



# Castle View Enterprise Academy

## Health and Safety Policy

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| <b>Date Ratified by Governing Body</b> | 05 December 2025 |
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### SIGNATURES:

|                           |                       |
|---------------------------|-----------------------|
| <b>Principal</b>          | <i>Mrs J. Owens</i>   |
| <b>Chair of Governors</b> | <i>Mrs H. Mottram</i> |

## **General Statement of Health and Safety Policy**

The Academy Governing Body is committed to achieving a positive and effective health and safety culture throughout the Academy. This document sets out the policy for protecting the health and safety of its employees, students and others, i.e. members of the public, visitors and contractors etc. who may be affected by the work and curricular activities of the Academy. The breadth of the activities undertaken by the Academy presents many varied health and safety risks. It is essential, therefore, that the Academy board have effective health and safety management strategies throughout its services.

The Academy Governing Body aims to achieve a level of excellence in managing health and safety above and beyond compliance with legal standards. It is our aim to eliminate all work-related accidents, injuries and illnesses to any person, or damage to property that may result from our activities. Unsafe events, whether they result in property damage or injuries, may represent failures in control systems. All such instances will be investigated to improve controls and measure performance.

All Academy employees have a role to play in achieving and maintaining success as well as striving for improvement in performance.

The Academy Governing Body will: -

- Work on the principle that work-related accidents, injuries, dangerous occurrences and ill health conditions can be prevented, and actively promote amongst all those associated with the Academies activities, the high standards of health and safety consciousness, discipline and individual accountability that this principle demands.
- Recognise the vital importance of the continued commitment of all employees to the highest standards of health and safety and ensure we have the necessary skills and support to achieve this.
- Actively promote employee participation and co-operation in establishing and maintaining measures to improve health and safety at work.
- Ensure through a systematic risk assessment program, that risks associated with the Academy's activities are identified and then eliminated, reduced, or adequately controlled.
- Provide adequate finance and resources to successfully achieve our goals.
- Recognise that an effective health and safety culture and management system will benefit the Academy, reducing financial and resource losses.
- Require that any company contracted to work for the section apply health and safety standards that are fully consistent with our own.
- Provide sufficient information, instruction, training, and supervision for all employees.

All employees are encouraged to develop a culture which promotes a healthy and safe working environment by implementing the Health & Safety Policy and introducing a comprehensive system of communication (formal and informal) which together ensure an adequate flow of information, throughout the Academy, thus encouraging a pro-active approach to all health and safety issues.

We will demonstrate our commitment to a healthy and safe work environment by using the visible behavior of managers and other employees, the written word, and face to face discussion. We will use existing management and communication systems to ensure that health and safety information is appropriately disseminated and acted upon. These systems will be supplemented with additional strategies if assessed as necessary.

We recognise that for this policy to be effective, the management of health and safety must be fully integrated into the decision-making process, and given status at least equal to other areas of the Academy's activities and undertakings

This policy will be reviewed at least annually to establish its effectiveness and amend where appropriate.

### **Role of the Board of Governors**

The Board of Governors is responsible for health and safety for the Academy. They will demonstrate a commitment to pursuing high standards of health and safety by integrating the principles of risk management into general business activities.

Specifically with responsibility for: -

- Compliance with the requirements of relevant health and safety legislation and the Academy's Health and Safety Policy;
- Production of an annual plan detailing health and safety objectives with key tasks and target dates;
- Consultation with Health and Safety Advisers in the Corporate Health and Safety Team to ensure compliance with legislation. Sunderland City Councils Corporate Health and Safety Team have been appointed as the Academy's competent source of health and safety advice and guidance;
- Implementation of a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all Academy activities, as necessary and not less than annually;
- Allocation of adequate resources and ensuring the provision of necessary finance to improve and maintain health and safety standards when proposing the Academy's annual budget;
- Ensuring that there are systems in place to ensure that all employees of the Academy are competent to fulfill their designated duties, and procure any necessary training and supervision to support the development of competence;
- Consultation with employees to ensure a joint approach to health and safety in the workplace and co-operate with recognised trade union health and safety representatives to enable them to fulfill their function;
- Bringing this policy to the attention of all Academy employees and undertaking a review and update of the policy at least annually;
- Informing the Corporate Health and Safety Team immediately of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice, or prosecution made by an HSE Enforcement officer;
- Implementation of a system for periodic audit and review of the Academy's health and safety performance.

