



Christ Centred, Child Centred, Catholic Educational Excellence

## THE DIOCESE OF WESTMINSTER ACADEMY TRUST

### HEALTH AND SAFETY POLICY

#### OUR MISSION

TO ACHIEVE EXCELLENCE IN THE SERVICE OF THE GOSPEL, TO BUILD A BETTER WORLD

This document sets out the health and safety management system, policy and organisational responsibility for health and safety within DOWAT (the Trust), detailing our organisation's commitment to and arrangements for providing a safe working and learning environment.

This Health and Safety Policy has been approved and adopted by The Diocese of Westminster Academy Trust in September 2024 and will be reviewed in September 2025.

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## 1. HEALTH AND SAFETY POLICY STATEMENT

The **Directors of The Diocese of Westminster Academy Trust (DoWAT)** recognise and accept their responsibility, as the employer for all DoWAT employees, to provide workplaces and work practices which are safe and healthy for employees, pupils, and visitors - including contractors or anyone else who might be affected by our operations.

We are committed to providing sufficient resources to ensure the health and safety of our employees, teachers, pupils, visitors, and contractors. We recognize that adequate resources are essential for the effective implementation of our health and safety policies and procedures. We will allocate the necessary financial, human, and technological resources to identify and control workplace hazards, provide appropriate training and education, and maintain a safe and healthy work environment. We will regularly review and assess our resource allocation to ensure its adequacy and make adjustments as needed to continuously improve our health and safety performance.

Directors are especially mindful that exposure to risk is an essential part of the education process. DoWAT is committed to providing a learning environment that, whilst not unduly hazardous, provides all students with a stimulating experience that equips and prepares both children and young adults for life in the real-world.

In schools, the day-to-day responsibility for compliance with the Trust Health and Safety Policy and Procedures rests with the **Headteacher**. At central office, the same responsibility rests with the **Chief Executive Officer**. The **Chief Financial Officer** is responsible for the compilation of an effective Health & Safety policy, its promotion and testing of compliance and is supported day to day by members of the Central Team. **Gallagher School Share** has been appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 as the competent person.

**Gallagher**, as the 'competent person' carries out monitoring and audit activities to establish and evaluate health and safety compliance. The Chief Financial Officer reports to **Directors** annually at least.

DoWAT operates a devolved system of operational control in its schools. The overarching requirement is that schools must always follow the central Trust Health & Safety Policy. Each school must have a Governor with Oversight of Health and Safety who represents the Local Governing Body at any Health and Safety Committee meetings. The Headteacher, alongside the Governor with Oversight of Health and Safety, reports to the Local Governing Body on health and safety matters, which are a standing agenda item at local Governing Body meetings.

Directors acknowledge and accept the risk this approach creates and therefore monitor that schools operate in accordance with the Health & Safety policy. Should non-compliance be identified, the Trust reserves the right, as the employer, to take operational control of some or all of school operations to ensure no persons are placed at an unacceptable risk.

Employees are reminded of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and any other persons who might be affected by their work activities. Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in each site's localised Health and Safety Management Policy and its subsidiary topic policies. All DoWAT employees are additionally required to adhere to the supporting principles shown below.



Patrick Murden  
Chief Executive Office



18th September 2024

Patrick Leeson  
Chair of the Board of Directors



## HEALTH & SAFETY STATEMENT – SUPPORTING PRINCIPLES

It is expected that all those who work with, or for, DoWAT will:

- Attend appropriate induction training/briefing in addition to any specific health and safety training deemed necessary. The purpose of the induction training/briefing is to promote employee understanding of that which is necessary to meet their health and safety duties when undertaking work on behalf of the trust.
- Feel empowered to intervene or support individuals who intervene or stop an activity because they believe it is unsafe.
- Make a personal commitment to maintaining health and safety standards.
- Take time to read and understand relevant information provided to them about hazards, risks and preventative measures.
- Understand their role in effectively maintaining and responding to emergency arrangements.
- Accept constructive intervention in a positive manner when any member of staff takes action to stop an unsafe act.

The operating arrangements rely on:

- Those with responsibility for others, to lead by example in promoting a positive health and safety culture.
- The Trust and Schools following an appropriate improvement plan as a result of audit findings.
- All safety rules and arrangements being communicated to all employees in a clear and simple way.
- Specific procedures being developed where necessary, to reflect safety guidelines and support safe job execution.
- Responsibility and accountability for health and safety following an auditable system of delegation.
- The incorporation of health and safety considerations and appropriate controls into the procurement procedure.



## **2. HEALTH AND SAFETY POLICY ORGANISATION**

### **2.1 Explanation**

- 2.1.1 This section sets out the different health and safety responsibilities of each person working in the Trust. Each employee must manage health and safety issues within their own area of responsibility.

