



MacIntyre Academies Quest Academy

Health and Safety Policy

V.	Purpose/Change	Resp.	Date
7	Changes to role titles throughout. Section 3: legislation updated. National College added as most up to date training portal and onboarding.	School Business Manager	Mar 2026

Person responsible: Principal
Type of policy: Statutory
Date of first draft: Nov 2019
Date approved by Trust Board: Dec 2019
Date of implementation: Dec 2019
Date reviewed: Mar 2026
Date of next review: Mar 2027

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1. Health and Safety Policy

Quest Academy is part of MacIntyre Academies Trust. MacIntyre Academies are committed to effective and successful health and safety management as set out in the MAT Health and Safety Policy.

This policy sets out how Quest Academy will manage occupational health and safety. This policy is aligned to, and must be read alongside MacIntyre Academies Trust Health and Safety Policy.

2. Introduction

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

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

3. Legislation

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

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

The academy follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection prevention and control issues.

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

4. Statement of Intent

Quest Academy, its Trust Board and Local Advisory Board (LAB) recognise and accept their responsibilities under law for health and safety.

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

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

5. Objectives

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

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

6. Actions

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

- Managing risks by undertaking risk assessments, implementing control measures and continuously monitoring and reviewing control systems
- Maintaining safe access to and from the academy
- Preventing accidents and work-related illness
- Accessing and controlling risks from curriculum and non-curriculum work activities including off-site visits
- Complying with statutory guidance as a minimum

- Complying with Trust policies and guidance covering matters of health and safety
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to ensure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring a healthy working environment is maintained including adequate welfare facilities
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonable
- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition
- Ensuring that the health and safety related policies are complied with by having academy safe systems of work and arrangements that ensure the implementation of health and safety locally
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at all Senior Leadership Team (SLT) and staff meetings
- Ensuring that we have an academy Health and Safety Committee to involve staff members from all departments
- Ensuring that we participate in the MAT Health and Safety Forum and contribute to the building of best practice across the Trust
- Ensuring that all employees within the academy are made aware of this Statement of Intent and our arrangements
- Prioritising all stakeholder's wellbeing wherever possible
- This policy will be reviewed at least annually and revised as and when necessary

7. Responsibilities		
Who	Objective	Actions
MAT Board and CEO (or equivalent)	<ul style="list-style-type: none"> The MAT Board takes overall responsibility for health and safety in the Trust and for the implementation of policies and procedures. 	(For further detail see MAT Health & Safety Policy)
CEO (or equivalent)	<ul style="list-style-type: none"> The CEO (or equivalent) will effectively lead and be accountable for the health and safety performance of the Trust. 	(For further detail see MAT Health & Safety Policy)
Executive Leader for Education	<ul style="list-style-type: none"> The Executive Leader for Education will support the CEO (or equivalent) in the discharge of their health and safety obligations 	
Head of Operations	<ul style="list-style-type: none"> The Head of Operations will support the CEO (or equivalent) in the discharge of their health and safety obligations. 	(For further detail see MAT Health & Safety Policy)
Compliance Manager	<ul style="list-style-type: none"> The Compliance Manager is designated as the lead member of the Trust central team for health and safety ensuring compliance with all relevant legislation. 	(For further detail see MAT Health & Safety Policy)
Competent Person for health and safety (Hansam Ltd)	<ul style="list-style-type: none"> External audits conducted every three years or as required by the MAT Board Online portal for reference, legislation updates and templates 	(For further detail see MAT Health & Safety Policy)
Quest Academy Local Advisory Board (LAB)	<ul style="list-style-type: none"> The LAB ensures that there is an effective Policy for health and safety at the academy, and that it is available to all employees. The LAB ensures that the Principal and employees take steps to evaluate all significant health and safety risks by implementing risk assessments, monitoring and managing health and safety. They support the Principal to promote a 	<ul style="list-style-type: none"> At least annually they monitor and review the effectiveness of Policy and ensure that necessary revisions are made. Elect a member to act as health and safety Representative for the LAB. This representative will lead on health and safety matters, liaising with the Principal providing challenge and scrutiny for continuous improvement. Attend regular LAB meetings with a running agenda item of

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

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

<p>Employees</p>	<ul style="list-style-type: none"> • Make themselves familiar with this Health and Safety Policy and all relevant risk assessments. • Day to day responsibility to ensure compliance with this Health and Safety Policy. • Employees ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices. Reporting any problem that cannot be resolved by them to the Facilities Manager or School Business Manager in the first instance, or lastly the Principal. • Report any accidents, unsafe working practices or systems of work, damage to property, machinery or equipment to those identified above using the helpdesk ticket system email. • Co-operate with the Facilities Manager to enable them to carry out their role. • All employees make appropriate use of safety equipment and protective clothing. 	<ul style="list-style-type: none"> • Complete online health and safety training during induction process. • Attend and/or join the academy Health and Safety Committee to discuss issues/concerns/ideas • Copies of all academy policies are available to all employees on SharePoint in MAT-COMMON > 1. Policies and on the academy website. Hard copies available on request from the main office. • Copies of all risk assessments are available to all staff on SharePoint MAT-COMMON > QUE-Staff > 9) Risk Assessments Hard copies available on request from the main office. • Health and safety is discussed with all new employees during induction process including fire evacuation procedures, reporting accidents and defects. • If a learner has a PEEP (Personal Emergency Evacuation Plan) these are shared with the relevant employees. • Where necessary learners have individual healthcare plans (IHCP) and risk assessments in place and these will be shared with the relevant employees on a need to know basis.
<p>Learners</p>	<ul style="list-style-type: none"> • Some learners, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others. • Observe standards of dress consistent with health and/or safety i.e. wearing an apron in food tech, hand washing etc. • Observe health and safety rules of the academy and the instructions given by employees in an emergency. 	<ul style="list-style-type: none"> • Learners are supported by high levels of staffing at all times. • Individual health care plans and PEEPs in place as necessary. • All learners contribute to and understand their Positive Behaviour Support Plan (PBSP) • The academy council can contribute to internal Health and Safety Committee.

Temporary employees, visitors, volunteers, work experience placements, parent/carer helpers	<ul style="list-style-type: none"> • Temporary supply staff and visitors are supplied with information and guidance when they sign in on arrival. • Supply employees are directly accountable to SLT whilst on the academy site. • Contractors will pass our safeguarding criteria when learners are on site or will not be left unaccompanied. 	<ul style="list-style-type: none"> • All temporary employees and visitors have to sign in on arrival and are asked to read and agree that they understand fire and emergency procedures and Safeguarding procedures. • Contractors will not be left unaccompanied whilst on site and will be the responsibility of the Facilities Manager/ School Business Manager unless the necessary checks, including a clear DBS has been obtained. • Regular contractors have undertaken an enhanced DBS check. • All temporary employees are subject to safer recruitment checks being carried out which is recorded on the single central record (SCR). • Visitors are the responsibility of the staff member they are visiting whilst on the academy site.
Teaching Staff	<ul style="list-style-type: none"> • Teaching Staff have a responsibility for ensuring compliance with this policy and ensuring all persons under their care are aware of the general health and safety requirements of the academy and detailed requirements for activities relevant to them. • Teachers are responsible for the immediate safety of their own classroom and associated equipment and as such it is their responsibility that it is maintained to a high standard. 	<ul style="list-style-type: none"> • Copies of all policies are available to all employees in SharePoint at MAT-COMMON > 1. Policies and hard copies are available on request from the main office. • Health and Safety noticeboard in the staff room. • Health and safety is part of the induction process. • Employees undertake the relevant health and safety training as and when required.
Educational Visits Coordinator (EVC)	<ul style="list-style-type: none"> • The Educational Visits Coordinator (EVC) is responsible for the planning, leading, monitoring and evaluating of off-site visits in line with National Guidance and good practice contributing to health and safety. 	<ul style="list-style-type: none"> • At least one member of the teaching employees will have undertaken EVC training. • The EVC will run training sessions with employees to ensure they are competent in the planning of off-site visits including writing risk assessments.

8. Consultation with Staff

Quest Academy recognised the importance of consulting with employees, learners, parents/carers, visitors, volunteers, contractors etc. These are the actions we take:

- Health and safety is communicated as part of the induction process for all new employees.
- Health and safety noticeboard in the staff room is up-to-date with advice and support for employees.
- Health and Safety Law poster displayed in the staff room and in reception with contact details of the responsible person in the academy.
- Health and safety policies are circulated with all employees when reviewed or updated for consultation.
- Health and Safety Committee meet at least once a term.
- All policies and risk assessments are saved on SharePoint for all employees to access.
- The School Business Manager produces regular health and safety reports for the LAB and the Trustees as required on RIDDORS, accidents, staff injuries, employee training etc.
- Emails with health and safety reminders to employees as and when required.
- Employees report health and safety concerns and defects to the IRIS Assets management information software, which will alert the Facilities Manager.
- Employees are asked to complete a termly visual checklist in classrooms which allows them to identify any potential hazards, faulty equipment or out of date PAT tested items.

More information can be found via the following links:

[Consulting employees on health and safety: A brief guide to the law \(hse.gov.uk\)](https://www.hse.gov.uk/consultingemployees/)

[Involving your workforce in health and safety: Guidance for all workplaces HSG65 \(hse.gov.uk\)](https://www.hse.gov.uk/involve/)

9. Arrangements	Action	Person/s Responsible
<p>Academy Trips/Offsite Visits</p> <p>Quest Academy complies with DfE guidance on offsite visits</p> <p>Outdoor Education Advisors</p> <p>Health and safety on educational visits - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Quest Academy will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate taking reasonable steps to manage risks as well as current DfE guidance. • Local area visit permission is gained from parents/carers annually. • A risk assessment of any new offsite visit location is undertaken by the trip leader. • The offsite visit risk assessment is read, understood and signed by all employees attending the trip and is signed off by the School Business Manager or member of SLT. • All employees accompanying learners on the trip are made aware of any learners who require medication, times it needs to be administered and how. • The trip leader is responsible for the administration and recording of medication during the duration of the trip. • Emergency medication is kept with the learner requiring it at all times on transport and during the educational visit i.e. inhalers, EpiPen's. • Also refer to OEAP Guidance where used as a basis for academy policy. • The name of the Educational Visits Co-ordinator is in Appendix A. 	<p>Principal</p> <p>Educational Visits Co-ordinator (EVC)</p> <p>School Business Manager</p>
<p>Accidents</p> <p>Accidents involving employees, learners and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p> <p>HSE RIDDOR</p> <p>DfE Guidance on first aid for academies</p>	<ul style="list-style-type: none"> • Accidents are recorded on IRIS Adapt. All accidents are recorded on this system, the report is printed, signed, scanned and stored electronically on SharePoint. • Any major or more serious accidents are reported to the School Business Manager/Principal and reported to RIDDOR (in consultation with the Compliance Manager and signed off by the CEO (or equivalent)). • All investigations after serious and major incidents/accidents will be carried out by the Principal and/or the School Business Manager. • Investigations take place as soon as is practically possible after the incident to determine what (if any) action should be taken. The level of the investigation is proportionate to the severity of the incident – the potential consequence and likelihood of the incident recurring should determine the level of investigation. • Investigation findings form the basis of an action plan to prevent the incident from recurring. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

	<ul style="list-style-type: none"> Parents/carers will be notified via a telephone call if a head injury has been sustained and/or a ParentPay text if learners have been involved in an accident. A copy of the accident form is also sent home. All accident reports and investigation records for incidents involving a learner will be kept as per the MAT Retention Schedule. All accident reports will be readily available and kept as per the MAT Retention Schedule. 	
Alcohol and Drugs	<ul style="list-style-type: none"> We refuse entry to the academy to anyone who is under the influence of drugs or alcohol. Any employees who believes that another employee is under the influence of drugs or alcohol must report this to their line manager and/or the Principal immediately. Please see MAT Drug and Alcohol Misuse Policy 	Principal School Business Manager
Animals in the Academy Chapter 8: pets and animal contact - GOV.UK (www.gov.uk)	<ul style="list-style-type: none"> Any proposal to bring an academy dog on site will firstly be approved by the LAB and CEO (or equivalent). Other animals may be kept on site after a full risk assessment has been carried out. The School Business Manager will check learners' allergies and employees will be made aware of any immediate risk to them. Parents/Carers are informed of any animals in the academy via email/letter. Parents/Carers/Visitors are asked not to bring dogs into the building due to the academy not being able to fully assess the risk that an unknown animal may pose to the learners. We ask that dogs remain outside the main academy gates and any excrement is cleaned up and disposed of properly. Aggressive dogs, or dogs with a history of aggression must not be brought into the academy grounds. All employees and learners must wash their hands prior to and after touching any academy animals. 	Principal School Business Manager Facilities Manager

