



*Nourishing the fitrah of each unique child*

## Health and Safety Policy

*“If anyone saved a life, it would be as if he saved the life of all mankind...”*

(Suratul Maidah: 32)

Updated: January 2024	Review date: January 2025	Health and Safety Officer: School Administrator
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Adopted: January 2024

Review date: January 2025

## Health and Safety Policy

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## School Statement Of Intent

At **Unique Academy**, we recognise our responsibility for the health, safety and welfare of our employees, the children in our care, contractors working for us and for anyone else whose health and safety could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

The School Leaders are aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, children in our care and anyone else. We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our staff.
- Providing and maintaining safe, suitable building and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our staff
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.
- We also recognise our duty to co-operate and work with other employers and workers, when they come onto our premises, to ensure the health and safety of everyone at work.
- To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others.

These duties are explained on first employment, at induction. A Handbook, setting out their duties and specific health and safety rules is given to each employee.

Signed by:

***H Mbombo***

Headteacher

Date: 01/01/2024

**This policy will be reviewed by the Trustees and the Headteacher:**

- after government guidelines are updated
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.



## Health and Safety Management Structure

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the trustees carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. The Health and Safety management structure of our school is shown below.



## Roles and Responsibilities

The Head Teacher always has overall responsibility for health and safety matters and they will need to take action on the key points listed below. In managing health and safety matters emphasis is placed on key staff for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

## Trustees

The Trustees recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- one member of the trustees is nominated to act as the representative for health and safety and site management

## Headteacher

The Headteacher takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the trustees to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the trustees are aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken



## Employees

**Unique Academy** employees, whether they are fixed term, contract, or permanent take the responsibility to:

- Ensure that our policies and procedures are read, understood and followed at all times.
- Follow signing in and off site procedures at all times
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided in the interests of health and safety.
- Visually inspect resources and PPE before use.
- Ensure that resources and PPE are maintained, used and stored as advised by the manufacturer
- Follow all safety instructions and guidance when using equipment and resources.
- Report any near misses, incidents, accidents and non-conformances to the Headteacher.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written safe systems of work including risk assessments and their requirements.
- Follow the safety instructions given by the senior leadership.
- Ensure not use work equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Consult on health and safety matters and investigations to ensure a safe working environment is established. Seek advice from senior leaders on any issues relating to health and safety at work.
- Obey all safety signs, general rules and arrangements.

Volunteers at the **Unique Academy** have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

## Pupils

While **Unique Academy** staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school. This can be found in the school behaviour policy and **section 2.2** of this policy.

**Unique Academy's** behaviour policy can be accessed onsite upon request.

## General Arrangements To Establish, Monitor, And Review Measures Needed To Meet Satisfactory Health And Safety Standards

**Unique Academy** implements specific arrangements for health and safety provision in relation to different aspects of the school and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

- How safety is planned and managed
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison regarding safety tests and inspections
- Maintenance of equipment, etc
- Provision of protective equipment



## Relevant Legislation

Here we have set out a list of documents, statutes and regulations affecting health and safety at work that are currently in force. In most cases, Health and Safety legislation requires common sense to identify the reasonably practicable precautions necessary to avoid the risk of injury or ill-health at work.

- Building Regulations 2010 (as amended)
- Building Safety Act 2022
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended
- The Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation)
- Confined Spaces Regulations 1997
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Major Accident Hazard Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010 Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018 Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings)
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007
- (REACH) Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended) Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)



## Safe Behaviour And School Code Of Conduct

**Unique Academy** is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school **behaviour policy**.

## Reporting of injuries, Diseases and Dangerous Occurrences

**Unique Academy** will meet the statutory requirement RIDDOR (2013) in reporting injuries, diseases and dangerous occurrences that happens within the school to the Health and Safety Executive and applies to pupils, staff, and visitors. The Head-teacher will be the 'Responsible Person' for reporting incidents.

## Maintenance Of Safety Records

**Unique Academy** strives to maintain accurate and up-to-date safety records as a key part of an effective health and safety provision. The section below outlines our school's safety records.