### **2.2 Overall Responsibility**

- 2.2.1 Whilst the responsibility for the implementation of this policy and the day-to-day management of health and safety at school level rests with the Local Governing Board and the Head Teacher, the overall responsibility for ensuring a safe and healthy environment in all Trust schools lies with the Trust Board.

### **2.3 Individual Responsibility**

- 2.3.1 In meeting the above general statement of policy, the Trust Board requires the Chief Executive Officer, Local Governing Boards, Head Teachers, School Business Managers and all Employees to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

### **2.4 Responsibilities in Law**

- 2.4.1 The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons, and the occupiers of buildings.
- 2.4.2 A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence in law.
- 2.4.3 It is in the interests of the employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and/or imprisonment. Such a failure may also result in disciplinary action.

### **2.5 Responsibilities of the Trust Board**

- 2.5.1 Provide the final authority on matters concerning Health and Safety at Work arising from business decisions and activities.
- 2.5.2 Provide adequate resources for the effective implementation of this policy.

### **2.6 Responsibilities of the Chief Executive Officer (or their designated trust executive lead):**

- 2.6.1 Implement the Board of Trustees' decisions on health and safety issues.



- 2.6.2 Provide adequate resources for effective implementation of this policy.
- 2.6.3 Administer the resources provided by the Board of Trustees for health and safety to meet legal duties and Trust standards and targets.
- 2.6.4 Ensure responsibilities and authority are effectively assigned and delegated to nominated individuals.
- 2.6.5 Ensure that all relevant accidents and incidents are reported to the relevant authorities under RIDDOR as appropriate.
- 2.6.6 Provide an annual update on health and safety performance to the Trust Board.

## **2.7 Responsibilities of the Senior Executive Leadership**

- 2.7.1 Ensure that a practical system is in place for the management of health and safety issues and that it is functioning effectively.
- 2.7.2 Provide adequate resources for effective implementation of this policy.
- 2.7.3 Ensure that The Trust has access to competent advisors for health and safety matters.
- 2.7.4 Ensure that there are processes for the internal and external auditing of systems, policies, and premises.
- 2.7.5 Review this policy annually and arrange for any changes to be implemented and the policy document is updated as necessary.
- 2.7.6 Draw up, agree and monitor an accessibility plan for each academy in consultation with the Head Teachers, reporting any issues to the Directors.

## **2.8 Responsibilities of Local Governing Body**

- 2.8.1 Recognise and accept overall responsibility for all health and safety matters.
- 2.8.2 Ensure that all relevant health and safety issues are adequately addressed.
- 2.8.3 Review the implementation of the health and safety policy and ensure that appropriate risk assessments are being carried out.
- 2.8.4 Report on H&S Matters to the Trust Board via the Audit & Risk Committee (ARC).
- 2.8.5 Carry out a health and safety visit of the academy at least annually, providing a written report to Governors.
- 2.8.6 Receive and act upon accident, incident, and internal/external audit reports provided by School Business Managers.



## 2.9 Responsibilities of the Headteacher

*Actions can be delegated to School Business Managers/H&S Lead, although the Headteacher retains overall responsibility.*

- 2.9.1 Accept day to day responsibility and management of all health and safety matters.
- 2.9.2 Provide adequate resources for effective implementation of this policy.
- 2.9.3 Ensure that risk assessments for all relevant work activities and areas are carried out, documented and reviewed.
- 2.9.4 Ensure that a staff health and safety training matrix is maintained.
- 2.9.5 Ensure that all employees are aware of, understand and comply with Trust Health and Safety policy, rules and procedures.
- 2.9.6 Ensure that any contractors engaged to carry out work on the premises are vetted and approved in accordance with Trust policies.
- 2.9.7 Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies.
- 2.9.8 Facilitate regular discussion within all Staff Meetings/Briefings on health and safety to allow all employees to contribute to health and safety in the workplace.
- 2.9.9 Ensure that a register of those authorised to drive on Trust business is maintained up to date.
- 2.9.10 Ensure that all accidents are recorded in the Accident Book and reported under RIDDOR as appropriate.
- 2.9.11 Compile accident and near miss statistics for presentation to Senior Management as required.
- 2.9.12 Investigate work related causes of absence through accident or sickness, and ensure that findings are acted upon.
- 2.9.13 Ensure disciplinary action is enforced in cases of non-compliance with the H&S Policy.
- 2.9.14 Ensure that all work equipment, including vehicles, are adequately maintained.
- 2.9.15 Ensure that there are processes for the internal auditing of systems, policies, and premises.
- 2.9.16 Support the School Business Manager in respect of day-to-day decisions on health and safety management.
- 2.9.17 Act on concerns raised by employees, contractors, and visitors, reporting these to Governors and Trust Board where applicable.



