



# Castleford Multi Academy Trust (CMAT)

## Health & Safety Policy

Version No:	Date Ratified:	Review Date:
1.0	15.02.2019	15.02.2020



## The Policy

The Board of Trustees, Governing Bodies, Headteachers and Senior Leadership Teams are fully committed to ensuring the health and safety of all employees, pupils and any other person who could be affected by its activities.

This policy document has been prepared in accordance with the requirements of the Health and Safety at Work Act 1974, and related legislation and is issued for the direction, guidance and information of all employees, pupils, parents, service providers and members of the public to whom it may apply.

The objectives, aims and targets of the policy are based on the following principles:-  
**"All injuries can be prevented and all accidental losses can be controlled".**

This policy document covers the following sites:-

Castleford Academy  
Ferrybridge Road  
Castleford  
WF10 4JQ

Castleford Park Junior Academy  
Medley Street  
Castleford  
WF10 4BB

Glasshoughton Infant Academy  
Newfield Avenue  
Castleford  
WF10 4BH

Three Lane Ends Academy  
Methley Road  
Castleford  
WF10 1PN

This policy also applies to situations where employees are required to work, visit or supervise activities on other sites.



## Castleford Academy Trust Company Organisation

The Health & Safety at Work Act 1974 places ultimate and overall responsibility for health and safety with the Castleford Academy Trust Board of Trustees. However, each academy, supported by the Castleford Academy Trust central team, will manage its own Health & Safety procedures which fully integrate with this Policy. Headteachers are responsible and accountable for the implementation and compliance of this policy within their academy although health and safety roles and responsibilities can be delegated to other academy staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

All persons within the academies must know the lines of communication and levels of responsibilities that exist to ensure that health and safety matters are dealt with efficiently.

- **Academy Competent Person**  
H&S consultants have been appointed to the role of competent person and are responsible for advice and overall strategies for health, safety and welfare within the academy
- **Board of Trustees**  
The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust. The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors
- **Director of Business**  
The Director of Business is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions
- **Governing Bodies**  
Responsibility for monitoring of health and safety standards and for ensuring or assessing relevant resource requirements
- **Headteachers**  
Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their academy, ensuring that a positive health and safety culture is encouraged and developed within the academy, and that all staff and pupils understand their responsibilities and adhere to the Castleford Academy Trust Health and Safety Policy
- **School Business Managers**  
The School Business Managers will support the Headteachers in the management of health and safety and will ensure there are suitable and adequate management systems in place at each academy for health and safety
- **Heads of Department (Secondary academies only)**  
Will support the Headteacher via the Senior Leadership Team to ensure that the policy is adhered to in their department or area of responsibility
- **Teaching Staff**  
Responsible for the health and safety of all pupils under their control on or off site



- **Teaching Assistants and Support Staff**  
Responsible for the health and safety of all pupils under their control on or off site
- **Lunchtime Supervisors**  
Responsible for the health and safety of all pupils under their control on or off site
- **Premises Manager (Caretaker in primary academies)**  
The Premises Manager is responsible for managing health and safety arrangements pertaining to buildings and grounds – including building works, maintenance and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.
- **All Employees**  
To take adequate care of themselves, pupils and others who may be affected by their actions
- **Pupils**  
Encouraged to follow safe working practices and school rules
- **Staff Safety Representatives**  
To act as a means of consultation and liaison on matters of health and safety and work in conjunction with the School Business Manager



## RESPONSIBILITIES OF THE HEADEACHER

The Headteacher shall have overall responsibility for ensuring the effective management of health and safety across the establishment and, in particular, shall:

1. Be responsible for ensuring full compliance with this policy in all areas of the establishment and all relevant activities.
2. Ensure that a system for the management of health and safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
3. Produce a plan for the continual management of health and safety as part of the establishments' objectives which will be regularly monitored, reviewed and developed.
4. Ensure that training needs regarding health and safety are identified and such training is carried out at the earliest opportunity.
5. Ensure that all accidents and incidents causing injury or damage to health, or with the potential to do so, are fully investigated and any required action quickly taken to prevent a recurrence.
6. Review safety reports from the SBM and/or outside agencies and to consider the action to be taken to address any issues or concerns raised.
7. Regularly inspect the premises to ensure compliance with the policy and suitable standards of health and safety are being achieved.
8. Ensure that information on hazards and precautions relevant to materials and plant is available and communicated to employees as necessary.
9. Ensure that the necessary prescribed notices, records and registers are maintained and/or displayed.
10. Consider any health and safety concerns or recommendations raised by an employee or employee representative.
11. Ensure that Heads of Department are involved in safety inspections and investigations within the areas under their control.
12. Ensure, to the best endeavours that all relevant health and safety legislation and rules are adhered to.
13. Ensure adequate staffing levels are provided or maintained, where required for health and safety reasons.
14. Ensure any equipment or materials purchased meet appropriate safety standards.
15. Ensure that adequate first aid facilities are made available.
16. Where construction work is being carried out within the premises ensure that relevant duties as the 'client' under the Construction (Design and Management) Regulations 2007 are fully met, including, appointment of a CDM Co-ordinator and Principal Contractor for the project, where appropriate.