## Health And Safety File

**Unique Academy's** health and safety file is readily available for inspection. A hard copy of all health and safety records are printed out for the file and backed up with an electronic copy. The file serves as the central health and safety record for the school. Details of the following are kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Health & Safety Coordinator, first aiders (include date certificates expire), fire wardens
- A register of risk assessments completed for the school
- Copies of risk assessments including (where applicable):
- COVID-19 risk assessments
- General risk assessments;
- COSHH assessments;
- Display screen equipment workstation assessments;
- Fire risk assessments;
- Lone working;
- Completed accident records sheets
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections;
- Inspection and statutory examination reports relating to equipment
- Maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.];
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;
- Copies of memos and reports received following visits from Health & Safety Services staff.

**Unique Academy** keeps records of health and safety incidents for 6 years. **Unique Academy** examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.



## Safety Review, Monitoring, And Evaluation Procedure

Our responsibility table below shows how we have allocated responsibility for the management of particular health and safety issues to named people or positions.

**Key :** HT - Head Teacher HSO - Health and Safety Officer PO - Premises Officer Tchrs - Teachers.

Safety Arrangements	HT	HSO	PO	Tchrs
Managing Safety And Health At Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accident, Incident, Ill-Health Reporting And Investigation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Workplace Health And Safety Consultation	<input checked="" type="checkbox"/>			
Risk Assessment And Hazard Reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Occupational Health And Health Surveillance	<input checked="" type="checkbox"/>			
Substance And Alcohol Abuse	<input checked="" type="checkbox"/>			
Purchasing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
New And Expectant Mothers	<input checked="" type="checkbox"/>			
Lone Working	<input checked="" type="checkbox"/>			
Health and Safety Training	<input checked="" type="checkbox"/>			
Health and Safety Of Visitors	<input checked="" type="checkbox"/>			
Personal Protective Equipment		<input checked="" type="checkbox"/>		
Employing Agency and Temporary Staff	<input checked="" type="checkbox"/>			
Safe Systems of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Action on Enforcing Authority Reports	<input checked="" type="checkbox"/>			
Equality And Disability Discrimination Compliance	<input checked="" type="checkbox"/>			
Health And Safety Information For Employees	<input checked="" type="checkbox"/>			
Fire Safety - Arrangements And Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
First Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Welfare, Staff Amenities, Rest Rooms And The Working Environment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Housekeeping And Cleaning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pest Control			<input checked="" type="checkbox"/>	
Building Services			<input checked="" type="checkbox"/>	
Control Of Hazardous And Non-Hazardous Waste		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Access, Egress, Stairs And Floors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Safety Arrangements	HT	HSO	PO	Tchrs
Windows, Glass And Glazing In The Workplace	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Workplace Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Water Temperature Control		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Premises	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Electrical Safety		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
The Provision, Use And Maintenance Of Work Equipment			<input checked="" type="checkbox"/>	
Hand Tools			<input checked="" type="checkbox"/>	
Office Equipment	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Storage Of Chemical Substances And Agents			<input checked="" type="checkbox"/>	
Control Of Flammable Liquids			<input checked="" type="checkbox"/>	
Slips, Trips And Falls	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Lifts And Hoists			<input checked="" type="checkbox"/>	
Work At Height	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Workplace Transport Management And Pedestrian Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Occupational Road Safety		<input checked="" type="checkbox"/>		
Safety In Food Preparation Environments		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Infection Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Wruld (Work Related Upper Limb Disorders)	<input checked="" type="checkbox"/>			
Manual Handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Display Screen Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Legionella Control		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Use Of Chemical Agents And Substances		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Asbestos At Work - Survey, No Acms, No Off-Site Risk	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Stress In The Workplace	<input checked="" type="checkbox"/>			
Aggression And Violence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dermatitis	<input checked="" type="checkbox"/>			
Playgrounds	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Work With Children	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>



Safety Arrangements	HT	HSO	PO	Tchrs
Educational Visits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Schools And Nurseries	<input checked="" type="checkbox"/>			
Contractor Control And Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Construction Design And Management Client			<input checked="" type="checkbox"/>	

### Monitoring

Compliance with this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Head Teacher has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate. People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review. Monitoring and review help us to check the effectiveness of our Safety Management System.