## **2.10 Responsibilities of all Employees**

- 2.10.1 Co-operate with the Trust Board, Governors, Head Teachers, School Business Managers and others on health and safety matters.
- 2.10.2 Comply with all Trust rules, procedures, and reasonable requests.
- 2.10.3 Not interfere with or misuse anything provided to safeguard their health and safety.
- 2.10.4 Take reasonable care of their own health and safety and that of others.
- 2.10.5 Warn others immediately of any known hazards or danger.
- 2.10.6 Refrain from any task for which they are not trained, authorised and competent to carry out.
- 2.10.7 Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use.
- 2.10.8 Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Head Teacher or School Business Manager as appropriate.
- 2.10.9 Use as directed any personal protective equipment needed to protect against hazards to health and safety.
- 2.10.10 Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager.

## **2.11 Role of the Competent Person**

- 2.11.1 The Trust engages an external competent person to undertake an annual health and safety audit and fire risk assessment of every academy within the Trust.
- 2.11.2 The competent person will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the academy site and make recommendations.

# **3. HEALTH AND SAFETY POLICY ARRANGEMENTS**

## **3.1 Risk Assessments**

- 3.1.1 All tasks carried out by our employees where a significant risk exists will be subject to a Risk Assessment. Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely. Specific risk assessments will be carried out in respect of higher risk areas, such as science, design & technology areas, and in respect of high-risk activities identified by legislation such as working at height.



- 3.1.2 Risk assessments will be carried out under the control of the School Business Manager. The expectation here is that the local Teacher or Supervisor will take the lead on identifying significant risks and documenting these risks. Training will be provided, as necessary, to any person who is required to record risk assessments. Control measures required to remove/control risks identified by the Risk Assessments will be approved by the School Business Manager, who will ensure that responsibility for implementation is delegated, communicated, and implemented effectively. The School Business Manager will check to ensure that control measures are implemented and that they are operating effectively.
- 3.1.3 Copies of Risk Assessments will be held by the School Business Manager and are available to all employees. All employees will ensure that they are fully conversant and comply fully with these documents. Any new hazards or circumstances which render a Risk Assessment inadequate will require a revised document to be agreed by the School Business Manager before work continues.
- 3.1.4 Curriculum Safety. Teachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a significant risk of injury to staff and students, and others. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from the Consortium of Local Education Authorities for The Provision of Science Services (CLEAPSS), The Association of Physical Education (AfPE), and other lead bodies should be adopted as appropriate. Risk Assessments will be reviewed annually, following an accident, or when the work/curriculum activity changes, whichever is soonest.

## **3.2 Consultation**

- 3.2.1 Consultation and communication on Health and Safety matters is via the supervisory chain of management, Staff Meetings and Briefings and Local Governing Body Resources Committee Meetings.
- 3.2.2 Any health and safety concerns should be reported immediately to the Head Teacher or School Business Manager as appropriate, who will ensure that appropriate action is taken. The School Business Manager, in turn, will report these concerns upwards via the supervisory chain of management to the Local Governing Body and the Chief Executive Officer or their designated executive lead.
- 3.2.3 Health and safety will be a standing agenda item on all Staff Meeting/Briefing agendas; these meetings will be used as a forum for the two-way communication of health and safety matters. When necessary, a Staff Meeting is called to explain issues, consult staff on realistic actions, agree practical improvements and to ask for help in making changes where necessary.



- 3.2.4 The completed “Health and Safety Law” poster and current Certificate of Employers Liability will be displayed on staff noticeboards.

### **3.3 Monitoring**

- 3.3.1 School Business Managers are responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed. The School Business Manager will investigate work related causes of absence through accident or sickness. Workplaces are maintained in safe condition. Routine internal and external audits are carried out and recorded with any necessary improvements or changes made.

### **3.4 Medical Screening**

- 3.4.1 Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:
- i. Mental and physical capacity to do the required work.
  - ii. Medical history which could be aggravated by the planned work or environment.
  - iii. Any reason to believe he / she may be a hazard to themselves or others.
  - iv. Specialist considerations.
- 3.4.2 Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an unacceptable level, which will be defined by a risk assessment. Changes in health should be reported to the individuals immediate line manager who will liaise with the School Business Manager for appropriate action. Records will be held on the personnel file during employment and for at least a further 6 years. Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age or religion in accordance with The Equality Act.

### **3.5 Health Surveillance**

- 3.5.1 Where an ongoing health risk due to exposure at work is recognised during risk assessment, routine monitoring of employees exposed will be carried out and records will be kept for 40 years after they leave in accordance with the Control of Substances Hazardous to Health Regulations.

### **3.6 Welfare**

- 3.6.1 The Trust is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations. This includes toilets



and washing facilities, drinking water and changing facilities. These are maintained in good condition by means of cleaning and regular inspection. