



# **LORD LAWSON OF BEAMISH ACADEMY**

## **HEALTH AND SAFETY POLICY**

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## INDEX

SECTION	Page No.
1. General Statement	3
2. Statement of Intent	4
3. Objectives	4
4. Organisational Chart	5
5. Duties and Responsibilities	6 - 12
a) Governors	
b) Principal	
c) Senior Leadership Team	
d) All Employees	
e) Academy Business Manager	
f) Site Supervisor	
g) Subject Leaders / Heads of Department	
h) Line Managers, Supervisors and Technicians	
i) Teachers	
j) Volunteer Staff	
k) Students	
6. Schedule of Arrangements	13 - 24



## 1. GENERAL STATEMENT

The governors of Lord Lawson of Beamish Academy recognise and accept responsibility as an employer for providing safe, healthy conditions for employees, students, visitors and others who may be affected by its activities.

In particular the academy undertakes to provide:

- a safe and healthy working environment
- Instruction, Information, Training and Supervision (IITS)
- safe plant, equipment and systems of work

Improvement in the prevention of accidents in the work place will only be achieved with the recognition that health and safety at work is everyone's responsibility. This requires the involvement and commitment of individuals at every level of the organisation.

This policy is required under the Health and Safety at Work Act ('the Act'). Employees are reminded that they have duties under the Act and any breach of these duties could lead to prosecution or disciplinary action.

Every leader is responsible for implementing the policy in their area of work. Every employee must comply with the policy and cooperate with colleagues to achieve high standards of health and safety.



## **2. STATEMENT OF INTENT**

Lord Lawson of Beamish Academy (the academy) fully recognises its responsibility for providing, as far as is reasonably practicable, a safe and healthy school for all our employees, students, contractors, visitors (including parents and carers) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the activities within the school environment, both educational and support, are delivered in an appropriate and safe manner.

The Governing Body are committed to promoting the welfare of all so that effective learning can take place.

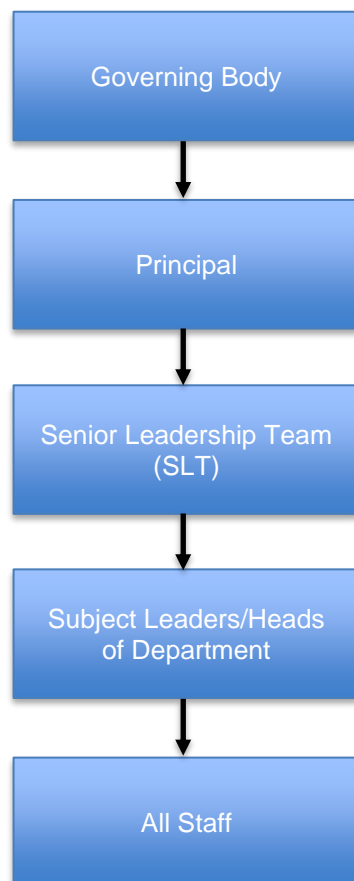
## **3. OBJECTIVES**

The objectives of this policy are, as far as is reasonably practicable, to:

- 3.1 seek to ensure that all activities are being carried out safely and without risk to health
- 3.2 ensure there are procedures covering work activities
- 3.3 seek to ensure that all staff are aware of and actively support the Health and Safety Policy and accept their own personal responsibilities
- 3.4 ensure that all new employees are made aware of the Health and Safety Policy and the appropriate health and safety procedures through their induction
- 3.5 seek to ensure that all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements
- 3.6 seek to ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives
- 3.7 promote awareness of health and safety issues
- 3.8 provide support on health and safety matters
- 3.9 have and make readily available appropriate health and safety information concerning substances, materials, articles, processes, plant and equipment used at the academy
- 3.10 seek to ensure that suitable and sufficient assessments are carried out of the risks to the health and safety of employees, students and others
- 3.11 keep this policy under review and revise it as required
- 3.12 monitor the implementation of the Health and Safety Policy