### **The Academy Principal**

The Principal is responsible for ensuring that the health and safety standards within the Academy are exemplary.

The Academy Principal will: -

- Comply with the standards identified in the Academy's health and safety policy and associated codes of practices and propose improvements and amendments as appropriate;
- Monitor progress in achieving the objectives and tasks agreed by the Board of governors and its Partners;
- Ensure risk assessments are undertaken and reviewed as appropriate;
- Ensure employees, including non-permanent employees and agency workers, are competent and have sufficient resources allocated to discharge their health and safety duties;
- Ensure that a system is in place to undertake health and safety training needs analysis for all employees and to ensure all employees receive induction, job specific, and refresher training where appropriate;
- Ensure all accidents, assaults, dangerous occurrences and "near misses" are reported and investigated in line with agreed procedures;
- Incorporate key health and safety responsibilities into individual job descriptions and objectives, indicating individual levels of responsibility;

- Ensure health and safety systems and procedures are periodically monitored;
- Inform the Academy Governing Body and the Corporate Health and Safety Team of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by an HSE Enforcement officer;

### **Senior Leadership Team (SLT)**

The Academy's Senior Leadership Team (SLT) will monitor the delivery of health and safety policies and procedures. They will provide leadership and direction for health and safety issues and may be asked to lead or support health and safety initiatives in their service areas. They will ensure that health and safety is integrated into the day-to-day management of the academy and provide the Principal and Board of Governors with assurance that health and safety is being appropriately managed.

SLT members will undertake health and safety tours to promote a top-down approach to show their commitment to health and safety in their service areas.

### **Directors of Subject**

Directors of Subjects are responsible for the Health and Safety in their own departments with the assistance of the Operations Manager, SLT and with support from Sunderland City Council's Health & Safety Team.

Directors of Subjects must contribute to the overall Health and Safety procedures of the wider Academy and will be provided with suitable and sufficient resources to do so.

### **Operations Manager**

The Operations Manager, under the delegated responsibility of the principal, is responsible for the day-to-day management of Health and Safety at the academy. These duties include: -

- Coordinate the systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all areas of the Academy's activities, as necessary and not less than annually.
- Coordinate and manage health and safety training records and competency standards for all employees of the academy.
- Act as the Academy's Display Screen Equipment Coordinator (DSE) ensuring all staff complete DSE assessment with records held.
- Coordinate the periodic audit and review of the Academy's health & safety performance.
- Liaise with Sunderland City Council Health & Safety Team to ensure compliance with legislation.
- Undertake general risk assessments, with the involvement of employees and ensuring that the findings of risk assessments are implemented.
- Communicate the content of risk assessments and safe methods of work to employees.
- Ensure employees have adequate training in order that they may undertake their tasks safely without endangering themselves or others.
- Ensure that all plant and equipment used is adequately tested, maintained and that comprehensive records are kept of all tests.
- Ensure that all employees are aware of the action to take when equipment becomes defective.
- Monitor health and safety performance
- Investigate all incidents with the aim of identifying the cause, and the appropriate remedial action to prevent a recurrence.
- Consult and co-operate with appointed safety representatives.

- Ensure that the Principal and Board of Governors is kept informed of relevant health and safety issues, especially those with resource implications and those that require input and approval of the governors.
- Prepare reports identifying trends and appropriate remedial action.

## **Employees**

All employees of the Academy, including non-permanent employees and agency workers, have a responsibility to: -

- Adhere to the requirements of risk assessments and also comply with all safe working practices.
- Make full use of appropriate equipment, personal protective equipment and all safety devices.
- Report any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for the health and safety of themselves and of any other person who may be affected by the way they undertake their work.
- Co-operate with the Academy Board so as to enable them to carry out their responsibilities for the management of health and safety.
- Not intentionally or recklessly interfere with or misuse equipment and materials provided in the interests of health, safety and welfare.
- Co-operate in all consultations regarding health and safety.

## **Sunderland City Council (SCC) Health and Safety Team**

Castle View Enterprise Academy has a Service Level Agreement (SLA) with Sunderland City Council (SCC) to provide Health & Safety guidance. This team of health and safety specialists can provide a central support service to all colleagues at the college, with the Operations Manager acting as a liaison. Through periodic inspection the SCC Health and Safety team are responsible for:

- Advising the Academy on the implementation of current health and safety legislation, best practice and corporate policy.
- Inspecting the Health and Safety Procedures in the Academy.
- Providing advice to colleagues on all aspects of health and safety.
- Provide a system for the academy to report accidents, near misses, first aid incidents and sports injuries. This is done online using the Incident Reporting (IR1) process.
- Assisting managers to investigate accidents and near misses.
- Providing health and safety training for staff.
- Liaising with enforcement agencies.

## **SPECIFIC PROCEDURAL ARRANGEMENTS IN PLACE AT THE ACADEMY**

The academy's health and safety arrangements are contained in a series of Health and Safety Procedures which set out what it expects to be achieved for each individual health and safety topic. The procedures explain responsibilities, the process, forms and any records used for different topics e.g. risk assessment, first aid etc.

These procedures, considered as Castle View Academy policy, are live documents subject to amendment at least annually. The procedures cover the following topics:

### **1. The Management of Health & Safety**

The Principal and staff recognise that, like any work activity, health and safety must be managed proactively in Academy. The ultimate aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of students is particularly important given their inexperience and different perception of risk. Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the academy. All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in the academy. Liaison is achieved with the Governors by making minutes of meetings available if required.

### **2. Risk Assessments**

Castle View Enterprise Academy has followed the Sunderland City Council's guidance in developing generic risk assessments that are site specific to the Academy and to specific teaching areas. Copies of Risk Assessments relating to specific areas, activities or subjects can be provided on request.

### **3. Control & Management of Contractors & Reporting Repairs**

Staff are responsible for reporting any outstanding repairs to the Facilities Team by email or directly with the Operations Manager or facilities staff. In particular, damage to any areas presenting an immediate risk must be reported promptly, with action taken to make areas safe on a temporary basis.

### **4. Management of Asbestos**

The Principal (Joanne Owens) and Operations Manager (David Purvis) are designated Site Asbestos Management Officers (SAMO). Castle View Enterprise Academy has a specific Asbestos Management Plan which is located at reception but can also be supplied electronically on request. All contractors who may disturb the fabric of the building are required to view and sign the asbestos register.

### **5. Violence & Aggression: Reporting Procedures**

All appropriate staff are Team Teach trained. The Academy will address any bullying, aggressive or violent behaviour. Radios and telephones are available in most areas. Any violence from external persons will be logged and reported to Police. An IR1 Incident Report will be completed for any instance of violence at work. Letters are sent by the Principal where behaviour does not meet expectations.

### **6. Accident Reporting**

All accidents to employees, visitors and pupils will be reported on Sunderland City Council's Incident Report Form (IR1) which is available on-line. Student Services and the Operations Manager will assist in the completion of these forms, which may initially be paper-based, but the Operations Manager is responsible for their electronic submission.

## **7. First Aid Arrangements**

There are several first aid qualified staff in the academy with copies of their certificates are held on file. Most first aid equipment is held in the Student Services office, with first aid assistance requested using staff walkie-talkies. Staff must observe the procedures in place. The First Aid Policy for Castle View Enterprise Academy is available on request.

## **8. Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended, and must not present a risk to the health and safety of the user or others. Our risk assessment has shown that only work equipment presenting a significant risk is the use of ladders by Facilities staff, who have received appropriate information, instruction and training in their use.

## **9. Display Screen Equipment**

All Staff have been issued with information about the risks associated with DSE use and understand how to control these risks. This includes DSE assessment training for any users and the academy is committed to providing equipment identified as a need following this assessment, with agreement by Sunderland City Council's Occupational Health Team where appropriate.

## **10. Personal Protective Equipment**

The Operations Manager (David Purvis) will arrange for the Academy to purchase PPE for any employee, determined as required following risk assessment. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **11. Manual Handling**

All manual handling tasks are eliminated where possible, or the risk to those involved is reduced as far as is reasonably practicable by changing the organisation of works (e.g. storage arrangements), use of mechanical aids or division of tasks. The majority of manual handling is carried out by Facilities staff, who have received specific health and safety training in this respect.

## **12. Fire: Precautions & Emergency Procedures**

The academy has a separate comprehensive Fire & Evacuation Policy. This is sent to all staff with regular reminders to familiarise themselves with evacuation routes and meeting points. Key staff have received Fire Warden Training and are aware of their roles during evacuation.

Staff must ensure that fire escape routes and final exit doors are kept clear at all times and emergency signage and fire alarm call points must remain unobscured.

A record of risk assessment, tests and procedures is held on paper and electronically.

## **13. Control of Substances Hazardous to Health**

Substances classified under COSHH Regulations are used in Science, Design Technology, Art and Food Technology teaching areas, where specific measures are in place and records held. Facilities, Kitchen and

cleaning staff also use chemicals and substances classified under COSHH regulations with records held by the Operations Manager. COSHH Certificates for individual substances are located where they are stored.

#### **14. Electricity at Work**

The mains electrical system at Castle View (referred to as Fixed Wire testing) is tested in full every 5 years, with a rolling programme of 20% tested annually due to the size and scope of the academy infrastructure. The last programme of testing was completed by John Cullerton and Sons in August 2025.

Portable electrical equipment is subject to annual examination, with the last testing by DRA Pat Testing Limited in April 2025.

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

#### **15. Prevention & Control of Legionella**

The Academy holds extensive Legionella testing records that are available on request. A daily programme of flushing and temperature checks take place by facilities staff, with records of periodic external testing also held on file.

Records are also held for all testing of the Academy swimming pool.

#### **16. Playground Safety**

All staff are responsible for the safety of children in the playground. There is always supervision by several staff at breaktimes with a first aider on duty.

Any person on the academy site should be questioned by staff and any concerns must be immediately reported to the designated Safeguarding Lead.

The quality of the playground surfaces is regularly checked. However, staff should report damage or tripping hazards immediately to facilities staff.

SportsSafe UK complete an annual inspection of internal sports equipment, with the last inspection in May 2025

#### **17. Vehicle Movement on Academy Premises.**

Castle View Enterprise Academy operates a one-way system, with vehicles entering at the south gates and leaving at the North, with directional signs in place to reinforce this. Vehicle movement should be at 10mph or less.

Only staff and visitors are permitted to use the car park, with all users parking in allocated bays. Staff should be aware that large vehicle access is sometimes required for deliveries and/or waste collection and should not obstruct loading bays or cause an obstruction to the access roads on site.

There is a specific risk assessment in place for vehicles driving in non-designated parking areas including the Academy yard, accessing the Academy fields and the 3G pitch areas such as for maintenance or repairs.

Our Academy minibuses are parked securely every night and at weekends in the service yard.

### **18. Academy Transport/Trips**

The academy holds a specific Educational Visits Policy that is available on request.

There is no specific legislation setting out the requirements for educational visits. However, the Health and Safety at Work Act 1974 (Section 2) places general duties on employers to ensure the health, safety and welfare of their employees whilst at work. This includes those employees who conduct educational visits.

Academy policy is based on the current Sunderland City Council code of practice for educational visits and applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

### **19. Arrangements for New Staff**

All new staff are issued with and given a brief introduction to this policy as part of their induction. Any queries should be directed in the first instance to the HR Manager, Miss K Brown.

### **20. Lone Working**

While there should never be a requirement for any staff to work completely alone on the academy site as a whole, there may be occasions where they are in areas away from other colleagues. Staff must ensure they are in radio contact or have a mobile phone to make contact in an emergency.

Additional subject-specific risk assessments are maintained by teaching departments and can also be provided on request.