<p>Cleaning</p>	<ul style="list-style-type: none">• A cleaning schedule is in place which is overseen by the Facilities Manager.• The academy is cleaned daily by contracted cleaners.• The academy has four cleaners every day for a total of four hours a day.• Deep cleans are carried out after each infection outbreak.• The academy ensures that general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.• Employees adopt good housekeeping practices to assist in the maintenance of a safe and healthy work environment.• The academy ensures that adequate cleaning products and materials are available as and when required.• The academy contracts a window cleaner to clean the external windows at least once every term.• Appropriate checks are carried out prior to the letting of any contract to ensure that the academy only engages suitably competent contractors to carry out works.• We will provide contractors with necessary information, induction training, supervision and instruction to undertake their work in accordance with this and all other health and safety policies and any legislative requirements that may apply.• We will only allow contractors to commence works once they have provided, and where necessary implemented suitable risk assessments to manage any significant risks associated with their work.• We will ensure that contractors have the necessary competence to safely undertake the work they are employed to carry out and to deliver that work to the required quality and/or safety standards.• We will notify the Health and Safety Executive (HSE) of all relevant construction projects as soon as is practically possible.	<p>Principal</p> <p>School Business Manager Facilities Manager</p>
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<p>Contractors</p> <p>Relevant legislation:</p> <p>Health and Safety at Work etc. Act 1974 (legislation.gov.uk)</p> <p>The Management of Health and Safety at Work (Amendment) Regulations 2006 (legislation.gov.uk)</p>	<ul style="list-style-type: none"> Contractors are asked to sign in using the Inventory system where they will have to read and agree to basic health and safety instructions, fire evacuation procedures and safeguarding information (this is also sent ahead of their visit if pre- arranged). The reception/admin team will check identification on arrival. Contractors will be required to sign out when leaving the building and return any keys/fobs etc they have. The contractor will never be left unsupervised whilst learners are on site, unless a learner has 1:1 supervision. The School Business Manager and/or Facilities Manager will oversee and monitor all contractors works. The Facilities Manager will establish and implement the ‘Permit to Work’ arrangements for the management of specified high risk works. The Facilities Manager and/or School Business Manager will monitor contractor performance at appropriate intervals and take corrective action where health and safety issues are identified. We will implement measures to ensure that contractors provide necessary information, documentation or certificates in order that the academy can meet its general and specific health and safety responsibilities. The Facilities Manager and/or School Business Manager will review overall contractor performance at the end of each contract and implement any significant findings where practically possible. Academy employees will report any significant concerns about the contractors to their line manager, the Facilities Manager, School Business Manager or a member of SLT. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p> <p>SLT</p>
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<p>Control of Substances Hazardous to Health (COSHH)</p> <p>HSE Working with substances hazardous to health: A brief guide to COSHH</p> <p>HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	<ul style="list-style-type: none"> • The Facilities Manager is responsible for the management of COSHH in the academy. • The COSHH file is kept in the Facilities office. • It is the responsibility of the Facilities Manager to obtain material safety data sheets and carry out risk assessments for hazardous substances. • The Facilities Manager undertakes annual checks to inspect any hazardous materials and check the inventory is up-to-date. This is recorded to Iris Assets. • An annual audit of substances on site is undertaken by the Facilities Manager. During this inspection the Facilities Manager will: <ul style="list-style-type: none"> ➢ Ensure all materials are needed and if not, remove them and dispose of them correctly following the advice on the data sheet ➢ Obtain up-to-date data sheets ➢ Review and update the COSHH risk assessment ➢ Compile a register of any employees who are exposed to Group 3 or 4 biological agents indicating the type of work done and where known, the type of biological agent to which they have been exposed. Records of exposures, accidents and incidents should be recorded ➢ Carry out or arrange appropriate exposure monitoring as required ➢ Record the annual check and upload to Iris Assets • Ensure that employees have appropriate information, instruction and training • The Facilities Manager ensure that the type and use of Personal Protective Equipment (PPE) is maintained according to the supplier’s instructions. They will ensure that the correct type of PPE is available and that there are good stock levels. • Employees must ensure that they make full and proper use of all control systems in place. • Employees use PPE as indicated on the risk assessment. • Employees must inform the Facilities Manager and/or School Business Manager or member of SLT if they are aware of any problems relating to the safe use of chemicals including control measures and PPE. • All employees receive health and safety training as part of the staff induction, including COSHH. 	<p>School Business Manager Facilities Manager</p>
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<p>Defect Reporting</p> <p>All employees are encouraged to report defects or hazards to the Facilities Manager and/or School Business Manager</p>	<ul style="list-style-type: none"> Defects, repairs and hazards can be reported using the Iris Assets helpdesk by emailing Quest.facilities@macintyreacademies.org. This will alert the Facilities Manager and raise a helpdesk ticket. Employees will receive updates via email regarding how long it will take to sort, progress etc. Employees are responsible for making sure equipment is safe and for removing unsafe equipment. Any equipment that is broken or damaged should be reported to the Facilities Manager/SBM immediately. Employees are asked to complete a termly visual health and safety check and electrical appliances check in their class rooms to help identify any damaged equipment, out of date Portable Appliance Testing (PAT) testing and potential hazards. 	<p>School Business Manager Facilities Manager</p>
<p>Disability Accessibility</p> <p>Equality Act 2010 (legislation.gov.uk)</p>	<ul style="list-style-type: none"> Following the Equality Act 2010, a basic framework has been established in law as a means of protection against indirect and direct discrimination, harassment and victimisation, access to services, premises, education, associations and transport - on any of the nine protected characteristics. These characteristics are defined in the act as Race, Disability, Sex, Religion or belief, Sexual orientation, Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity. The academy building complies with all regulations and is physically accessible to all. Furniture, fixtures and fittings are appropriate to the needs of the learners and altered as necessary with the input from specialists i.e. Occupational Therapists. 	<p>Principal School Business Manager</p>
<p>Display Screen Equipment (DSE)</p> <p>HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p>	<ul style="list-style-type: none"> Quest Academy will meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 by assessing risks, providing employees with suitable working conditions for working on DSE workstations, i.e. all alpha-numeric and graphic display screens, laptops, screens used to display line drawings, graphs, charts or computer-generated graphics (not film or TV). DSE assessments are carried out by the School Business Manager. All employees are entitled to free eye tests and the Office Manager and School Business Manager can arrange these as required. The MAT will cover the cost of basic frames and the lens prescription necessary to undertake display screen work. If it is found that glasses are needed and specifically for DSE use then the employee will be able to select a pair of glasses from the £45 range or can use the £45 contribution towards an upgrade to other frame ranges. 	<p>School Business Manager Facilities Manager</p>

	<ul style="list-style-type: none"> • Eye test/glasses vouchers need to be used within 12 months of issue. • All DSE users undertake DSE online training. 	
<p>Driving at Work</p> <p>Driving at Work HSE</p> <p>DfE Driving academy minibuses</p>	<p>All employees are asked to complete a driving declaration form both as part of recruitment processes and then annually.</p> <p>Employees will not use their own vehicles to transport learners unless in exceptional circumstances. In such exceptional circumstances permission from the Principal is required, the CEO (or equivalent) must then be informed.</p> <p>Please see the MAT Driving at Work Policy.</p> <ul style="list-style-type: none"> • We are not responsible for any loss of damage that occurs in our car park – signs up to notify staff and visitors. 	<p>School Business Manager</p> <p>Facilities Manager</p>
<p>Electricity</p>	<ul style="list-style-type: none"> • Only qualified employees will attempt to repair or install sockets, plugs, tools or appliances. <p>All new electrical works and installation will be carried out by a competent qualified person who is or works for an employer who is a member of one of the professional associations, i.e. NIC EIC or ECA.</p>	<p>School Business Manager</p> <p>Facilities Manager</p>
<p>Emergency Planning and Business Continuity Plan</p>	<ul style="list-style-type: none"> • Planned Preventative Maintenance as per the MAT schedule that will be carried out by the Facilities Manager includes: <ul style="list-style-type: none"> • Mains supplies are inspected and checked for breaks, clean and tight connections and loading • Plant and equipment is maintained in according with the manufacturers and installers guidelines • Appropriate warning and safety signs will be posted alongside plant, equipment and supplies • All electrical works must conform to the Health and Safety Act 1974, The Management of Health and Safety at Work Regulations 1999, Electricity at Work Regulations 1989. • Portable Appliance Testing (PAT) will be carried out annually. • A 5-year hard wire test will be carried out by a competent person and any remedials followed up. • All employees are asked to complete a termly visual check of electrical equipment in their 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

	<p>classrooms/office or other rooms.</p> <ul style="list-style-type: none"> • Employees report all damaged equipment, cables etc to the Facilities Manager using the Iris Assets helpdesk email address and remove the equipment from the room immediately. • Extension leads are not overloaded and where possible are surge protected. • All devices must be visually checked by the Facilities Manager for damage to the cable and to check all cable connections to the device and plug. • All employees receive health and safety essentials online training. 	
Employees with Medical Conditions	<ul style="list-style-type: none"> • The academy has a Business Continuity Plan in place in case of emergencies which has been shared with all employees and available on SharePoint. • A Fire Evacuation Plan is reviewed annually. This states evacuation procedures, roles and responsibilities of employees, the location of the fire assembly point etc. • All employees are required to undertake a health questionnaire as part of the recruitment process. • If employees have medical conditions then an Individual Health Care Plan (IHCP) will be put into place by the School Business Manager in consultation with the employee to see what reasonable adjustments (if any) need to be made. • Ongoing health monitoring forms are in place as needed. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p>Fire Safety</p> <p>Fire Safety HSE</p> <p>Fire safety risk assessment: educational premises - GOV.UK (www.gov.uk)</p> <p>Fire safety in new and existing academy buildings - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • All employees receive training in Fire Awareness as part of their induction process. • Fire Wardens in the academy are listed in Appendix A. • The Fire Evacuation Plan is reviewed annually unless required earlier. It is shared with all employees and available on SharePoint. • A Fire Risk Assessment, Fire Door Survey, Fire detection and alarm system inspection and testing, Fire Fighting Equipment inspection and maintenance and Fire Dampers inspection are carried out annually as per statutory guidance and remedial actions are followed up immediately. • The Fire Risk Assessment is conducted by a competent person. • The Facilities Manager conducts a fire call point test weekly, rotating which call point is tested each week to cover them all. • There is a fire drill carried out at least every three months as per the MAT planned preventative maintenance schedule and this is recorded in the Fire Log Book which is uploaded to IRIS Assets. The fire drill is timed and discussions regarding lessons learnt is 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

	<p>had by SLT and the Facilities Manager to improve the process.</p> <ul style="list-style-type: none"> • The Facilities Manager undertakes monthly visual checks of all fire doors, fire exits and firefighting equipment and these are uploaded to IRIS Assets. • Fire Evacuation Plans are reviewed annually or earlier if required and are on display in every room in the academy. • Signage highlighting fire exits, fire extinguishers and fire action notices are up to the current standards and can be seen in all areas of the academy. • Fire blankets kept in the Food Technology classroom. • Emergency lighting is serviced on an annual basis. • The Facilities Manager conducts emergency lighting testing monthly and records results and uploads to IRIS Assets. • The fire assembly points are located at the far end of the playground (the MUGA) and adjacent to the car park, identified with green fire assembly point signs. It is also named on the fire evacuation plans and fire action notices around the academy. • Fire drills and fire safety is a regular item on the internal Health and Safety Committee agenda. • The Facilities Manager conducts twice daily visual checks of the academy site including visual checks to ensure fire exits are clear and these are recorded and uploaded to IRIS Assets. This is recorded on the daily/weekly check sheets. • The fire risk assessment is available to all employees on SharePoint. • All visitors/contractors are asked to read a health and safety declaration when they sign in which informs them of fire procedures and the location of the assembly 	
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<p>First Aid, Medication and Supporting Learners with Medical Needs</p> <p>HSE First aid at work: Guidance on Regulations</p> <p>HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for academies</p> <p>DfE Supporting learners at academy with medical conditions: Statutory guidance</p>	<ul style="list-style-type: none"> • All class-based employees undertake online training on Medication Awareness. • The Supporting Learners with Medical Needs Policy is on the academy website Quest Academy Policies and also available to all employees on the SharePoint MacIntyre Academies Documents. • Medication for learners is stored in a locked cabinet in the main office. It is kept in its original packaging and labelled with the learner's name, dosage, the name of the medication and its expiry date. All medicine is signed in when brought into or out of academy and the expiry date is noted as well as the number of pills. • The medication file is stored in the main office and keeps a record of any medication given to learners. • Medicine is administered to learners in the main office or Medical Room. It is witnessed by another member of staff and double signed for. It is recorded in the medication file. • All learners who take regular medication need to have a care plan in place that has been filled in and signed by a parent or carer. • There are posters located around the academy stating who the First Aiders are. • Employees training records are kept on their file in the School Business Managers' office and on SharePoint. • First aid kits are located at regular points around the academy, including Food Tech and Science. The Facilities Manager is responsible for making sure they are replenished monthly or as needed. • If a learner needs to go to hospital then the office team will call an ambulance, print off a data collection form to hand to the paramedics and inform parents/carers. A member of staff will stand outside the front of academy to wait for the ambulance. • Consent is obtained from parents/carers for permission to administer emergency medicine as necessary i.e. paracetamol, emergency inhaler etc. • Trip Leaders are responsible for ensuring that any medication (emergency or routine) is taken on the trip and administered to the learner with two members of employees present. 	<p>Principal</p> <p>School Business Manager Facilities Manager</p> <p><u>First Aiders in academy: (see appendix A)</u></p>
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<p>Gas</p>	<ul style="list-style-type: none"> • Employees under no circumstances will attempt to repair or install gas appliances or installations. • All gas works and repairs will be carried out by a competent person/company who is Gas Safe registered. • Planned Preventative Maintenance as per the MAT schedule that will be carried out by the Facilities Manager includes: <ul style="list-style-type: none"> ▪ Mains supplies are inspected and checked for breaks, clean and tight connections and loading ▪ Plant and equipment is maintained in according with the manufacturers and installers guidelines ▪ Appropriate warning and safety signs will be posted alongside plant, equipment and supplies • All gas works must conform to the Health and Safety Act 1974, The Management of Health and Safety at Work Regulations 1999, Gas Safety (Installation and Use) 1998. • The Facilities Manager to complete termly visual checks of all gas equipment. • Employees report all damaged equipment, hoses etc to the Facilities Manager using the Iris Assets helpdesk email address and remove the equipment from the room immediately. • All employees receive health and safety essentials online training. 	<p>Facilities Manager School Business Manager</p>
<p>Glass and Glazing</p>	<ul style="list-style-type: none"> • A glazing survey is carried out every ten years as per the planned preventative maintenance schedule to ensure it complies with current safety standards. • All low-level glazing (below 800mm) such as glazing in doors and high-risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. • Any broken glass is reported to the Facilities Manager immediately and the area is made safe and repairs carried out as soon as possible. • The glazing survey remedials are carried out by the Facilities Manager to ensure full compliance. • The glazing survey report is uploaded to IRIS Assets. 	<p>Facilities Manager</p>

<p>Health and Safety Training</p>	<ul style="list-style-type: none"> • The MAT expects all employees to undertake basic health and safety training as part of the induction process and then annually as required. • The training provider is The National Training College and the training is online. • Mandatory health and safety training for all employees includes: <ul style="list-style-type: none"> • Manual Handling • Fire Awareness in Education (to be repeated annually) • Slips, trips and falls • Health and Safety Essentials • Infection Prevention and Control • Medication Awareness • COSHH • Display Screen Equipment • The Business Manager undertakes the above plus: <ul style="list-style-type: none"> • IOSH Managing Safely training • Health and Safety for Managers • Stress Awareness • Fire Warden training • First Aid Requirements and RIDDOR • Legionella/Water Hygiene • The Facilities Manager undertakes all of the above and training in: <ul style="list-style-type: none"> • Ladder Safety • Any employees who undertake risk assessments including the School Business Manager, Facilities Manager, SLT, complete Risk Assessment training. 	<p>Principal</p> <p>School Business Manager Office Manager All employees</p>
<p>Housekeeping, Cleaning and Waste Disposal</p>	<ul style="list-style-type: none"> • The Facilities Manager is responsible for the general upkeep and maintenance of the academy building and grounds. • The Facilities Manager conducts daily, weekly and monthly checks of the academy site which are recorded and uploaded to IRIS Assets. • External waste bins are located outside the main academy kitchen. They are emptied 	<p>Facilities Manager</p> <p>School Business Manager</p>

	<p>weekly by Rugby Borough Council.</p> <ul style="list-style-type: none"> The academy uses an external company for the safe disposal of any electronic equipment. 	
Hygiene	<ul style="list-style-type: none"> It is the responsibility of the Facilities manager to monitor the cleanliness of building. This is part of the daily and weekly visual inspection. All employees at Quest Academy are responsible for encouraging good hygiene habits in the learners. Particular emphasis is placed on hand washing and respecting the academy environment. 	<p>Facilities Manager</p> <p>School Business Manager</p>
<p>Infection Control</p> <p>Public Health England Guidance on infection controls in academies and other learner care settings</p>	<ul style="list-style-type: none"> All employees undertake online training in 'Infection Control and Prevention' on The National Training College as part of the induction process. The academy adheres to national guidance published by the Health Protection Agency on 'Guidance on Infection Control in Academy's and other learner care settings'. The academy site is cleaned by an external cleaning company daily. A deep clean of the academy site is undertaken after an outbreak of infection. PPE is available to all employees if they choose to wear it – disposable gloves, face masks, disposable aprons, face shields, anti bac hand gel and wipes are all available from the facilities team. Disinfectant wipes for telephones and keyboards are available for all employees to use. 	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p>
<p>Inspection/Maintenance of Equipment</p> <p>HSE Safe use of work equipment: Approved Code of Practice and guidance</p> <p>HSE Using work equipment safely</p>	<ul style="list-style-type: none"> Inspections of equipment and machinery are undertaken in line with the MAT's Planned Preventative Maintenance (PPM) schedule. Daily visual checks are carried out by the Facilities Manager of all equipment. Equipment is maintained in accordance with HSE regulations and copies of all reports and certificates are uploaded to IRIS Assets. A qualified Electrician is used for all electric works. PAT testing is carried out by a qualified Electrician in line with national guidance. Inspections of equipment and machinery are undertaken in line with the MAT's Planned Preventative Maintenance (PPM) schedule. Daily visual checks are carried out by the Facilities Manager of all equipment. Equipment is maintained in accordance with HSE regulations and copies of all reports and certificates are uploaded to IRIS Assets. 	<p>Facilities Manager</p> <p>School Business Manager</p>

	<ul style="list-style-type: none"> • A qualified Electrician is used for all electric works. • PAT testing is carried out by a qualified Electrician in line with national guidance. 	
<p>Legionella and Water Hygiene</p> <p>Legionnaires' disease: guidance, data and analysis - GOV.UK (www.gov.uk)</p> <p>HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations</p> <p>HSE Legionnaires' Disease: A brief guide for duty holders</p>	<ul style="list-style-type: none"> • The Academy complies with the MAT Legionella Management Policy. • The Facilities Manager is the named competent person responsible for Legionella and has undertaken Legionella training and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. • The Facilities Manager carries out weekly outlet flushing, monthly temperature checks and the bi annual water risk assessment as per the PPE schedule. These checks are recorded in the water hygiene file which is stored in their office. • A legionella management plan is in place identifying exposure to legionella and the control measures in place to remain effective. • The School Business Manager will ensure that all employees are provided with suitable and sufficient information, instruction, training and supervision to enable them to perform their duties under this policy to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria. • The Senior Leadership Team will ensure that all new water systems are designed, specified, installed and commissioned to avoid, as far as is reasonably practicable, the foreseeable exposure of people to legionella bacteria or at least reduce the risk to a tolerable level. • All works on hot or cold-water systems are only carried out by competent people. • A legionella risk assessment is carried out at least every two years and appropriate action is taken to remediate any matters arising from the risk assessment. • All reports and regular checks are recorded and uploaded to IRIS assets by the Facilities Manager. 	<p>Facilities Manager</p> <p>School Business Manager</p>

<p>Lone Working</p>	<ul style="list-style-type: none"> • Employees will only work alone if absolutely necessary. • The Lone Working risk assessment is reviewed annually and shared with all employees. It is also shared on MAT-COMMON SharePoint. • The Facilities Manager will ensure that planned preventative maintenance is carried out on the security systems (Avalon intruder alarm). • Any employees who need to work alone will be aware of the lone working procedure: <ul style="list-style-type: none"> ➢ Text the Principal or School Business Manager to inform them of their arrival to the building ➢ Text regular updates (at least hourly) if in the building alone ➢ Text the Principal or School Business Manager when leaving the academy site • The academy have contracted Stonewall to monitor the alarm out of hours. Stonewall have the names and contact details of all keyholders. In the first instance Stonewall will respond to out of hours alarm calls. If Stonewall are unavailable and a keyholder has to respond they should: <ul style="list-style-type: none"> ➢ On receipt of the telephone call informing them of the sounding of the intruder alarm they should identify the caller recording their name, role and contact number ➢ Use the contact number obtained to call them back and verify the details ➢ Arrange with a responsible person (Principal or School Business Manager) to call the Police to the premises if they haven't heard from the key holder attending site that they have arrived safely, have assessed the situation and have stated their further intentions ➢ This call should be made 45 minutes after the estimated time of arrival <p>On arrival at the premises:</p> <ul style="list-style-type: none"> ➢ If the Police or Stonewall are on site make sure they have checked all sides of the building and if safe to do so, enter with the Police/Security and check all areas ➢ If the Police or Stonewall are not in attendance drive slowly around the site as much as possible checking for signs of entry including the roof and walls. If in any doubt leave the site and call the Police by dialling 999 ➢ If all appears to be safe, enter and check premises. If there appears to have been a break in leave immediately and call the Police and arrange to meet them nearby (not at academy) 	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p> <p>SLT</p> <p>Keyholders</p>
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On entering the premises:

- Note down any information displayed on the alarm system
- Check that the telephones are working. If they are not there is a chance lines have been cut – make the Police aware that the telephones are not working
- If alone and there are any signs of a break in, leave and call the Police
- If there has been a break in, re-enter the premises with the Police and note down the crime reference number for insurance purposes
 - **After checking the premises:**
- If there is no apparent break in then call the alarm company (Avalon) to arrange for an engineer to attend and investigate for faults. Obtain his/her name and note estimated time of arrival
- Notify the responsible person, who is expected to be contacted, to let them know you are safe and all is in order
- Check alarm engineers ID on arrival and note time of arrival – call the company to verify if needed
- Never leave the premises unprotected – if necessary call for other staff members to accompany you
- Ensure all written logs are completed and left in the main office
- Advise SLT as soon as is possible
- Secure the premises, set the alarm system and vacate the building

Control Measures if having to lone work:

- Working at height is not permitted at any time if working in the building alone
 - Carry a fully charged torch if working out of hours
 - Ensure employee lone working is adequately trained for the task
 - Check weather forecasts and grit hazardous walkways before ice or snow forms
 - Ensure access and egress from site are free from defects and well lit
- Ensure all risk assessments have been undertaken and have been read and understood

<p>Manual Handling</p> <p>HSE Manual Handling Operations Regulations Guidance</p> <p>HSE Manual handling at work: A brief guide</p> <p>HSE Manual handling assessment charts (the MAC tool)</p>	<ul style="list-style-type: none"> • All employees undertake online Manual Handling training as part of the induction process. • Any activities that involve significant manual handling are risk assessed and where provided, training is provided for employees. • The Principal is responsible for assessing the appropriate approach to manual handling tasks. • The academy currently has no hoists or slings for manual handling learners as our current cohort does not require them. • The Manual Handling risk assessment is available for all employees to read on the MAT-COMMON SharePoint. • Trolleys are available for transporting heavy items and step ladders are available to reach items stored at height. 	<p>Facilities Manager</p> <p>School Business Manager</p>
<p>Noise</p> <p>HSE Noise at work: A brief guide to controlling the risks</p> <p>HSE Controlling noise at work: Guidance on Regulations</p> <p>HSE Noise at work microsite</p>	<ul style="list-style-type: none"> • We comply with the Control of Noise at Work Regulations 2005. • We ensure that daily noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the facilities manager carries out periodic noise monitoring checks. • Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up. • In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas. 	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p>
<p>Physical Intervention</p> <p>DfE Use of reasonable force: Advice for head teachers, employees and governing bodies</p>	<ul style="list-style-type: none"> • The academy follows the Department for Education's guidance on the use of reasonable force to restrain learners (always used as a last resort). • Employees receive Team Teach training and it is refreshed each year. • The Behaviour Lead delivers regular training sessions to instil best practice. • Staff members require a risk assessment if they do not have in date Team Teach training • Please also read Quest Academy Behaviour Policy. 	<p>Principal</p> <p>CSC Lead</p> <p>School Business Manager</p>

<p>Play Equipment</p> <p>EN1176 playground equipment standard - RoSPA</p> <p>EN1176 playground equipment standard - RoSPA</p>	<ul style="list-style-type: none"> • A risk assessment is carried out on all play equipment and this is reviewed annually or sooner if needed. • Playground equipment meets the British safety standards BS EN1176 (playground equipment) and BS EN 1177 (Impact absorbing playground surfacing). • The Facilities Manager conducts visual checks on all play equipment as part of his daily and weekly checks. These checks are recorded and uploaded to Iris Assets. • Every three months, operational checks are carried out by the Facilities Manager. These are recorded and uploaded to Iris Assets. • As per the planned preventative maintenance schedule, all play equipment is inspected annually by a competent person. 	<p>School Business Manager</p> <p>Facilities Manager</p>
<p>Pregnancy at Work</p> <p>Protecting pregnant workers and new mothers</p>	<ul style="list-style-type: none"> • A specific risk assessment is carried out by the School Business Manager where women of learner bearing age or new and expectant mothers who may be at risk from a work process, working condition or physical, chemical or biological agent. • As soon as notified that an employee is pregnant, a risk assessment will be carried out by the School Business Manager. • Regular review of the risk assessment will be carried out, at least every half term. • Following these risk assessments, reasonable adjustments will be made to alter working conditions as necessary. • If adjustments are unable to be made then the employee will be offered suitable alternative duties for the duration of the pregnancy. • Where there is no alternative work, the MAT reserve the right to suspend the employee from work on medical/health and safety grounds, on full pay until they are no longer at risk. • Mothers may begin to feel uncomfortable as the pregnancy progresses so the academy will make reasonable adjustments such as: <ul style="list-style-type: none"> • Regular movement breaks throughout the academy day to prevent discomfort • Take regular breaks • Be mindful of the environment for potential trip hazards • Avoid lone working at all times • Avoid heavy lifting or strenuous activities/situations • Avoid direct parental contact or situations that may involve a greater risk of verbal 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>

	<ul style="list-style-type: none"> • or physical abuse • Seek further advice and guidance from Health and Safety Executive (HSE) as is necessary • The MAT Maternity Policy will be shared with the employee and should also be referred to. 	
<p>Risk Assessments</p> <p>Quest Academy uses a risk assessment process and template as a standard for risk assessment.</p> <p>Risk assessments are reviewed periodically or when there is a change in circumstances.</p> <p>Managing risks and risk assessment at work – Overview - HSE</p>	<ul style="list-style-type: none"> • Curriculum Subject Leads, the Facilities Manager, the EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented. • All employees have training on how to complete risk assessments. • Specialist risk assessments are in place for individual learners and employees as necessary. • Individual health and care plans are in place for learners and employees with medical conditions as necessary. • Risk assessments are signed off by the competent person and the Principal. • Risk assessments are available on SharePoint for all employees to access. 	<p>School Business Manager</p> <p>Facilities Manager</p> <p>EVC</p> <p>Principal</p>
<p>Security</p> <p>Academy and college security - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Risk to the security to the academy property is assessed and managed through the risk assessment process. • Members of SLT, the Facilities Manager are keyholders and have a grand master key and a code to the intruder alarm. • The intruder alarm is monitored by EMCS and managed by Avalon. • The academy contracts Stonewall to respond to any out of hours alarms. Stonewall are also a grand master keyholder. • If the alarm sounds out of hours then Stonewall are the first responder. They will assess the site and only enter if they deem it safe. If they think it is not safe to enter they will call the police. • Stonewall will contact the Facilities Manager in the first instance if there has been an issue on site and will leave a written report of their actions/reason for the alarm sounding. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p> <p>Stonewall – Security</p>

<p>Slips, Trips and Falls</p> <p>Slips and trips HSE</p>	<ul style="list-style-type: none"> • Quest Academy recognises that the main cause of accidents in the academy relate to slips, trips and falls. • It is the responsibility of the class teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear, especially fire exits. • The Facilities Manager conducts daily checks of the academy site to identify any hazards. • All employees undertake online training on Slips, Trips and Falls. • All employees are expected to read the slips, trips and falls risk assessment which is available on SharePoint. • All hazards, obstructions, spillages, defects or maintenance requirements are reported via the IRIS assets helpdesk email or in person to the Facilities team. • All employees are expected to uphold their responsibility to health and safety and be vigilant and aware of possible hazards. 	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p>
<p>Smoking</p>	<ul style="list-style-type: none"> • Smoking or vaping is not permitted anywhere on the academy grounds or in the academy building and notices are displayed to this effect. • Smoking or vaping is not permitted in any academy vehicles or on any off-site activities or visits. • All employees are made aware of the no smoking policy through the induction process. 	<p>Principal</p> <p>Facilities Manager</p> <p>School Business Manager</p>
<p>Snow and Ice – Adverse Weather</p>	<ul style="list-style-type: none"> • In the event of snow or ice, a member of the facilities team will visit the academy site to assess safety and contact the Principal with recommendations. • The Facilities Manager will take preventative measures in the forecast of bad weather to ensure the site remains open – i.e. gritting the car park and walkways, having shovels and other equipment available to clear the site. • If the Principal has deemed it necessary to close the academy then the Emergency Closure Procedure will be followed. • Family Footings will contact academy transport of the closure as well as any other visitors booked in the academy diary. • Closures will be communicated to employees and families via ParentPay (text and email). • The local radio station and Warwickshire County Council will be informed by the School Business Manager of the closure. 	<p>Facilities Manager</p> <p>School Business Manager</p>

<p>Stress and Mental Wellbeing</p> <p>HSE Work related stress microsite</p> <p>HSE Tackling work-related stress using the Management Standards approach (workbook)</p> <p>HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	<ul style="list-style-type: none"> • MacIntyre Academies Trust provides all employees with access to an employee assistance programme provider (EAP). The EAP provides a free counselling service 24/7 as well as other free advice. • There is a well-being internal committee that meet every term to discuss ideas. • One Friday afternoon a term is the employees wellbeing afternoon where we provide activities like badminton, walking, games etc. • Employees are encouraged to talk to their line manager and/or the Principal (or any other member of employees they feel comfortable with) if they are experiencing any work-related stress. • The Office Manager or School Business Manager, with the consent of the staff member, can make an Occupational Health referral to see how the academy can support the employee. • A stress risk assessment is carried out if required. • We have a Senior Mental Health Lead (SMHL) who coordinates a Quest community strategic plan to monitor and support everyone's mental health. 	<p>Principal</p> <p>School Business Manager</p> <p>Office Manager</p>
<p>Traffic Management on Site Vehicles</p>	<ul style="list-style-type: none"> • Compassionate School Coaches and other employees undertake traffic duties at the start and the end of the academy day to ensure that learners are accompanied in and out of the building and taken safely to and from their transport. • A traffic management plan is in place for vehicle movement on the academy site. • Warwickshire County Council employees come and do spot checks on transport regularly. 	
<p>Trees</p>	<ul style="list-style-type: none"> • The Facilities Manager ensures a weekly visual check of the trees condition such as fallen trees or branches. An immediate check is conducted after adverse or severe weather conditions in order to ascertain and control any obvious hazards from causing damage or injury. • A tree survey is carried out every three years and the reports are uploaded to IRIS Assets. • Remedial actions from the report are carried out in a timely manner. 	<p>Facilities Manager</p> <p>School Business Manager</p>

<p>Visitors</p>	<ul style="list-style-type: none"> • All visitors from the LA, representing a business, agency employees, contractors or other professionals (Therapists etc) will be asked to show photo identification on arrival to the academy. • All visitors enter the building via the main academy entrance and will be asked to sign in using Invenry by the office team. They will have to read and agree to health and safety procedures, safeguarding information and will be required to wear a visitor's lanyard containing their visitors pass at all times when on the academy site. • All visitors are given a safeguarding leaflet and have a reminder in their lanyard of the process should they have any concerns when on site. • Visitors will be escorted around the academy site at all times by a member of staff unless they have had the relevant checks, including a clear DBS. • The member of staff that the person is visiting is responsible for them whilst on site – this includes the event of an emergency evacuation. • Any person on the academy site who is not wearing a visitor's badge will be politely challenged by academy employees to enquire who they are and their business on site. They will then be escorted to the academy office to sign in using the Invenry system and issued with a visitor's badge and lanyard. The above procedures then apply. • In the event that the visitor refuses to comply they will be asked to leave the site immediately, SLT should be informed and will consider the information and agree next steps – whether it is necessary to inform the Police or relevant authority. • If an unknown/uninvited visitor becomes aggressive or abusive then a member of SLT should be called and the visitor will be asked to leave the academy site and warned that if they do not comply the Police will be called for assistance. 	<p>Principal</p> <p>School Business Manager</p> <p>Facilities Manager</p>
<p>Working at Height</p> <p>HSE Working at height: A brief guide</p>	<ul style="list-style-type: none"> • Employees who would be working at height undertake online training in Ladder Safety and Working at Height. • A risk assessment is in place and available to all employees on SharePoint. • Any employees who use ladders do so only if a second person is available to act as a spotter and stand at the bottom of the ladder. • Employees are not expected to stand on tables or chairs to work at height. 	<p>School Business Manager</p> <p>Facilities Manager</p>

When and How to Use Ladders	<ul style="list-style-type: none"> • All employees are encouraged to carry out pre-use visual checks on equipment and report any defects to the Facilities Manager using the helpdesk email address. • The Facilities Manager completes a ladder safety checklist every month which is uploaded to IRIS Assets. • Inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage are carried out additionally. • All staff complete working at height training. • Method statement read and signed off by staff before being allowed access to step ladders. A more detailed method statement for Facilities/IT staff in case the use of telescopic or leaning ladders is required. 	
Working from Home	<ul style="list-style-type: none"> • Employees to report any accident at home, whilst working, in the same way as if working on site. • Individual risk assessment required. • Employee's to carry out a specific DSE assessment. • Line Managers to keep in regular contact with their team whilst working from home. • All policies and procedures, where relevant, apply whilst working from home. 	Principal School Business Manager

10. Changes at previous review:

3	Review of policy – format changed in line with HSE guidance		V Scranage	Mar 2022
4	Update COVID-19 information Medication now kept in main office Add requirement for risk assessment if Team teach training is not in date Update When How to Use Ladders link and method statement Appendix A updated Added expiry dates for Fire Warden training and update staff details Grammar corrections ...continued to the right.	Glazing inspection updated to 10 years COSHH annual checks Fire door monthly checks Facilities team to attend site in bad weather query safe to open Electrical safety updated to reflect qualification to carry out works Training requirements updated	V Scranage	May 2023

5	<p>Throughout: Updated to indicate that Handsam Ltd are contracted as the Competent Person for Health & Safety. Responsibilities updated as such Section 9: Updated to include external audits every 3 years, or as required by the MAT Board. Staff details updated</p>	V Scranage	January 2024
6	<p>Throughout: Links updated Section 6: Addition of Wellbeing Section 9: Added Outdoor Education Advisors Panel (OEAP) link Added new Fire Safety HSE link under 'Fire Safety' Added new Slips and trips HSE link under 'Slips, trips and falls' Updated Person/s Responsible accordingly Removed reference to COVID-19 Updated wording of FM responsibilities under 'Trees' Method statement compliance updated under 'Working at Height' Update role of LAB H&S representative Update Fire Warden's Removal of reference to the school dog LAB H&S Rep/GCM no longer join the SBM for an Internal Audit annually</p>	School Business Manager	Mar 2025

Appendix A

This appendix will be updated as required.

Role	Name	Contact number
Principal	Laura Thackaberry	07932909754
School Business Manager	Rhiann McGarrity	07504001920
Facilities Manager	Alan Brabazon	07487618734
Educational Visits Co-ordinator	Ian White	07377990795

First Aiders	Role	First Aider training due for renewal:
Gemma Batchelor	Family Footings Lead	07/08/2028
Miah Batchelor	Class Teacher	20/01/2028
Sophie Bax	Family Footings Facilitator	20/01/2028
Matt Berry	Class Teacher	07/08/2028
Lucy Butterworth	Teaching Assistant	27/11/2028
Sarah Cahill	Enhanced Teaching Assistant	13/06/2028
Kirsty Cottrell	Higher Level Teaching Assistant	22/11/2026
Katie Dyson	Class Teacher	20/01/2028
Haidee Eardley	Teaching Assistant	27/11/2028
Kelly Fox	English & Literacy Lead	27/11/2028
Siobhan Gilbey	Class Teacher	27/11/2028
Natalie Hickton	Teaching Assistant	02/09/2027
James Horne	PSHE, SMSC, FBV Lead	09/07/2027
Sophia Lee	Teaching Assistant	27/11/2028
Rebecca Jennings	Therapy Assistant	27/11/2028
Mark Matthews	Compassionate Schools Coach Lead	07/08/2028
Hannah Newman	Family Footings Facilitator	20/01/2028
Aron Nicholds	Class Teacher	27/11/2028
Shona Parkin	Teaching Assistant	27/11/2028
Ella Postlethwaite	Teaching Assistant	27/11/2028
Sam Rouse	Class Teacher	27/11/2028
Chrissy Smith	Enhanced Teaching Assistant	02/09/2027
Toby Stephenson	Compassionate Schools Coach	20/01/2028
Osburh Stockwell	Class Teacher	27/11/2028
Abby Thomas	Key Stage 2 Lead & Class Teacher	27/11/2028
Zoe Thompson	Class & Music Teacher	27/11/2028
Cathy Ward	Higher Level Teaching Assistant	27/11/2028
Jordan Wilkins	Compassionate Schools Coach	27/11/2028
Stephen Wragg	Teaching Assistant	27/11/2028

Fire Wardens	Role	Fire Warden training due for renewal:
Alan Brabazon	Facilities Manager	18/10/2026
Katie Fish	Key Stage 3 Lead & Class Teacher	06/01/2027
James Horne	PSHE, SMSC, FBV Lead	16/07/2026
Alex Leigh	Assistant Principal	09/01/2028
Ben Makins	Deputy Principal	29/04/2026
Rhiann McGarrity	School Business Manager	13/05/2026
Leanne Neasham	Family Footings Facilitator	11/07/2026
Hannah Newman	Family Footings Facilitator	04/03/2027