#### 4. ORGANISATIONAL CHART





## 5. DUTIES AND RESPONSIBILITIES:

Governors are to:

1. comply with the Health and Safety Policy, including the monitoring and review of procedures within the academy
2. approve the academy Health and Safety Policy
3. ensure that adequate resources are available to fulfil the objectives of the policy
4. ensure that actions are taken in respect of health and safety matters, to be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation which affect the running of the academy
5. receive reports and updates from the Principal on health and safety issues at Governors' meetings
6. facilitate the work of any accredited Trade Union Health and Safety Representative

The Principal is to:

1. be responsible for the day-to-day management of all health and safety matters in the academy in accordance with the Health and Safety Policy
2. ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare
3. ensure the distribution of information on health and safety matters and where appropriate consult with safety representatives, members of staff and others for specific aspects of health and safety and ensure that all staff are aware of such delegations
4. identify and make arrangements for training all staff, including the induction of new employees and, where necessary, retraining of existing staff in respect of health and safety as and when the need arises
5. report any problems in implementing the policy to the Governing Body
6. ensure that termly health and safety inspections are carried out
7. lead by example
8. ensure that actions are taken on health and safety matters and insist that safe working practices are regularly observed
9. be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation that affects the running of the academy
10. review the effectiveness of this policy
11. carry out appropriate/periodic safety checks
12. encourage employees to suggest ways and means of eliminating hazards
13. investigate and report all accidents as appropriate, and ensure remedial action is taken to prevent recurrence
14. liaise with the Council's Health and Safety Officer as appropriate
15. facilitate the work of any accredited Trade Union Health and Safety Representative



The Senior Leadership Team (SLT) are to:

1. be responsible for the day-to-day management of health and safety in accordance with the Health and Safety Policy
2. lead by example
3. review departmental procedures
4. report to the Academy Business Manager or Principal any problems in policy implementation
5. support with the distribution of information on health and safety matters
6. identify staff training needs and report to these to the Academy Business Manager
7. ensure that actions are taken on health and safety matters and insist that safe working practices are regularly observed
8. be familiar with the basic requirements of the Health and Safety at Work Act 1974 and any new legislation that affects the running of the academy
9. ensure that any defects in premises, plant and equipment are brought to the attention of appropriate personnel without delay
10. liaise with the Council's Health and Safety Officer as appropriate
11. facilitate the work of any accredited Trade Union Health and Safety Representative

All Employees are to:

1. work in accordance with the Health and Safety Policy and be familiar with departmental procedures
2. check visually that classroom/work areas and any equipment used are safe before being used and kept in good condition
3. ensure that safety procedures are followed and any necessary personnel protective equipment (PPE) is used
4. report any problems/accidents to the appropriate person and suggest any improvement in safe practices/eliminating hazards
5. use the correct equipment and tools for the job
6. be aware of any action to be taken in an emergency
7. seek appropriate advice as and when required



### **Academy Business Manager**

The Academy Business Manager will act as the Health and Safety Co-ordinator. They will work closely with leaders and will be supported by the Site Supervisor. They are responsible for facilities, estates, domestic and administrative aspects of health and safety at the academy. Specific duties include:

1. Establishing arrangements for dealing with health and safety matters such as:
  - 1.1 bringing the Health and Safety Policy to the attention of all staff
  - 1.2 the dissemination of relevant health and safety information to all staff
  - 1.3 ensuring that relevant health and safety training needs of staff are identified and appropriate arrangements are made for training
  - 1.4 ensuring that new staff receive appropriate health and safety information including details of the safety policy, codes of practice, fire evacuation drill procedures and other safety procedures
  - 1.5 identifying the First Aid requirements of the academy and ensuring they are met
  - 1.6 ensuring that accident/incident reporting processes are highlighted and understood by all staff
  - 1.7 ensuring that emergency evacuation procedures are reviewed and practised
  - 1.8 ensuring that regular fire evacuation drills are undertaken in all areas of the school
  - 1.9 ensuring that health and safety matters raised by staff are addressed
  - 1.10 the regular review of the health and safety registers held by departments, including accident reporting, reporting of RIDDOR, all health and safety training, control of hazardous substances, management of contractors, risk assessments and on-site vehicle movement
  - 1.11 ensuring that the overall procedures for health and safety are monitored and reviewed if necessary
  - 1.12 ensuring that assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and recommendations are implemented
2. seeking to ensure co-ordination of all aspects of Health and Safety Policy and practice
3. ensuring that the implementation of the Health and Safety Policy is monitored through regular reviews of departmental health and safety arrangements
4. reporting to the Governing Body on all matters of health and safety





