academy management team to the Health and Safety Committee;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout Ormiston Forge Academy;
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Arranging for appropriate supervision of students;
- Carrying out periodic safety reviews and audits;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the Health and Safety Manager which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Delegating to the Health and Safety Manager appropriate tasks for the day-to-day implementation of the policy;

- Ensuring that the health and safety management system is used effectively by relevant users;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- Making termly progress reports and an annual health, safety and security status review and presenting it to the academy Local Governing Body; and otherwise
- Keeping the academy Local Governing Body informed of the progress of the implementation of the policy and informed about changes to the law and guidance.

7.6 Health and Safety Manager (HSM)

The Health and Safety Manager will be a suitably qualified and 'competent person' (as defined above) responsible to the Principal for:

- Managing, co-ordinating and monitoring health and safety matters within the academy, including the provision of training;
- Ensuring that the academy's Health and Safety Policy and systems are implemented;
- Reporting regularly to the Principal on health and safety issues;
- Participating in the work of the Academy Health and Safety Committee;
- Assisting the Principal in compiling the annual status review;
- Liaising as appropriate with the member of the Local Governing Body with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Principal on which risk assessments should be written having taken into account the government's advice (see section 10);
- Liaising with any contractors and making reports to the Principal on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy);

- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the **OAT** statement of intent and the Ormiston Forge Academy Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Ormiston Forge Academy Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with Ormiston Forge Academy's Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

7.7 Staff with Departmental Responsibilities

Heads of departments/areas of Ormiston Forge Academy will be appropriately trained and are responsible to the Principal through the Health and Safety Manager for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with Ormiston Forge Academy's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the Academy Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the academy's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;

- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the Health and Safety Manager; and
- Assist the Health and Safety Manager in compiling an annual status review.

7.8 Site Manager

The Site Manager is responsible to the Health and Safety Manager for:

- Implementing the appropriate academy policies and procedures;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy.

7.9 Head Cook/Catering Manager (if an academy employee)

Where the academy manages its own catering facilities, the Head Cook/Catering Manager, in addition to the above, will also be responsible for:

- Implementing the relevant **OAT** statement of intent and Ormiston Forge Academy Health and Safety Policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the Health and Safety Manager of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and
- Assisting with the making of the annual status review.

Where the academy contracts out the catering arrangements the Health and Safety Manager will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities and the contactor's responsibilities.

7.10 All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the academy's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by Ormiston Forge Academy and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the Health and Safety Manager or heads of areas/departments as appropriate to any potential hazard noticed;

- Report (through the academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the academy's Safeguarding and Missing Students Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the academy and sign and date the academy's training record to indicate that he/she has done so. The following statement should be used:

'I have read the academy's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Health and Safety Manager or Principal as appropriate.

OAT and Ormiston Forge Academy recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

OAT and Ormiston Forge Academy will follow the government's advice that all academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any

procedure is inappropriate they should discuss this with the Health and Safety Manager in the first instance and request that it is reviewed.

7.11 Staff Safety Representative

Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the Principal and the Health and Safety Manager, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the Academy Health and Safety Committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

7.12 School Nurse Services

The School Nurse Service is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the academy;
- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the academy, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Local Governing Body policy;
- Working with the Principal to determine the training needs of academy staff and agreeing with the Principal who would be best placed to provide the training;

- Confirming to the Principal that academy staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Principal (or Principal's representative).

The staff in charge of particular activities (whether on or off the academy premises) are responsible for liaising with the School Nurse and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

7.13 Confirmation that the Policy has been Read and Understood

Under arrangements made by the Health and Safety Manager, all employees will sign the academy logbook to indicate that they have read and understood this policy and the sub-policies and their responsibilities.

8. Consultation

8.1 Staff

The Principal will consult safety representatives of staff unions recognised by **OAT** and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on Ormiston Forge Academy's Health and Safety Committee.

8.2 Students and Parents

Students also play a part in overall health and safety and welfare of Ormiston Forge Academy and will be encouraged to discuss health and safety issues at year and academy student council meetings and raise any concerns, which will be reported to the Health and Safety Manager.

The academy Local Governing Body or Principal may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). Each academy may determine the amount and manner of the consultation.

9. Organisation

9.1 Structure

- **OAT** has overall responsibility for the policies and procedures in Ormiston Forge Academy;
- The **Academy Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the academy and will report to the Principal;
- The academy's **Local Governing Body** reports to **OAT** and will use a designated governor for health and safety for regular liaison with the Health and Safety Manager and Principal and to participate in the work of the Academy Health and Safety Committee;
- The **Principal** has overall responsibility for the internal management of the academy policies and procedures and reporting to the Local Governing Body;
- **Health and Safety Manager** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Principal;
- **Heads of areas/departments** have responsibility for health and safety within their areas and for reporting to the Health and Safety Manager;
- Regular (at least termly) **department and team meetings** will be held with reports going to the Health and Safety Manager;
- **Union safety representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the Health and Safety Manager and/or the Principal;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the Health and Safety Manager and Principal; and
- If agreed by the Local Governing Body, the **student council** may have an advisory role, reporting to the Health and Safety Committee and Health and Safety Manager.

10. Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be **competent** to carry out appropriate risk assessments. The Health and Safety Manager is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Ormiston Forge Academy will determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the Health and Safety Manager and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The Health and Safety Manager will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at academy level and which by any other outside contractors. The Health and Safety Manager has the discretion to seek advice from **OAT** on appropriate delegation and will report the reasons and response to the Principal.

The government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Principal (through the Health and Safety Manager) determines that a risk assessment must be carried out, the Health and Safety Manager will ensure that any significant findings of the assessment are written and recorded. A verdict of: 'Risk assessed. No significant finding' is acceptable.

The government advises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Principal should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Principal must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies](#).

11. Security

Ormiston Forge Academy will take note of their Security and Safety of Premises Policy and adapt it to suit the particular situation of the academy.

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

12. Health and Safety Management Arrangements

Ormiston Forge Academy will use the academy's health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

The Health and Safety Manager will be responsible for the health and safety management system and will make regular reports to the Principal on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the academy.

The academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

OAT will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that Ormiston Forge Academy complies with law and regulations.

The academy Local Governing Body will receive termly reports on the implementation of its health and safety policies and procedures and an annual status review.

13. Training

Ormiston Forge Academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and academy arrangements;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students.

The Health and Safety Manager will identify with relevant heads of department and staff the appropriate health and safety training needs.

The academy undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the Health and Safety Manager in writing.

The Health and Safety Manager will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the Health and Safety Manager informed

Responsibility for facilitating attendance and funding of training will be allocated according to the academy's Continuing Professional Development (CPD) Policy by the Local Governing Body.

13. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of OAT's statement of intent and the Ormiston Forge Academy Health and Safety Policy and sub-policies and will sign the academy's training record to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Ormiston Forge Academy recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the academy's health and safety management system.

The academy management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representatives on the Health and Safety Committee.

14. Measuring Performance

Ormiston Forge Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The Health and Safety Manager will ensure that the following are carried out as appropriate, using the academy's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the academy.

15. Status Review

Ormiston Forge Academy will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the academy's review.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by Ormiston Academies Trust);
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Principal will ensure that copies of the status review will go to the Local Governing Body, Ormiston Academies Trust, all staff and union representatives

16. Equal Opportunities

In making, reviewing and implementing this policy the academy's Equal Opportunities Policies must be taken into account.

In particular the academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

17. Sub-policies

The aforementioned sub-policies make up the overall Ormiston Forge Academy Health and Safety Policy to which each academy must have regard.

Each academy may decide to add additional sub-policies that are relevant to its situation and needs. If additional sub-policies are added, the academy Local Governing Body must ensure that draft copies are submitted to **OAT** for consultation and approval.

Ormiston Forge Academy Local Governing Body will take into account any guidance from **OAT** and will incorporate any requirements set out by **OAT** before implementing the sub-policy.

18. Appendix A: Template for a Department Health and Safety Policy

Contents

Monitoring and Review

Introduction

Managing Risks Specific to the Department

Responsibilities

- 4.1 Staff with Departmental Responsibilities
- 4.2 All Members of Staff

Name of department:

Head of Department/person with overall health and safety responsibilities:

Monitoring and Review

The Head of Department will monitor the progress of the policy. The Head of Department will liaise with the Health and Safety Manager (HSM) to ensure that it remains in line with academy policies. The Academy Health and Safety Manager will ensure that procedures are in place and are regularly monitored and will report to the Principal.

The Head of Department will assist the Health and Safety Manager in compiling the annual status review.

The implementation of health and safety procedures will be reviewed annually at a department meeting. The review will be recorded on the health and safety management system and will be available for the Health and Safety Manager to note.

This sub-policy will be reviewed annually. The relevant people must sign the signature boxes below to confirm that they have read this sub-policy. Additionally, each member of the department must sign below.

The Principal will report as required to the Local Governing Body and **OAT** on how well the arrangements are succeeding and will review the policy annually.

Introduction

The Head of Department and all staff members of the department must read, understand and adhere to the **OAT** statement of intent and the Ormiston Forge Academy Health and Safety Policy and all sub-policies.

In addition to the **OAT** statement of intent and the Ormiston Forge Academy Health and Safety Policy and all sub-policies, the Head of Department and all staff members of the department must read, understand and adhere to the additional departmental policy and procedures below.

Managing Risks Specific to the Department

(INSERT RISK MANAGEMENT TASKS THAT ARE PARTICULARLY RELEVANT TO THE DEPARTMENT)

(e.g. Specific machinery, layout of the department, use of sharp implements, use of personal protective equipment, or activities that have an element of risk. Departments that have a greater risk management responsibility like PE, Games, Science, Design and Technology, Drama, should set out their particular approaches to risk assessment and risk management here or in appendices).

All members of staff must wear appropriate protective clothing where relevant in accordance with current regulations on personal protective equipment.

Responsibilities

Staff with Departmental Responsibilities

Heads of departments/areas of Ormiston Forge Academy will be appropriately trained and are responsible to the Principal through the Health and Safety Manager for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with Ormiston Forge Academy's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the Academy Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy;
- Set up and implement safe methods of work;
- Ensure that the academy's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;

- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the Health and Safety Manager; and
- Assist the Health and Safety Manager in compiling an annual status review.

All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the academy's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by Ormiston Forge Academy and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the Health and Safety Manager or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;

- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the academy's Safeguarding and Missing Students Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the academy and sign and date the academy's training record to indicate that he/she has done so. The following statement should be used:

'I have read the academy's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Health and Safety Manager or Principal as appropriate.

OAT and Ormiston Forge Academy recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

OAT and Ormiston Forge Academy will follow the government's advice that all academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the Health and Safety Manager in the first instance and request that it is reviewed.

19. Appendix B: Risk Assessment Template

Making risk assessments in the workplace is covered by the *Management of Health and Safety at Work Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is reasonably practicable, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. The aim is to remind yourself and any other appropriate persons what needs to be done to protect anyone likely to come into contact with the risk.

| | |
|---|---|
| Academy name | |
| Department | |
| Activity/event | |
| Risk assessment by | |
| Date | |
| The risk | |
| Who and how many are at risk? | |
| How may they be harmed? | |
| What level of risk is it?: | High Risk / Medium Risk / Low Risk |
| What procedures are in place now to reduce the risk? | |
| What else could be done in the long term to reduce the risk? | |
| Who needs to do this? | |
| When does this need to be done by? | |
| Date actioned | |

21. Appendix C: List of Job Roles

| Job Role | Name/Position |
|---|-----------------------------|
| Principal | Andrew Burns |
| Chair of Governors | Siddique Hussain |
| Health and Safety Manager(s) | Rebecca Fisher / Louise Kay |
| Academy's Health and Safety 'Competent Person'/Service | Handsam Ltd |
| Nominated Governor for Health and Safety | Poss Robert Harding |
| Health and Safety Committee Members | Finance & General Purposes |
| Finance Director | Rebecca Fisher |
| Site/Facilities Manager | Craig Carter |
| Designated Safeguarding Lead | Louise Kay |
| Deputy Designated Safeguarding Lead | Genna Griffiths |
| Appointed Person for Pastoral Care | Geraldine Butler |
| Nominated Governor for Anti-Bullying | Stephen Raynor |
| Nominated Teacher Lead for Anti-Bullying | Louise Kay |
| Head of E-Safety | Laura Colwell |
| Educational Visits Coordinator (EVC) | Stuart Adams |
| Person to whom Mini-Bus incidents must be reported | Rebecca Fisher |
| Responsible Person for Science Department | James Kay |
| Head Science Technician | Richard Griffin |
| Radiation Protection Supervisor | Richard Griffin |
| Radiation Protection Officer | Paul Stewart |
| Radiation Protection Advisor | External - Sandwell MBC |

| | |
|--|--|
| Responsible Person for Design and Technology Department | Lisa Rhodes |
| Responsible Person for Physical Education Department | Dawn Benson |
| Responsible Person for Dance/Drama Department | Laura Arnold |
| Responsible Person for Onstage Safety | Dawn Benson |
| Responsible Person for Backstage Safety | Dawn Benson |
| Responsible Person for Early Years | N/A |
| Responsible Person for Key Stage 1 | N/A |
| Responsible Person for Key Stage 2 | N/A |
| Responsible Person for Equal Opportunities | Andrew Burns |
| Responsible Person(s) for Special Educational Needs and Disability | Andrew Burns |
| Responsible Person for Co-ordinating the Day to Day Provision of Education for pupils with Special Educational Needs at the Academy | Amanda Hickman |
| Special Educational Needs Coordinator (SENCO) | Kate Watkins |
| Special Educational Needs Team Members | Kate Watkins / Amanda Hickman. Success centre |
| Responsible Person for First Aid | Yvonne Siviter |
| Name of School Nurse(s)/Service | N/A |
| Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPs) | Louise Kay |
| Responsible Person for Managing Medicines | Yvonne Siviter |
| Responsible Person for Managing Pregnant Staff | Louise Kay |
| Responsible Person for Investigating Accidents | Stuart Adams |
| Responsible Governor for Investigating Accidents | Stephen Raynor |
| Responsible Person for Electrical Equipment | Philip Howard |

| | |
|---|-------------------------------|
| Responsible Person for Asset Register | Rebecca Fisher / Chris Wilson |
| Responsible Person for Waste Management | Craig Carter |
| Nominated Responsible Person for Fire Safety | Rebecca Fisher / Louise Kay |
| Fire Service Liaison Officer (FSLO) | Andrew Burns |
| Responsible Person for Inspecting Fire Safety Signage | Craig Carter / Roger Foley |
| Responsible Person for Inspecting Walkways and Escape Routes | Craig Carter / Roger Foley |
| Responsible Person for Inspecting Fire Resisting Doors | Craig Carter / Roger Foley |
| Responsible Person for Checking Fire Service Has been Called | Rebecca Fisher / Louise Kay |
| Responsible Person for Fire Training | Rebecca Fisher |
| Responsible Person for Legionella | Craig Carter |
| Competent Person for Working at Height | Craig Carter |
| Permit Issuer for Working at Height | Craig Carter |
| Permit Issuer for Confined Spaces | Craig Carter |
| Permit Issuer for Hot Works | Rebecca Fisher |
| Permit Issuer for Electrical Work | Rebecca Fisher |
| Permit Issuer for Asbestos | Rebecca Fisher |
| Crisis Management Team Members | Critical Incident Team |
| Head of Crisis Management Team | Andrew Burns |
| Appointed Competent Person for Managing Contractors | Rebecca Fisher |
| Responsible Person for Hiring and Letting | Rebecca Fisher |
| Responsible Person for Display Screen Equipment | Rebecca Fisher |
| Responsible Person as Data Controller for CCTV | Chris Wilson |
| Delegated Person for Arranging Home Visit | Tom Daly |

Arrangements

DFE Guidance

Coping with the sudden death of a student

Unfortunately, some Principals will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student at Ormiston Forge Academy or elsewhere.

In such circumstances, Principals may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help Principals cope with the immediacy of a student's sudden death at school.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Informing Students

Where a student collapses during the school day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to students so as to meet the needs of the students whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing. If the student has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some students will contact the local press.

If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.

Informing Teachers

This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other students for you, have a statement ready for them to read out before you advise them.

Informing Parents

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

Dealing with the Media

Principals should contact the Trust as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the Trust may advise the Academy not to speak to the media and direct all enquiries to an appointed Trust spokesperson.

If your Academy does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Helping the Academy Recover

This is a long-term issue. You can help an Academy recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the Academy to know when to stop making allowances.