Signed:

Date:

Title: Headteacher



## RESPONSIBILITIES OF THE SCHOOL BUSINESS MANAGER

The School Business Manager shall support the Headteacher in the management of health and safety and, in particular, shall ensure that:

1. All risk assessments are maintained up-to-date and regularly monitored and reviewed.
2. All staff receive a copy of the policy and any amendments.
3. The correct accident recording and reporting procedure is carried out.
4. Regular evacuation drills and fire alarm tests are carried out.

The SBM shall also act as The Safety Co-ordinator and shall be responsible for providing suitable advice and assistance on health and safety matters to the Headteacher and SLT.

In particular he/she shall:

1. Be responsible for overseeing the implementation of the health and safety policy and monitoring the application of the policy.
2. Ensure that there is a system in place for the management of health and safety whereby all risks to health and safety are identified and measure taken to eliminate or adequately control them.
3. Establish and maintain a system of communication and consultation of health and safety information.
4. Periodically inspect all parts of the site and relevant operations and prepare a report to the Headteacher regarding the findings of the inspection.
5. Periodically report to the Headteacher on all aspects of health and safety within the establishment.
6. Ensure that the SLT are kept up to date with current health and safety legislation and best practice.
7. Ensure that the quality of health and safety training is of a suitable standard.
8. Ensure that on a regular basis, emergency procedures and drills are carried out at the premises.
9. In conjunction with each department, develop safe working procedures for all operations or activities that may constitute a risk to the health and safety.
10. Evaluate investigations of accidents, recommendations to prevent recurrence and actions taken. An additional investigation shall be conducted where it is considered the initial investigation / action is insufficient.
11. Set up a Health and Safety Committee and provide information and statistics for meetings as required.
12. Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the establishment.

Signed:

Date:

Title: School Business Manager



## RESPONSIBILITIES OF THE HEADS OF DEPARTMENT (Secondary Academies Only)

Heads of Department shall be responsible for ensuring the day-to-day management of health and safety within their department or area of responsibility and, in particular, shall:

1. Familiarise themselves with the Safety Policy and how it applies to their area of responsibility.
2. Shall, in conjunction with the SBM, identify all risks to health and safety within their department or area of responsibility and take measures to eliminate or control such risks.
3. Ensure that persons in their department or area of responsibility are fully trained for the task(s) they are to perform in order to ensure that they are not exposed to unsafe working procedures or practices.
4. Ensure that all employees in their department or area of responsibility know what to do in the case of fire/explosion or similar incident, and know the location of firefighting equipment provided.
5. Ensure that all employees in their department or area of responsibility know the whereabouts of first aid facilities and the names of first aiders.
6. Continually develop safe practices in their department or area of responsibility to ensure maximum safety for all under their supervision.
7. Ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
8. Investigate all accidents promptly to discover their cause and take immediate action to eliminate a recurrence.
9. Complete incident report forms for all incidents involving injury, damage to establishment property or lost time.
10. Ensure that any safety equipment / safety devices are always used, properly adjusted and maintained.
11. Ensure that all defects in their department or area of responsibility are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, it is immobilised until repaired.



## RESPONSIBILITIES OF TEACHING STAFF

All teaching staff, including supply and trainee teachers, are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the company's Health and Safety Policy at all times.
4. Generally conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.





## RESPONSIBILITIES OF TEACHING ASSISTANTS AND SUPPORT STAFF

All Teaching Assistants and Support Staff are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the company's Health and Safety Policy at all times.
4. Generally conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.



## RESPONSIBILITIES OF MIDDAY SUPERVISORS

All midday supervisory staff are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular they shall:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and conform to the company's Health and Safety Policy at all times.
4. Generally conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.



## RESPONSIBILITIES OF THE PREMISES MANAGER

The Premises Manager is responsible to the Head Teacher via the Director of Business and SLT.

Duties include:

1. Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
2. Taking appropriate action when necessary to prevent injury to others on the site, who might otherwise be exposed to unnecessary dangers, for example, erect barriers etc.
3. Participating in completion of health and safety checklists, for example, building structure, services, access to/egress from the school etc.
4. On opening up the premises, undertake a visual inspection to ensure no potential hazards exist.

In the absence of the Premises Manager, a member of the Premises Team will be responsible for the above named duties.



## RESPONSIBILITIES OF CONTRACTORS AND VISITORS

### Contractors

1. All contractors will be expected to comply with the Health and Safety Policy and must ensure their own Health and Safety Policy is made available whilst work is carried out.
2. Any plant or equipment brought onto site by the contractors must be suitable and maintained in a safe condition.
3. Contractor's employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless to do so.
4. Information and assessment of noise levels by plant, equipment or operations brought on site by contractors must be provided before work commences.
5. Any injury sustained, or damage caused by contractor's employees, must be reported immediately.

### Visitors

1. All visitors must report to reception and sign in on arrival.
2. Visitors must report any injuries to their host.



## RESPONSIBILITIES OF GOVERNORS

Governors have responsibility for monitoring of health and safety standards and for ensuring or assessing relevant resource requirements, including:

1. Inspection of reports on health and safety.
2. Ensuring health and safety actions are taken and prioritising resources.



## RESPONSIBILITIES OF THE DIRECTOR OF BUSINESS

The Director of Business is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The Director of Business must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the academy.
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by CMAT activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent academies have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree a programme of health and safety inspections.
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health and safety training.
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money.

Signed:

Date:

Title:



## RESPONSIBILITIES OF THE TRUSTEES

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.

The Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

Signed:

Date:

Title:



## RESPONSIBILITIES OF THE ACADEMY TRUST COMPETENT PERSON

Health & Safety consultants have been appointed to the role of Competent Person and are responsible for advice on overall strategies for health, safety and welfare within the Academies.

They will provide advice to the Academy Trust as required in particular:

- Advice on interpretation of legal requirements
- Assistance with strategy for implementation of the policy
- Provide investigations of serious accidents
- Revise the policy in the light of experience or legal change
- Advice upon the visit of an Enforcement Officer





### SECTION 3: GENERAL BEHAVIOUR

It is the responsibility of all employees, pupils and visitors to observe all health and safety policies, rules and procedures and to behave in a safe and reasonable manner whilst at work or otherwise present on school premises.

Failure to comply with such policies, rules and procedures will render employees liable to action under the established disciplinary procedure.

It should also be noted that a breach of relevant health and safety legislation by an employee is a criminal offence which may result in legal action against the individual.

It is recognised that it is not possible to prepare in written form every safety rule laid down by the organisation since circumstances may vary depending upon the nature of work. However, employees and pupils are expected to always act in a sensible manner and adhere to verbal instruction given by management.

#### Consultation

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this policy cannot be achieved without the co-operation and commitment of employees at all levels, requiring the development and maintenance of effective means of consultation.

We will endeavour to promote consultation and to comply with the relevant legal requirements, as contained within the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and with the associated guidance issued by the Health and Safety Executive.

Regular consultation and discussions with employees on health and safety matters is therefore given high priority in order to gain their continued support and co-operation.

In particular the following rules and procedures will be applied in relation to this area:

1. Employees and/or their representatives are encouraged to raise concerns about health, safety and welfare matters with their line manager and will receive positive feedback on any issues raised. Any unresolved issues can be raised at the next staff safety committee meeting and / or with the Director of Business.
2. Suitable and adequate training and other information or resources will be provided for all safety representatives in order to allow them to take a full and effective part in consultations.
3. Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare, including relevant changes in procedures, equipment and working methods or the introduction of new technology. The feedback arising from such consultation will be considered before any decisions are made.
4. Employees and/or their representatives will be kept informed of risks associated with work activities and the measures required to be taken to control those risks, including copies of relevant risk assessments and safe systems of work or working procedures.
5. The school will form a Health and Safety Staff Committee with the following terms of reference and constitution:



### Health and Safety Staff Committee

The membership of the Health and Safety Committee will be subject to the agreement of the management and the respective employee representatives.

However, the committee shall include a senior managerial representative nominated by the Head Teacher in order to ensure that there is adequate authority present to make decisions and with knowledge and expertise to provide accurate information to the committee on such matters as company policy, technical matters etc.

The meetings will be held least 4 times throughout the year, unless the Committee decides it would be beneficial to change this frequency to a more regular basis.

Each member of the committee will receive a copy of the minutes and a copy will be placed on the notice board in the staff room.

The terms of reference of the committee will include:

- Staff walkabout school
- Departmental safety inspections
- Development and monitoring of safety rules and safe working procedures
- Monitoring of the adequacy of health and safety communication systems.

The person within the school responsible for implementing and monitoring the rules and procedures in this area and associated activities will be the Director of Business.



## RISK MANAGEMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from activities are adequately managed.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (HSG65) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We will implement a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.
2. All risk assessments will be fully documented and recorded.
3. All risk assessments will be reviewed regularly.
4. All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment.
5. All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

### Definitions

**Hazard:** A “hazard” is something that has the potential to cause harm.

**Risk:** “Risk” is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.

**Control Measures:** Where work activities, items or areas with significant risks are identified the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc to be carried out safely. These required measures or actions are referred to as ‘control measures’.

### Hierarchy of Control Measures

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether
- Evaluating the risks which cannot be avoided
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees



## Review and Revision

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

## Health Surveillance

Health surveillance may be required in order to detect adverse health effects to employees at an early stage. Examples may include:

- Where there is an identifiable disease or adverse health condition related to the work activity
- Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Where surveillance is likely to further the protection of the health of employees.

## Record Keeping

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment - those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled
- The levels of risk associated with the hazards
- The existing or required control measures
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk
- Decisions taken as a result of the assessment

## Information and Training

All employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures. Any additional training necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced as a result of the risk assessment must also be provided.

Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the particular working environment or activities that they may be assessing.

Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.



## SAFE SYSTEM OF WORK AND WORKING PROCEDURES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes issued by the Health and Safety Executive.

In particular the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work
- The skills and abilities of the people
- The level of control and supervision required
- The tools or equipment that are required
- The personal protective equipment required
- The associated training requirements
- Any isolation or locking-off requirements
- Any permit to work requirements
- Other activities being carried out concurrently
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements
- Review and updating requirements

The following rules and procedures will be followed in relation to this area:

1. All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with the SBM.
2. All safe systems of work and safe working procedures will be documented in an approved format.
3. All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect.
4. Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
5. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.
6. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.



## Information, Instruction and Training

We recognise that we have responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction and training.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. We will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee.
2. We acknowledge the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.
3. We recognise that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or environment.
4. We also accept our responsibility for ensuring that all temporary employees are also given basic health and safety information, instruction and training appropriate to their work activities and environment.
5. The training needs for all employees (or groups of employees) and their related work activities will be evaluated and the results of the evaluation will form the basis of a training needs schedule.
6. Training needs assessments will be reviewed periodically and the training matrix updated as required.
7. Records will be kept of all training provided to employees and any relevant outcomes.

## Training Arrangements

In order to safeguard the health and safety of employees, so far as is reasonably practicable, the following general provisions for training have been recognised:

### Induction Training

Health and safety induction training for new employees will take place on or prior to the first day of employment, but where this is not possible it will commence as soon as practicable after joining. It will include:

- Presentation of the health and safety policy and how it affects employees
- Accident reporting procedures
- Fire prevention and emergency evacuation procedures
- General safety rules and procedures
- First aid facilities
- Specific safety systems and procedures
- Identification of particular hazards which exist at the workplace
- Health and safety legislation appropriate to the organisation and the employee's obligations



- How to obtain advice or report any concerns regarding health and safety practices
- Identity of responsible person(s), first-aiders, fire warden etc.
- Welfare provisions

## **New Managers and Supervisors**

New employees of a managerial or supervisory level will receive training regarding their responsibilities, including:

- The relevant procedures and policies which require implementation
- Sources that are available to them if they require specialist assistance or if they need to obtain further or professional advice
- Procedures are in place for addressing any problems which may arise.

## **Job Specific Training**

Detailed and specific departmental health and safety training will be provided to all new employees to supplement their general induction training and will include:

- The relevant work activities / processes
- The work environment
- The work equipment
- Any particular risk(s) associated with their department work activity and/or processes.

## **Function Specific Training**

It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include:

- First aiders
- Appointed persons for first aid
- Fire wardens

## **Existing Employees**

Further training will be provided, if necessary, to existing employees if:

- They transfer to a different job role
- They take on new responsibilities
- They are exposed to new or increased risks
- There is a significant change in the work equipment, environment or systems of work in use.

## **Temporary Employees**

Temporary employees will be provided with general health and safety instructions (eg emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities.

## **Contractors**

Steps will be taken when selecting contractors to ensure that they have a programme of training and that all relevant employees have received suitable and adequate information, instruction and training.



## PERSONAL PROTECTIVE EQUIPMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes the provision, use and maintenance of personal protective equipment (PPE).

We will endeavour to provide and maintain such personal protective equipment as required or deemed necessary and to comply with the relevant legal requirements, as contained within the Personal Protective Equipment at Work Regulations 1992, and with the specific guidance (L25), issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We acknowledge that, as a means of hazard elimination, the use of PPE is the last consideration.
2. Where it has been established that PPE is the only means, or is required to supplement other control measures, we will ensure that adequate supplies of suitable PPE are available and maintained.
3. We will maintain a list of all tasks requiring PPE and specify the standard of the PPE required.
4. Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records.
5. Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive, or will be required to have the appropriate CE marking.
6. Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
7. All persons required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage, and the relevant risks it will avoid or limit.
8. All persons required to wear PPE must use it in accordance with the training and instructions provided and report any defects or loss to their manager.





## FIRE SAFETY AND OTHER EMERGENCIES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

We will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular the following rules and procedures will be applied in relation to this area:

- We will take such general fire precautions and will ensure, so far as is reasonably practicable, the safety of all employees, pupils and other persons that may be affected by its activities.
- Risk assessments will be completed for all parts of the premises for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- Where flammable substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- All parts of the premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits will be designated for all company premises and selected in order for employees and any other persons to evacuate as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- All emergency exits and the routes to emergency exits from premises must be kept clear at all times.



- All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
- All emergency exit doors must remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to company premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.
- We will appoint 'Competent Persons', who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.
- We will also appoint a sufficient number of fire marshals in order to implement and manage the emergency evacuation procedures. Duties of fire marshals will be as detailed below.
- We will prepare and publish a Fire / Emergency Plan as detailed below:

## **Fire / Emergency Plan**

- Any person discovering a fire shall raise the alarm and then notify the fire marshal or appropriate manager / supervisor.
- The fire marshal shall ensure that the relevant emergency services are phoned giving the following information:
  - Name of person making the call
  - School address
  - Telephone number
  - Nature of incident (if known)
- The Office Manager shall remove the visitors book and registers and vacate the premises by the nearest available exit.
- All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point on the Astro Turf Pitch.
- Once at the assembly point employees must report to their Evacuation Support Officer (ESO) prior to undertaking their duty so that ALL staff and pupils can be accounted for.



## DUTIES OF FIRE MARSHALLS

Appointed fire marshals will ensure that:

- All fire exits and fire escapes are kept clear at all times.
- Fire doors are unlocked during working hours or other periods of occupancy.
- Fire-fighting equipment is sited correctly.
- Fire-fighting equipment has been checked and serviced in accordance with requirements.
- Fire-fighting equipment used or found to be defective is reported immediately.
- An up-to-date list of personnel is maintained.
- All personnel are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
- Fire drills are carried out at suitable intervals after obtaining authorisation from management.
- Fire and emergency records are maintained.

**Please see Appendix 1 for:**

1. Details of competent persons for fire and other emergencies
2. Appointed Fire Marshalls



## FIRST AID

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

We will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations 1981, and with the specific Approved Code of Practice (L74) issued by the Health and Safety Executive (HSE).

In particular the following rules and procedures will be applied in relation to this area:

1. We will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work.
2. The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved.
3. When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
  - a. Any significant risks present as identified within a risk assessment
  - b. Any specific risks present, for example, hazardous substances, dangerous machinery
  - c. Areas where different levels of risk have been identified
  - d. Records of accidents or ill health
  - e. Numbers of employees and pupils
  - f. Pupils / employees with special problems or disabilities
4. Suitable and sufficient first aid boxes will be provided in all workplaces and work situations.
5. All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment. Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
6. First aid boxes will be located in conveniently accessible positions around the school premises and these locations will be clearly marked.
7. We will ensure the appointment of suitable and adequate appointed persons and first aiders.
8. The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.
9. A list of current first aiders and appointed persons will be displayed on all company notice boards or otherwise brought to the attention of employees.
10. All first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.
11. The duties of first aiders will be as indicated overleaf:



### **Duties of First Aiders**

1. To ensure the first aid facilities are available and boxes are stocked according to the issued instructions.
2. To maintain records in all of the cases that they treat.
3. To inform the SBM of any matter relating to the provision of first aid that they deem necessary.
4. To maintain a current first aid certificate.
5. To take charge of situations where someone is injured or falls ill.
6. To call an ambulance and/or other emergency service.
7. To give any emergency first aid treatment to the level for which they have been trained.

**Please see Appendix 2 for details of Trained First Aiders**



## INCIDENT REPORTING AND INVESTIGATION

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all incidents are reported and investigated.

We will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance (INDG453) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. All employees are required to report all incidents to their manager as soon as possible.
2. For these purposes an incident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
3. All incidents involving injury must be recorded in the incident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or other suitable person e.g. manager, colleague or other appointed person and is a legal requirement if an employee is incapacitated for more than 3 consecutive days.
4. All incidents must be recorded by the appropriate manager on the Incident Report Form.
5. The completed incident report form must be forwarded to the SBM for further analysis or investigation.
6. All incidents must be investigated by the appropriate manager and recorded on the incident Investigation Form.
7. If the incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within the school (see Information Library document "Accidents - RIDDOR 2013 Requirements").
8. The SBM will be responsible for analysis and possible further investigation of all incidents and for the production of incident statistics and reports.
9. Where an incident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by the appropriate manager.
10. Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (eg disconnection of equipment).



## WHAT IS REPORTABLE UNDER RIDDOR

### Death or "Specified" Injury

When an incident involves the following:

- An employee, or a self employed person working on school premises is killed or suffers a "specified" injury (including as a result of physical violence); or
- A non-employee such as a pupil or member of the public is killed or taken to hospital from the site of the incident;

The relevant enforcing authority or Incident Contact Centre must be notified without delay (eg by telephone or by submitting an online form, available on the HSE website).

### Reportable "Specified" Injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
  - covers more than 10% of the body; or
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Over-seven-day Injuries

If there is an incident connected with work (including an act of physical violence) and an employee, or a self employed person working on the company's premises, suffers an over-seven-day injury an online accident report form (F2508) must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of his/her normal duties for more than seven days (including any days he/she wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

### Reportable Dangerous Occurrences

If any type of incident that is classed as a dangerous occurrence must be reported immediately (eg by telephone) to the relevant enforcing authority and an online form completed on the HSE website. There are 27 different categories of reportable dangerous occurrences including:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in Schedule 2 to the Regulations and on the HSE website.



### Reportable Occupational Diseases

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent using Form F2508A to the relevant enforcing authority without delay.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

The full list of reportable diseases, and the work activities they are related to, can be found in Regulation 8 of RIDDOR 2013 and on the HSE website.

### HSE Incident Contact Centre Details

Telephone: 0845 300 9923 (Monday to Friday 8.30am to 5.00pm)

Out of hours telephone contact number: 0151 922 1221

Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**The appointed person/s for reporting accidents/incidents under RIDDOR will be:  
'Details held at individual school'**





## MANUAL HANDLING

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risk of injuries and other problems associated with manual handling.

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) (back strain, slipped discs, pulled muscles etc)
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries (eg tenosynovitis)
- Bruised or broken toes or feet
- Various other sprains and strains.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Manual Handling Operations Regulations 1992, and with the specific guidance note (L23) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
2. Where it is not possible or feasible to avoid potentially hazardous manual handling suitable and sufficient risk assessments of the tasks involved will be carried out with a view to reducing the risk of injury by the implementation of control measures.
3. All manual handling assessments will be designed to look at all of the following areas:
  - The tasks involved
  - The individual capacities required
  - The loads involved
  - The working environment involved
4. Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
5. Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
6. Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
7. Employees will not be required to lift or move any loads that are beyond their individual capabilities.
8. Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.



## TRANSPORT SAFETY

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe operation of vehicles within the Companies premises or under the control of the Company.

The main problems associated with transport and vehicles include:

- Collisions with pedestrians
- Collisions between vehicles
- Reversing of vehicles
- People falling from vehicles
- Overloading of vehicles
- Overturning vehicles

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Codes of Practice (L21 and L24) and guidance notes (HSG 136 and INDG 199) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. All school vehicles will be safe and suitable for their purpose including:
  - Proper maintenance according to a pre-planned maintenance programme
  - Provision of safety features (eg seat belts, horns, lights)
  - Daily driver safety checks using an appropriate checklist
2. Every authorised driver must check his / her vehicle before use to ensure that it is safe to use and shall report all defects as soon as possible to the Premises Manager.
3. Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by the school.
4. Drivers will be subject to selection and training procedures relevant to their particular vehicle.
5. Records will be kept of all driver training with copies of relevant licences, certificates or authorisations.
6. All drivers shall report any incident irrespective of any injury / damage to their manager as soon as practicable.

**The person/s within the school responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

**'Details held at individual school'**



## WORK AT HEIGHT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations 2005 and the Lifting Equipment and Lifting Operations Regulations 1998, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
2. Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work commences.
3. All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
4. All equipment (including ladders and stepladders) used in connection with work at height must be properly inspected and maintained.
5. All risks arising in connection with fragile surfaces must be properly controlled.
6. All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
7. When planning work at height account must be taken of emergency and rescue requirements.
8. Work must not be carried out during weather conditions that could endanger health and safety.
9. Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
10. Reports must be kept of all required inspections of equipment used for working at height.
11. In interpreting the application of this part of the policy `work at height` is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.



## SLIPS AND TRIPS

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the risks of slips and trips incidents.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Codes of Practice (L21 and L24) and guidance notes (HSG 155) (INDG 225) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.
2. The selection of floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
3. Measures should be taken to prevent floors from getting wet or contaminated from activities or processes.
4. Spillage procedures must ensure the rapid clean up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
5. Where necessary suitable warning signs and barriers must be erected during the removal of spillages.
6. Steps and slopes on floors must have good foot and hand holds and have no sudden changes of level.
7. Adequate levels of lighting must be provided and maintained in all areas and walkways.
8. Where necessary suitable footwear will be provided for employees, taking into account the conditions, the work and the individual.
9. Trailing leads must be avoided in all working areas and walkways.
10. All incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence.
11. When carrying out risk assessments, account must be given to access to areas by members of the public and possible vulnerable groups (eg older people and disabled).
12. Suitable and adequate information, instruction and training must be provided to all employees regarding the avoidance of slips and trips accidents and in spillage removal and prevention.
13. Employees must report all spillages immediately to The Premises Team together with any building defects or other problems that are causing floors to be wet, slippery or uneven.
14. All maintenance work resulting in wet, slippery or uneven floors must be carried out as soon as possible, with barriers and warning signs being erected as a temporary measure.
15. All areas must be kept clear of rubbish and other obstructions likely to cause slips and trips.



## DISPLAY SCREEN EQUIPMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe use of display screen equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back
- Eyestrain or similar visual problems
- Headaches
- Stress and fatigue
- Skin irritation or rashes

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Display Screen Equipment Regulations 1992 (DSE 92), and with the specific guidance (L26) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We will carry out an analysis of every work station in order to assess and reduce the risks involved.
2. Assessments will take place on the introduction of new DSE or on the movement or change of location of DSE.
3. Assessments may be carried out by the individual "user" using the appropriate self assessment format in conjunction with adequate information, instruction and training.
4. "Users" shall be entitled to request appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any costs arising from these tests and appliances will be borne by the Academy.
5. Assessments will be reviewed on a regular basis and appropriate records will be kept.
6. Matters to be taken into account during the assessment will include:
  - The whole workstation including equipment, furniture and the working environment
  - The job or tasks involved
  - Any special needs of individual employees
7. Where the assessments reveal equipment or other issues that do not meet the minimum legal requirements, appropriate action will be taken to rectify such matters.



## **ELECTRICAL SAFETY**

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The main hazards associated with electricity include:

- Shock
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries (eg falls from height following shock)

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations 1989 and with the specific guidance (HSG 85/107/236 and HSR 25) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

### **Fixed Electrical Installations**

1. All fixed installations and systems will meet the required standard (eg BS 7671).
2. All fixed installations will be maintained in a safe condition.
3. All fixed installations will be routinely inspected.
4. Adequate socket-outlets will be provided to avoid overloading or the excessive use of extension leads.
5. Employees are required to report any defective electrical installations or systems.

### **Portable Electrical Equipment**

1. All portable electrical equipment will be safe and suitable for the particular work in which it is used.
2. All portable electrical equipment will be maintained in a safe condition.
3. All portable electrical equipment will be subject to a system of visual inspection and testing.
4. All portable electrical equipment brought on to Company premises or sites by employees (eg heaters, fans etc.) and contractors must be tested before use.
5. Employees are required to report any defective equipment and to remove from service if considered to be detrimental to safe usage.

### **Information and Training**

1. Adequate training and information will be provided to all employees regarding the safe use of electrical equipment.
2. All employees will be provided with copies of risk assessments and safe working procedures that are relevant to electrical installations, systems and equipment in their area or work activities.
3. We will only permit suitably competent persons to carry out any work on electrical installations, systems and equipment.
4. All contractors will be informed of, and are expected to comply with, our Health and Safety Policy and any relevant risk assessments or safe working procedures.



## Record Keeping

The following records will be retained and updated as appropriate:

1. A register of all portable electrical equipment on the schools premises.
2. Details of instruments and testing equipment used for electrical work.
3. Copies of any permits authorising work on electrical equipment.
4. Safety information provided to and by contractors.
5. All information relating to individual competence and training of persons who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work.
6. Details of inspections and tests conducted on fixed installations, portable electrical equipment and personal protective equipment. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.



## HAZARDOUS SUBSTANCES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks associated with the use and/or storage hazardous substances are assessed and adequately controlled.

Hazardous substances could include:

- Substances used during cleaning operations
- Substances used during teaching experiments
- Substances generated during activities (eg fumes, vapours, gases)
- Substances used during building or repair works (paints, adhesives, cement etc)

The health effects of exposure to chemicals and other hazardous substances could include:

- Skin irritation or dermatitis
- Asthma or other allergic responses
- Loss of consciousness
- Bacterial infections
- Cancer

We will endeavour to comply with the relevant legal requirements, as contained within the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP), and with the associated specific Approved Codes of Practice (HSG193) and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

1. An up-to-date register of all chemicals and other hazardous substances used or stored will be maintained together with the latest relevant manufacturer's safety data sheets.
2. All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.
3. COSHH assessments will be completed and recorded for all chemicals and other hazardous substances.
4. All processes and activities will be designed and operated to minimise the emission, release and spread of substances hazardous to health.
5. When developing control measures account will be taken of all relevant routes of exposure (eg inhalation, skin absorption or ingestion).
6. Exposure will be controlled by measures that are proportionate to the particular health risks involved.
7. The most effective and reliable control options will be chosen which minimise the escape and spread of substances hazardous to health.
8. Where adequate control of exposure cannot be achieved by other means, suitable personal protective equipment will be provided, in combination with other control measures.
9. All elements of control measures will be monitored and reviewed regularly for their continuing effectiveness.
10. Where required all employees and other persons will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work or otherwise come into contact and the use of control measures developed to minimise the risks, including the use of required personal protective equipment.





11. When developing and introducing control measures care will be taken to ensure that it does not increase the overall risk to health and safety.
12. Suitable health surveillance will be arranged for any employee who may be exposed to any substance for which there is a disease associated with that substance (eg asthma, dermatitis or cancers) and where it is possible to detect the disease or any adverse health effect, and therefore reduce the risk of further harm.

### **General Precautions**

The following general precautions apply to the use, handling and transporting of chemicals and other hazardous substances:

1. Products must never be allowed to come into contact with the eyes, skin or mucous membrane.
2. Personal protective equipment and clothing must be worn, if required.
3. Always observe good industrial hygiene practices.
4. Do not swallow materials or use in areas where food is being consumed.
5. Inhalation of chemical vapours or dust should be avoided.
6. Adequate ventilation must be provided.
7. Suitable respiratory protection must be worn, if required.
8. Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams.
9. Store all products in ventilated areas away from extremes of temperatures and environment.
10. Clean up spillages instantly and dispose of waste using suitable containers.
11. Except for transport in closed packages, materials must only be handled by authorised personnel.
12. Ensure the correct equipment for handling the products is made available.
13. Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice sought. Reference should always be made to the relevant COSHH assessment and hazard data sheet.



## MACHINERY, PLANT AND EQUIPMENT

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (eg shearing, drawing in, and crushing)
- Impact
- Contact (eg friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire
- Noise
- Vibration

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Supply of Machinery (Safety) Regulations 2008, and with the specific guidance (L22) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.
2. All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
3. All dangerous parts of machinery will be suitably and adequately guarded.
4. All equipment will be maintained in efficient order and in good repair.
5. Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturers' instructions or other recommended guidance.
6. All equipment will be maintained in efficient order and in good repair.
7. Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
8. Equipment users are required to only use equipment for the purpose or operations for which it is suitable or intended and to report any defective equipment immediately to the appropriate manager.
9. Every person who uses equipment will receive suitable and adequate information, instruction, training and supervision.



## ASBESTOS

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes managing asbestos that may be present in our premises.

Common sources of asbestos in buildings include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids
- Moulded or preformed lagging on pipes and boilers
- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- Millboard, paper and paper products used for insulation of electrical equipment
- Asbestos pipe lagging
- Asbestos insulation board
- Perforated ceiling tiles
- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

We will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Asbestos at Work Regulations 2006 and with the Approved Codes of Practice (L127 and L143) issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area:

1. A survey of all our buildings has been carried out to find out if there is asbestos in the premises, the amount and condition.
2. All materials will be presumed to contain asbestos, unless there is strong evidence that they do not.
3. A record of the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in all our premises.
4. An assessment of the risk from the materials has been carried out.
5. A plan will be prepared that sets out in detail how ACMs are going to be managed and the risk from this material.
6. Steps will be taken to put the plan into action and to review and monitor it.
7. Information on the location and condition of the material will be provided to anyone who is liable to work on or disturb it.
8. All surveys and any required sampling will be carried out by a suitably trained person.
9. All required asbestos removal work will only be carried out by a licensed contractor.



## LEGIONELLA

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the health risks associated with legionella bacteria in water systems.

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breath in the contaminated water droplets.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Notification of Cooling Towers and Evaporative Condensers Regulations 1992, and with the specific Approved Codes of Practice (L8)(L21) and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. We will carry out a risk assessment in respect of the risk of legionella within the water systems within our premises, including assessments of the water temperatures involved; the possibility of droplet formation and the presence of any particularly susceptible persons.
2. An up to date schematic plan of the water systems will be prepared.
3. The risk assessment and schematic plan will contain details of the precautions to be taken and instructions for the operation of the system.
4. Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
5. Regular visual checks will be carried out on the cleanliness and general condition of the water system.
6. Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
7. Records of all tests undertaken and maintenance to the water systems will be kept.



## MOBILE PHONES

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes implementing measures to ensure that health and safety is not compromised by the use of mobile phones, particularly while driving.

We will endeavour to comply with the relevant legal requirements, as contained the Management of Health and Safety at Work Regulations 1999, and with the specific guidance issued by the Health and Safety Executive and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area:

1. Although the scientific evidence is unclear regarding the adverse effects on the health of mobile phone users caused by the emission of radio frequency radiation, it is suggested that employees and pupils limit the time spent by them using mobile phones.
2. Wherever possible employees should make every effort to use land-line phones rather than mobile phones.
3. Employees must never use their mobile phones when driving.



## LONE WORKING

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks associated with lone working.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve Code of Practice (L21) and guidance notes (INDG73) issued by the Health and Safety Executive.

Lone worker is defined as `persons who work by themselves without close or direct supervision`.

Examples of lone workers would include:

- People who work in isolation in premises or areas of premises
- People who work outside normal working hours (eg cleaners & premises staff)
- Mobile workers

The following rules and procedures will be applied in relation to this area:

1. We believe that there is generally no reason why workers should not work alone subject to the special risks being assessed and control being implemented.
2. All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.
3. Where an assessment reveals that a task or job is unsuitable for lone working measures must be taken to ensure that adequate supervision, help or back-up is provided.
4. Lone working must not be allowed in respect of tasks involving the use or handling of plant, substances or goods that cannot be carried out safely by one person.
5. All lone working activities or situations must have suitable emergency procedures and first aid facilities.
6. All lone workers must receive adequate information, instruction and training.
7. Assessments for lone working must take into account any possible risks of violence and any special risks to female employees and young persons.
8. Suitable and adequate safe working procedures and arrangements must be developed and implemented for all lone working activities or situations. Safe working procedures in respect of lone working may include:
  - Periodic visits by managers
  - Regular voice contact with lone workers
  - Special alarm devices
  - Automatic warning devices
  - Return to base/home checks
  - Mobile first aid kits



## NEW AND EXPECTANT MOTHERS

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks to pregnant employees or those returning after maternity leave.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Code of Practice(L21) and guidance (HSG122) issued by the Health and Safety Executive and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

1. We recognise that pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.
2. When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.
3. Where hazards that could pose a risk to new or expectant mothers are identified we will take appropriate action to remove or reduce the risk, and will inform relevant female employees of childbearing age.
4. All expectant mothers must inform the school in writing of their pregnancy.
5. In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that we are informed of the pregnancy as soon as is practicable.
6. We reserve the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.
7. Upon receipt of notification from a new or expectant mother we will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the doctor.
8. Following the assessment specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breast feeding.
9. Where there are jobs or tasks that are considered to be unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child we will offer suitable alternative work or, where this is not possible, suspend the employee on full pay for as long as is necessary to protect her and her child's health. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.
10. We reserve the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
11. For these purposes we define a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
12. Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from her manager before undertaking the task about which she has a concern.



## VISITORS AND CONTRACTORS

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the safety and work of visitors and contractors when present on Company premises.

We will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and Construction (Design and Management) Regulations 2007 and with the specific Approved Code of Practice (L144) and guidance issued or approved by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

1. Visitors and contractors will not be permitted on school premises unless specifically authorised to do so.
2. All visitors and contractors will be required to comply with the Health and Safety Policy. See 'responsibilities of contractors and visitors' and relevant rules and procedures.
3. We will take all reasonable steps to ensure the health and safety of all visitors and contractors.
4. We will provide all visitors and contractors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations, including:
  - Safety policy
  - Relevant risk assessments
  - Relevant safe systems of work
  - Emergency response procedures
  - First aid facilities
  - Welfare facilities
  - Site rules and procedures
  - Safety plans
  - Site induction training
5. All visitors and contractors must report to the school reception / site office upon arrival and leaving.
6. We will take account of the possible presence of visitors and contractors when developing, implementing and practising fire and other emergency procedures.
7. All visitors and contractors must report immediately any accidents or incidents resulting in injury or damage to the Director of Business.
8. We will record all accidents and incidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.
9. All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.





## **DRUGS AND ALCOHOL**

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g. during school trips.

Staff members are instructed that they should not carry out their duties whilst under the influence of alcohol.

## **SMOKING POLICY**

The Trust acknowledges that second hand tobacco smoke is both a public and work place health hazard and have therefore adopted this 'no-smoking' policy. Please refer to the Academy Smoke Free Policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health & safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### **Restrictions on Smoking**

Smoking is not permitted in any part of the premises including all outside areas.



**APPENDIX 1**

**Competent Persons for fire and other emergencies are:**

1. Details held at individual school
- 2.
- 3.

**Appointed Fire Marshals are:**

1. Details held at individual school
- 2.
- 3.



**4. APPENDIX 2**

A list of trained first aiders are below.

**Details held at individual school**