### **Site Supervisor**

The Site Supervisor is responsible for supporting the Academy Business Manager with their health and safety responsibilities and in particular for:

1. making safe and rectifying any identified premises and facility defects affecting health and safety through liaising with Equans
2. liaising with contractors and monitoring their work to ensure that appropriate standards of health and safety are maintained
3. ensuring that all relevant statutory inspections are carried out at legally required intervals and records are maintained
4. ensuring that equipment is inspected and serviced at the recommended intervals and that records are maintained
5. ensuring that formal arrangements are in place for liaising with contractors to ensure appropriate co-operation and co-ordination between the academy and the contractor as required by the Management of Health and Safety at Work Regulations; that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school; and that contractors are made aware of any special risks to children which might arise out of their work
6. reporting to the Academy Business Manager and the Governors on all matters of health and safety relating to facilities and the academy estate, (including accident reporting, any trends identified, staff training, outcome of regulated inspections, maintenance and testing, risk assessments, implementation of the Health and Safety Policy, risk assessment, status of registers held, management of contractors and compliance with legislation

### **Subject Leaders/Heads of Departments**

Subject Leaders/Heads of Department are responsible for implementing the Health and Safety Policy within the work activities/area under their control. In particular they are responsible for ensuring that:

1. activities under their control are carried out, as far as is reasonably practicable, safely and without risk to health
2. the implementation of the Health and Safety Policy is monitored properly in their area of responsibility, raising any concerns on safety matters with the academy
3. team members are made aware of their responsibilities for health and safety



4. suitable arrangements are made for consultation with employees' safety representatives
5. health and safety training needs of staff within the department are identified and that staff are adequately trained, instructed and supervised
6. procedures appropriate to the work activity are brought to the attention of all staff in the department. Additional training will be provided in subject areas requiring practical activities including Science, Technology and PE
7. procedures are complied with and appropriate safety signs or notices are displayed
8. relevant health and safety information is communicated to department staff
9. first aid procedures are complied with
10. all accidents occurring in the department are recorded on a HS20 Form, and that the completed form is immediately forwarded to the Site Supervisor
11. reasonable arrangements for allowing safety representatives to carry out their functions are complied with
12. staff are aware of fire evacuation procedures (including all escape routes) and regular fire safety awareness training is undertaken
13. new employees receive all appropriate health and safety information/training including departmental safety procedures and, if required, risk assessment and manual handling training
14. appropriate assessments are undertaken of all risks to health and safety and that the significant findings are recorded and any recommendations are acted upon
15. departmental staff regularly read and understand the risk assessments relevant to their role

### **Line Managers, Supervisors and Technicians**

All managers and supervisors are responsible for ensuring that the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. In addition to ensuring that work activities under their control are carried out, safely and without risk to health, additional responsibilities include:

- a) monitoring the implementation of the Health and Safety Policy in their area of responsibility and carrying out inspections of workplaces and equipment
- b) ensuring individual employees under their control are aware of their responsibilities for health and safety



- c) making suitable arrangements for consultation with employee safety representatives
- d) ensuring employees under their control are adequately trained, informed, instructed and supervised
- e) ensuring that procedures appropriate to their area are brought to the attention of all relevant staff
- f) ensuring that procedures are complied with and appropriate safety signs or notices are displayed
- g) communicating relevant health and safety information to staff
- h) ensuring that first aid procedures are complied with
- i) ensuring that all accidents/incidents (including 'near-misses') occurring in the department are recorded on the accident/incident report form, and the completed form is immediately forwarded to the Site Supervisor
- j) ensuring that reasonable arrangements for allowing safety representatives to carry out their functions are complied with
- k) identifying training needs of staff within the area
- l) ensuring that staff are aware of the fire evacuation procedures (including all escape routes)
- m) ensuring that new employees receive appropriate health and safety information including specific safety procedures

### **Teachers**

Teachers are responsible for the safety of students in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- a) knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied. This includes the locking of doors when rooms are not being used.
- b) exercising effective supervision of students, and ensuring that students are aware of the general emergency procedures in respect of fire and first aid, and the special safety measures of their teaching area
- c) giving clear instructions and warnings



- d) ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open
- e) integrating all relevant aspects of safety into the teaching process and if necessary giving special lessons on safety
- f) following safe working procedures personally
- g) always using appropriate protective clothing and guards and special safe working procedures when appropriate or required
- h) bringing to the attention of and making recommendations on safety matters to their line manager
- i) ensuring that all accidents/incidents (including 'near-misses') occurring in the classroom and/or during an activity are recorded, and that the completed form is immediately forwarded to the Site Supervisor

### **Volunteer Staff**

It is the responsibility of all volunteer staff

- a) to take reasonable care of their own health and safety and that of all persons affected by their acts or omissions at work. This includes understanding and following the risk assessments relevant to their role
- b) to co-operate with line managers as far as it is necessary to enable them to meet their responsibilities for health and safety
- c) to use work equipment provided correctly in accordance with instructions and training
- d) to inform their line managers or the Site Supervisor of any situations which may represent a serious and immediate danger to health and safety
- e) to report to their line manager or the Site Supervisor any accident/incident (including a 'near-miss') which occurs at work

### **Students**

Students are responsible for

- a) exercising personal responsibility for the safety of themselves and others
- b) observing the health and safety rules and procedures of the academy
- c) using and not wilfully misusing, neglecting, or interfering with any item provided for safety



- d) reporting any health and safety hazards they notice to a member of staff as soon as possible

### **SCHEDULE OF ARRANGEMENTS**

- a) Training
- b) Fire and emergency procedures; Evacuation Due To Bomb Threat; Suspicious Mail
- c) First aid and the administration of medication
- d) Accident and injuries – HS20 Incident Report
- e) Dealing with hazards or potential risks
- f) Stairs and exits
- g) Vehicular and pedestrian access
- h) Lone working
- i) Personal protective equipment
- j) Contractors and visitors to site
- k) Smoking Policy
- l) Accessibility
- m) Animals; Mammals; Birds; Reptiles; Amphibians; Dogs

#### **a) TRAINING**

All staff trained in their specialist subject area are expected to be familiar with all its safety issues. Staff are expected to keep up to date with their specialist subjects and to pass on to colleagues any relevant information on safety.

Leaders should have regard for the qualifications of both student and probationary teachers and allocate duties accordingly. No student/teacher should be left in charge of a class/group of people if the responsible teacher considers that a hazardous situation could arise.

Non-specialist teachers should not be expected to take lessons in practical subjects and physical education activities without adequate knowledge of safety matters.

All staff should be aware of the appropriate qualifications or training courses available which are required before certain activities (including use of machinery) are undertaken, as in the event of an accident, the training of an individual is nearly always scrutinised.

Training needs should always be discussed and identified in consultation with their line manager or the Academy Business Manager.

New employees of Lord Lawson of Beamish Academy will receive basic induction training on health and safety from the Site Supervisor; this will include arrangements on first aid, medical issues, safeguarding, fire prevention, emergency evacuation, lone working, welfare facilities, no smoking policy etc.



Additional training will also be provided for individuals when:

- There is reason to question the effectiveness of the original training
- New procedures, practices or equipment are introduced
- There is a change in law or official guidance
- Guidance changes as a result of finding of scientific research, technological advances or accident investigation
- When there are additional procedures relevant to their particular department

#### **b) FIRE AND EMERGENCY PROCEDURES; EVACUATION DUE TO BOMB THREAT; SUSPICIOUS MAIL**

The hazards associated with fire and the products of combustion are well documented and, in order to minimise the risks, the academy's Site Supervisor is required to ensure that an assessment of the risks from fire under the provisions of the Fire Precautions (Workplace) Regulations 1997 is carried out.

Risks can arise through the poor construction/maintenance of escape routes, incorrect storage of combustible materials, poor working practices, defective electrical equipment etc.

#### **Control Measures:**

- 1) assess what fire risks are present in the workplace, including possible sources of ignition such as electrical equipment, heating appliances, smoking materials etc. The storage and removal of combustible materials should be examined, particularly those that produce lots of smoke or are marked as highly flammable.
- 2) all areas of the academy have arrangements for detecting and giving electrical warning of fire. All areas of the building have a break glass electrical alarm system that is maintained by Equans staff. All call points are kept clear of obstruction.
- 3) in addition, fire call points are tested each Friday afternoon to ensure the fire alarm bell is audible internally and externally, to ensure all fire call points are in correct working condition. This test is completed by Equans. All tests are recorded by Equans.
- 4) all evacuations, either for fire, false alarms or other than fire related evacuations are recorded and documented by the Site Supervisor.
- 5) where people are at risk from fire, they should be able to evacuate to a place of safety within three minutes. The structural fire protection should be considered including the availability of external fire exit doors, the maintenance of fire separation doors, means of escape signage and lighting and the integrity / maintenance of the means of escape routes. Any issues that may have a bearing upon the evacuation times should be considered such as the need to turn off





machinery, and gas supplies, or the presence of very young children, disabled people, visitors etc.

- 6) firefighting equipment, portable fire extinguishers and fire blankets are located on wall brackets at strategic points throughout the building according to the fire hazard present and the recommendations of the Fire Authority. Access to this equipment should never be impeded. Annual servicing is currently organised through Equans, in addition to this, a member of the Equans staff will carry out a monthly visual inspection of equipment to see that it is in place and has not been tampered with. This check should be recorded in the Fire Log Book. Any fire extinguishers that have been tampered with should be reported to Equans immediately
- 7) fire evacuations drills are an important part of the academy emergency arrangements. They should be carried out on a termly basis and the results recorded by the Site Supervisor. In addition, the academy may consider having at least one lunch time fire drill per year
- 8) new employees in the academy, before starting work, should be appraised of the fire procedures during their induction.
- 9) procedures notices are displayed in all main areas detailing what to do on discovering a fire, hearing alarm bell etc. (Notices are to be displayed in each classroom/office)
- 10) all academy staff will be informed of a procedure for Evacuation Due to Bomb Threat or Suspicious Mail and all relevant staff will be regularly trained about what is required in the event of any threat

#### **c) FIRST AID AND THE ADMINISTRATION OF MEDICATION**

Please refer to a separate policy – Administration of First Aid

#### **d) ACCIDENT AND INJURIES – HS20 INCIDENT REPORT**

The reporting of all accidents at work is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), which places a duty on the Local Authority to report injuries, certain cases of ill health and dangerous occurrences within set time limits to the Health and Safety Executive.

If there is an accident or dangerous occurrence on educational premises or arising from the academy activities involving an employee, student, visitor or contractor, the Gateshead MBC on-line Accident Report from (HS20) should be completed sent to the Health and Safety Department at Gateshead via e-mail within seven working days.

Recording of minor injuries is logged onto the Lord Lawson health unit database. However, the Principal should be satisfied that the cause of the accident was not attributable in some



way to the supervision of a teacher, defective equipment, the use of substance or the condition of premises.

It is the responsibility of the injured person to ensure that the accident is reported or recorded the same day of the accident.

### **Notification by Telephone**

In the case of any serious injury such as a fracture, amputation etc. or a dangerous occurrence such as a wall collapse, the release of a poisonous gas, electric shock etc. or the diagnosis of a recognised work related condition such as lead poisoning, dermatitis etc. the Establishment Services Section at the Local Authority should be notified by the Site Supervisor via telephone as soon as possible after the accident/occurrence.

This applies to injured employees, students, visitors and contractors.

### **Accident Investigation**

Preliminary investigation of accidents to be carried out by the Site Supervisor in accordance with the standards set out by the Local Authority and the policies of the academy.

All “notifiable” accident reports and dangerous occurrences are brought to the attention of the Assistant Health and Safety Officer (Education) at the Local Authority who will conduct an investigation into the causes of the accident, depending upon the circumstances in each case.

Further advice relating to the reporting of accidents may be obtained from the Establishment Services Section in the Education Department or the Health and Safety Section within the Personnel and Management Services Department of the Local Authority.

### **e) DEALING WITH HAZARDS OR POTENTIAL RISKS**

Under the Management of Health and Safety at Work Regulations 1992, the academy must undertake a “suitable and sufficient” assessment of:

- The risks to the health and safety of employees to which they are exposed whilst at work
- and
- The risk to the health and safety of persons not in their employment arising out of or in connection with the undertaking of the organisation





#### **f) STAIRS AND EXITS**

All students and staff members are informed when pedestrian movement is undertaken around the academy that they all must keep to the **LEFT** wherever possible to reduce pedestrian congestion.

Use of stairwells, regardless of which floor is being used; the same rule applies to all pedestrians – **KEEP TO THE LEFT**.

With **ONLY** the exception of any emergency evacuation, the main reception entrance doors are used only by staff, sixth form students, visitors and contractors. These entrance doors are not authorised to other students for entrance to the building.

The main routine entrance and exit route for students is via the electronic student entrance doors located on the South of the building, and four entrance and fire exit doors on the North of the building. Additional fire exit doors are located on both the East and West sides of the building. All entrance and exit doors will be internally locked during normal teaching hours to eliminate any unauthorised personnel entry or exit; however, these fire exit doors can still be opened from inside in the event of an emergency evacuation.

#### **g) VEHICULAR AND PEDESTRIAN ACCESS**

To encourage and promote for all academy site users:

1. the safe access and passage to traffic to, from and within the academy site
2. the safe parking of vehicles within the academy site
3. specific delivery times
4. authorised traffic movement during the end of the teaching day (15:15 to 15:30)



The academy will:

1. maintain the arrangements for vehicular access to, from, and within the academy site and recommend changes when considered necessary to improve safety
2. monitor the parking facilities within the academy site and recommend any changes necessary to improve safety
3. identify and promote those areas where parking is permitted
4. establish and promote the method vehicular access to, from and within the academy site
5. provide staff supervision on site for the exiting and boarding of students at the end of the academy day to public transport
6. inform annually all academy site users (where it is possible and practical to do so) of those areas where parking is permitted and the access arrangements to, from and within the academy site
7. report any unauthorised vehicles on site to the police.

#### **h) LONE WORKING**

The academy accepts its responsibilities to:

1. ensure that specific guidelines are issued for lone workers
2. develop appropriate levels of training
3. improve working practices and procedures to minimise risk
4. ensure that work places are as safe as practicable
5. consider the use of special equipment where appropriate.



## Considerations

1. ensure a mobile phone is carried (which should include contact numbers such as reception, police, Site Supervisor, Academy Business Manager)
2. ensure a radio is carried to enable contact with other radio holders on site (if available)
3. make sure someone knows where they are
4. a record of known students with a violent history should be made available, so that those members of staff working alone can familiarise themselves in case of a one to one encounter
5. documented evidence of offsite staff member home visits, estimated arrival times, exit times that are recorded before and after each home visit by telephone conversation between the receptionist or line manager and the offsite staff member
6. procedure in place to ensure the Lord Lawson of Beamish Academy receptionist is fully aware of the exact location of the offsite staff member undertaking home visits of students
7. precise instructions of what has to be done in case of imminent danger to the offsite home visitor staff member – contact with external emergency service – **Police**
8. avoid confrontation i.e. do not challenge, locate nearest phone and call police if necessary
9. all staff intending to work after 18:00 must inform the academy site staff (Equans) of their whereabouts by calling the helpdesk number: 0800 160 1162
10. all staff must vacate the building no later than 18:30 unless prior arrangements have been made with the Academy Business Manager and Equans



## **i) PERSONAL AND PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) includes all protective equipment to reduce the risk of personal injury.

The Personal Protective Equipment Regulation came into effect in 1992. They include duties on employers, employees and self-employed workers.

### **Employers' duties are to:**

- provide PPE to employees whenever health and safety risks are not adequately protected against by other means
- select PPE that is suitable for the risk; for employees who will be using it; and the working environment
- assess the PPE available to ensure it is suitable and sufficient
- maintain the PPE in a clean and effective condition
- provide suitable storage for PPE provided
- ensure that the PPE provided is properly used
- provide information, instruction, training and supervision for employees.

### **Employee's duties are to:**

- use protective equipment provided, in accordance with information, instruction training and supervision given by their employers
- report any loss, damage or obvious defect in personal protective equipment provided immediately to their employer
- take all reasonable steps to ensure that their protective equipment is returned to the storage provided for it after use.



## **j) CONTRACTORS AND VISITORS TO THE SITE**

It is the academy's responsibility to ensure the safety of all contractors and visitors to site.

### **Visitors and the general public**

Where possible, visitors should not be left unaccompanied and should not (if possible) be taken into hazardous areas of the premises. All visitors should sign in and out on arrival and departure, to assist with both emergency evacuation and security arrangements.

In the event of any evacuation of the academy, the designated staff member of Lord Lawson of Beamish Academy responsible for the visitors must report directly to the Site Supervisor to give information of the last known whereabouts and numbers of the visitors should they not be at the designated assembly point.

### **Contractors and Sub-contractors**

All contractors and sub-contractors visiting the academy will sign in and out on arrival and departure.

The contractors or sub-contractors on site is responsible for ensuring, as far as is reasonably practicable, the health and safety of themselves, their employees and anybody who may be affected by their activities. These duties include their manner of working, objectives, falling from heights, electrical safety and all other work done.

A "Permit to Work" must be completed by the Buildings Facilities Manager (Equans) and where necessary the Contractor or Sub Contractor before any work commences.

All contractors' and sub-contractors' electrical tools must comply with the Electrical Equipment Regulation and must be currently PAT (Portable Appliance Tested).

All equipment for working at height must be of British Standard Approval and be currently tested and tagged for use.

Areas of work by contractors and sub-contractors must be securely cordoned off to stop any student, member of staff or visitor unwittingly or unauthorised entering a working area.

In conjunction with the authorised "Permit to Work", a general contractor/sub-contractor detail of work example guide is as follows below:



## **k) SMOKING POLICY**

Following and complying with Government Legislation introduced in 2006 and implemented on 1 July 2007, it is prohibited for any staff, students, contractors, visitors to smoke within the perimeter boundary fence of Lord Lawson of Beamish Academy site.

Clear signage is displayed around the academy.

All new staff whether full time, temporary or work placement etc. are informed of the Smoking Policy.

## **l) ACCESSIBILITY**

Provisions are made for any person(s) (students, staff, members of the public) who may be permanently or temporarily disabled from the use of their limbs – arms, legs, back, use a wheelchair, etc. Provisions are made for females who are pregnant or have recently given birth to a child/children.

Provisions are made for staff vehicle parking who are suffering with disabilities, short term or long term illness.

Provisions are made for vehicle parking of female staff/students who are pregnant.

Disabled members of the public entering the academy site who drive or are transported by vehicle who fall within the disablement category have designated disabled car parking spaces (eight spaces in total) in the main South car park of the academy.

The use of the designated disabled car parking spaces is not permitted for any other vehicle user without authorisation from the academy Site Supervisor.

During academy performance evenings only, disabled vehicle users who find the designated disabled car park full are permitted to park their vehicle in the North academy recreation yard close to the academy entrance doors for ease of accessibility.

### **Accessibility for wheelchair users of the school comprises:**

- flat level door entrances and exits throughout the ground floor of the academy
- one mechanical/electrical personal lift with the capacity to accommodate a wheelchair and other person
- refuge points on all stair landings on the first and second floors
- external access by concrete ramp to the East recreation field
- disabled toilets with fitted panic/assistance alarms on all floor levels
- no steps at any ground floor entrance doors



## **IMPORTANT NOTE:**

For emergency evacuation reasons and for the safety and wellbeing of any wheelchair user, during any organised or scheduled evening event such as the academy production, where wheelchair user members of the public may be present, under no circumstance must they be allowed to park their wheelchair to watch the show from the first floor balcony overlooking the main hall stage.

Any other planned evening event for the public, where external wheelchairs users may be present inside the building, must have their own “buddy” system to assist with any unexpected evacuation from the building.

For academy student(s)/staff who may be temporarily disabled, i.e. using walking aids or plaster casts on limbs, the academy provides: a Special Provision Risk Assessment, the use of the lift during academy hours, special accessibility for students to be dropped off/picked up from the internal South car parking area of the academy. This special provision is completed in conjunction with the students’ Head of Year and the Site Supervisor.

Students or staff who have a temporary disability or suffer from long term medical issue(s) are registered on the health and safety database which is referred to when an emergency evacuation situation arises. A paper copy of this register is provided to the fire marshal and the Site Supervisor. An additional copy is also held at reception in the ‘Fire Box’, which is taken by reception staff on the event of an evacuation.

This list will be given to the Fire Chief if required upon arrival to any emergency situation at the academy site, who would then supervise a search of the internal refuge points by the responding emergency crew.

Any expectant members of staff or students will receive a full risk assessment covering all aspects of associated hazards within and around the academy, and also any external education providers they may be attending/supporting. All information discussed during the risk assessment with the academy Health and Safety Coordinator will be recorded and dealt with in the strictest confidence.

Special provision for vehicle parking and ease of accessibility in to the academy for expectant females will be taken in to consideration by the Site Supervisor.





#### **m) ANIMALS, MAMMALS, BIRDS, REPTILES, AMPHIBIANS, DOGS AND INSECTS**

For the health and safety of all students, staff, visitors and contractors, Lord Lawson of Beamish Academy will not allow any animal, mammal, bird, reptile, amphibian, insect or dog of any nature within the perimeter site unless specifically authorised by the Site Supervisor or Academy Business Manager and with the agreement of the Principal.

Animals, mammals, birds, reptiles, amphibians, insects and dogs of any description for teaching, demonstration purposes must be discussed, authorised and relevant documentation must be provided:

- a relevant risk assessment
- method statement, describing the demonstration, safety considerations etc.
- all current veterinary vaccination documentation
- qualified person(s) documentation to control the event
- current Liability Insurance Certificate
- safety cages etc. to keep animals, mammals, birds, reptiles, amphibians, insects and dogs segregated from students, staff and visitors

#### **DOGS:**

No dogs of any breed are permitted inside of the academy perimeter boundary fence without prior consent from the Site Supervisor or Academy Business Manager and with the agreement of the Principal. If dogs are carried in any mode of transport by members of the public, the dog must remain in the vehicle at all times. If for any reason the vehicle carrying a dog is left unattended by the owner, the vehicle must be left in a locked safe condition. No responsibility will be accepted by Lord Lawson of Beamish Academy should this request be ignored.

#### **Dogs permitted upon the site of Lord Lawson of Beamish Academy are:**

- guide dogs and assistance dogs
- fully trained emergency services dogs – Police, Ambulance, Army (Bomb Threats)
- organised and approved student teaching or demonstration events