## Accidents

### Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On school premises, this may mean reporting to the school reception. A first aider should make an assessment of the injury as soon as possible.

If an ambulance is required, it will be ordered by the school reception staff unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescription medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school reception area. Any medicine administered in school will be recorded. All supporting documentation for recording and reviewing individual medical plans can be found in **Unique Academy's First Aid and Medicines Policy.**

### Recording an accident

**Unique Academy** has accident forms which are stored in the school reception area. This is used to record **all** accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school's health and safety file according to the General Data Protection Regulation. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded and reviewed by senior leaders. The Trustees will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.



## Investigation

An investigation may be launched by the Trustees in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior leaders may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## Lone workers

### Staff

There will be some situations where staff at **Unique Academy** will be working alone or one to one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one intervention sessions. There is an increased risk to the health and safety of lone workers and **Unique Academy** has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

#### ***Risk of violence:***

- Staff must not arrange meetings with parents or members of the public when alone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when alone working.

#### ***Communication:***

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when alone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

#### ***First aid:***

- For those working on our premises, first aid kits can be found in the school reception area and staff room.

#### ***Emergency procedures:***

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Headteacher or the emergency services.

#### ***Access and egress:***

- Staff are required to consider weather conditions before coming into and while at work.



### **Guidance for keyholders attending alarm calls after hours:**

The Headteacher and one other Trustee are keyholders within the school and either can attend alarm call outs after hours. The school advises that keyholders:

- do not attend an alarm call out alone when reasonably practicable
- do not enter the building if alone
- look out for corroborative evidence of intruders
- take necessary action, e.g., call the police.

#### **What to take**

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan, but it would be useful to show:
  - entry/exit points for people and vehicles
  - areas where computers/valuables are located.

This is useful for the police if they are required to attend the scene.

- A mobile phone, in order to summon assistance in an emergency without having to enter the building

#### **Risk assessment**

- On attending the site, keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

#### **What to check**

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc
- Evidence of flashlights being used, or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
  - Check the inside of the premises to eliminate signs of a forced entry.
  - Switch on appropriate lights and proceed to re-set the alarm.
  - If evidence of an intruder is discovered, withdraw and contact the police.
  - Try not to disturb the scene.

### **Unacceptable lone worker activities**

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height**
- **Manual handling of heavy or bulky items**

### **One-to-one lessons**

It may be that a member of staff is working alone with a pupil, for example, in a one-to-one reading intervention lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

**Staff who are involved in one-to-one working, wherever possible, should do the following:**

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.



- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

**It is especially important to ensure that the pupil always feels at ease and that they do not misconstrue actions or intentions.**

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names, dates and times etc.

You can find information about the safeguarding provision in our school in our **Child protection and safeguarding policy**.

## **Pupils**

Pupils must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised
- All pupils unless supervised should vacate the site before 4.00pm
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

## **Building And Site Maintenance**

The Nominated Trustee for Site Management, the Headteacher and School Administrator are responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The School Administrator is the named person responsible for reporting any health and safety concerns relating to the school premises. They will coordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (**see section 3**).

## **Environmental Statement**

**Unique Academy** recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

## **Fire Safety And Evacuation Procedures**

**Unique Academy** carries out whole school fire drills regularly each term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.



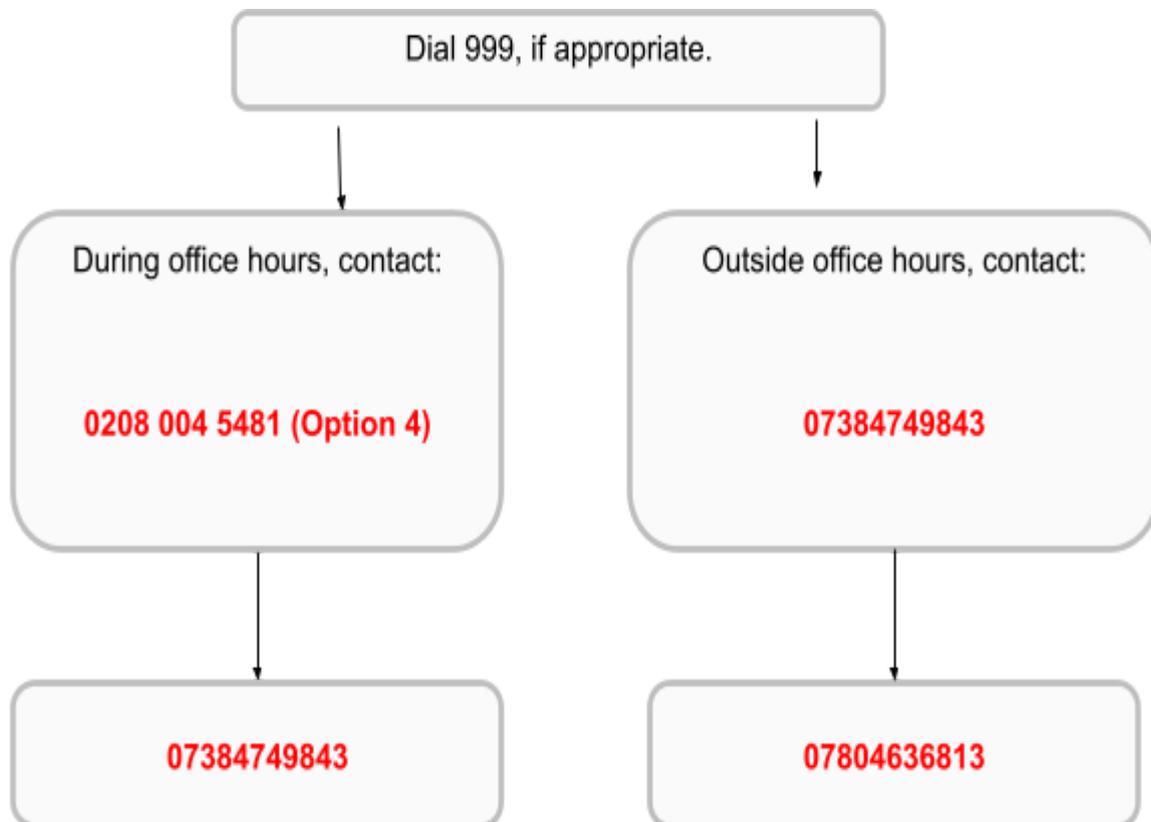
## Emergency Procedures

In the case of an emergency situation, the **Unique Academy** will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the **Unique Academy** will carry out the emergency procedures as described below:

The Headteacher or senior person present should follow the instructions below.

1. **Assess the situation and establish a basic overview of the incident.**
2. **Take immediate action to safeguard pupils, staff and visitors.**
3. **Attend to any casualties and administer first aid, if appropriate.**
4. **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

1. **Fetch any equipment that may prove useful (e.g. first aid kit, grab bag).**
2. **Log all communications and actions.**
3. **Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.**
4. **Refer to the list of emergency contact numbers for additional support if required.**
5. **Where possible, avoid closing the school and try to maintain normal routines.**



Emergency Plan templates accompanying this policy are available.

## Bomb Threats

### Actions to be taken on receipt of a bomb threat

1. **Remain calm and talk to the caller**
2. **Note the caller's number if displayed on your phone**
3. **If you are able to, record the call**
4. **Write down the exact wording of the threat**
5. **Inform the Headteacher**
6. **Dial 999 and inform police**

### Action to be taken on receipt of a bomb threat sent via social media

1. **Do not reply to, forward or delete the message**
2. **If sent via email note the address**
3. **If sent via social media what application has been used and what is the username/ID?**
4. **Dial 999 and follow police guidance**
5. **Preserve all web log files for the school and to help the police investigation (as a guide 7 days prior to the threat and 48 hours after)**

## Lock down procedure

'Stay Safe' principles (Run Hide Tell) give some simple actions to take in the event of a firearms and weapons attack.

### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

### Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so



## Emergency Communications

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. **Unique Academy** advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

**It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.**

**How the school communicates with parents/families/carers during an emergency:**

- **Unique Academy** will update the answer machine message regularly with information on the emergency which can inform and reassure parents/carers whilst reducing the burden on office staff. The school will consult the emergency services about what information can be provided to pupils and parents/carers.
- Specifically, designated phone lines for incoming and outgoing calls should be used to maintain communication with other organisations (e.g. the emergency services)
- Those who have been directly affected by the incident will be notified personally (either by a telephone conversation or face-to-face).

A log of communications will be maintained so as not to disturb people by contacting them more than once if it is not necessary. Methods of informing parents/families/carers will also include:

- Email or text messages
- School Website
- Telephone
- Notices on the school gate
- Person at the entrance to the school to explain issues

**Unique Academy** will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

## Health And Safety Training

Effective health and safety training is key to good health and safety practice. **Unique Academy** takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

## Workplace Safety

**Unique Academy** will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to the School Administrator who will record, action and report the matter to the Headteacher.



## Display Screen Equipment (DSE)

**Unique Academy** recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.

Staff are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.

Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.

Regular breaks are taken when working with DSE.

**Unique Academy** encourages that staff, pupils, and volunteers or visitors report to the School Administrator any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

**Unique Academy** promotes good DSE health and safety by encouraging staff and pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

<b>Workstation</b>	<ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as the screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable and five-star base chair.</li> <li>✓ Seat back, armrests and backrest to be height adjustable.</li> <li>✓ 2-3" of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<b>Healthcare</b>	<ul style="list-style-type: none"> <li>✓ Carry out exercise programmes on a regular basis plus specific movements throughout the day.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>
<b>Job Design</b>	<ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from the screen.</li> <li>✓ Ensure you have training in software and know how to set up a safe workstation.</li> </ul>



## Posture

- ✓ Adjust seat height to ensure thighs and forearms are horizontal.
- ✓ Desk just below elbow height.
- ✓ Align hands with forearms. Minimal deviation of wrists.
- ✓ Adjust your backrest to support the lower back.
- ✓ Sit right back in the chair to maintain good lumbar support.
- ✓ Keep your head in a natural upright position.
- ✓ Do not slouch. Maintain an upright position.
- ✓ Head, neck, shoulders and hips to be in alignment.
- ✓ Use a footrest if feet do not touch the floor.
- ✓ Rest arms and hands whenever routine allows.
- ✓ Space under desk for postural change, no obstacles
- ✓ Top of screen at eye level.

## Manual handling

**Unique Academy** operates in accordance with the *Manual Handling Operations Regulations (1992)*. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. **Unique Academy** will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Headteacher and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While **Unique Academy** takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. **Unique Academy** expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to their line manager immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform their line manager if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

## Machine maintenance

**Unique Academy** operates in accordance with the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. These regulations require that the work equipment in is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and



- takes appropriate **'software' measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

All staff are responsible for monitoring hardware in their rooms and report any defects to the School Administrator who will in turn inform the Headteacher who is responsible for machine maintenance.

## Control Of Substances Hazardous To Health (COSHH)

There are areas in our school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions **Unique Academy** takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the school reception area. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.

## Occupational Health Services And Managing Work-Related Stress

**Unique Academy** takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their line manager or a member of the senior leadership team, and the school will do everything that it can to support them.

Our work-related stress management strategies include:

- Provision of free, confidential counselling
- Stress risk assessments and action plans
- Health & Wellbeing workshops
- Encouragement of employees to recognise potential stressors and inform line managers
- Line managers required to work with employees to identify causes and effects of stress
- 1-2-1's/Team Meetings
- Appraisals – up to date job descriptions and clear objectives
- Ensure support policies are in place and the availability communicated to all staff e.g. Flexible Working Policy and Procedure; Working Time Regulations etc
- Staff Survey outcomes
- Sickness Absence Monitoring
- Return to work meetings from sickness absence
- Flexible working
- Changes in ways of working
- Provision of additional sources of support where possible



## Policy And Procedures For Off-Site Visits

**Unique Academy** school trips, off-site visits and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Headteacher will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- She assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel
- a sufficient level of insurance is in place
- The group leader reports back after the visit.

**In the supporting document for health and safety for off-site visits, you will find full information on:**

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- off-site risk assessments

## Selecting And Managing Contractors

It is vital that any company or persons invited into the **Unique Academy** under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

It is the Trustees responsibility to select and oversee the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read **Unique Academy's child protection and safeguarding policy**.

## Security

Security at **Unique Academy** is a vital component of good health and safety, and we want pupils, staff and visitors to feel safe in our school. In order to achieve this, we have the following security measures in place:

### Staff:

- Staff based in school are the only staff to know the passwords to all hardware in the school.
- Staff contact the reception area staff or senior staff in an emergency.
- Staff have meetings with parents with another member of staff present.
- All staff must challenge visitors who are not wearing a visitor's badge.

### Visitors:

- All visitors, including contractors, come to the main school reception area, report to the School Administrator, sign in the visitors' book and wear a visitor's badge.
- All parents make an appointment to meet with a member of staff. To follow the same procedure as above.
- All other services based in the School must sign in at the office.
- Parents are reminded of our security strategies on a regular basis through "Premises, Health and Safety" Newsletters written by the Headteacher.
- All staff must ensure that the people trying to gain entry to the School should enter via the Reception area.

### Hardware:

- All external doors to be kept closed (doors can be opened internally but not externally).
-



- All rooms containing equipment that may pose a risk to be kept locked - caretaker's room, I.T. server room, parents' room, science cupboard, telephone room, I.T. room, school kitchen and rooms containing cleaning equipment.
- All windows to be secured. They do not open fully.

#### **Outside School:**

- School gates to be kept locked out of school hours.
- School gates to be kept closed and bolted during school hours.
- Children must not play in areas marked as out of bounds - by the school gates and by the school sheds.
- All staff to challenge visitors on the school grounds during playtimes.

#### **Security of Equipment:**

##### **Inside School Building**

- All expensive, portable equipment to be marked as belonging to the **Unique Academy**
- All valuable and recognisable equipment to be photographed.
- The infra-red intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.

##### **Outside School Building**

- Climbable walls and drain pipes to be coated with anti-climb paint and inspected regularly.
- Security fencing to prevent intrusion.
- Security of Staff, Visitors, Pupils and Equipment during whole-school events.
- All CD's, cameras and personal belongings to be stored in storage containers and locked in a cupboard by the Headteacher's office.
- Staff to meet with parents in the Reception area

#### **Monitoring of strategies**

- Informally through verbal reports from staff and visitors.
- Formally through weekly "Premises, Health and Security" meetings.
- All staff take shared responsibility to ensure the security strategies are implemented.

## **Risk Assessment**

**Unique Academy** undertakes effective risk assessment and health and safety checks to ensure that all school staff are confident and familiar with carrying out risk assessments and recording and reporting risks. We take the risk assessment 5 steps process to evaluate and mitigate risks. These 5 steps are:



## **School Risk Assessment Matrix**

At **Unique Academy**, risk assessments are stored in the school reception area and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing



- after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

Probability Rating - Likelihood		
very likely	Likely to occur immediately or in the short term	4
Likely	Could occur in time, or if repeated enough	3
Unlikely	Though unlikely, may occur over time	2
very unlikely	Unlikely to occur	1

Severity Rating		
very serious	Single or multiple fatalities, widespread illness, large scale property/equipment damage	4
serious	Serious injury or illness, serious property/equipment damage	3
significant	Significant injury or illness, significant property/equipment damage	2
minor	Minor injuries and/or illness, minor property/equipment damage	1

### Risk Assessment Matrix

X	1	2	3	4
1	1 Insignificant/Trivial	2 Low/Trivial	3 Tolerable	4 Tolerable
2	2 Low/ Tolerable	4 Low/Tolerable	6 Medium/Substantial	8 Medium/Substantial
3	3 Low/Tolerable	6 Medium/Substantial	9 Medium/Substantial	12 High/ Intolerable
4	4 Low/Tolerable	8 Medium/Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 – 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 – 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 – 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1

**Unique Academy** carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but **Unique Academy** does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out. Additionally, all visits outside the school environment have a completed formal risk assessment signed by the Head Teacher before the visit can take place.

Signed by:

*H.Mbombo*

Headteacher

Date: 01/01/2024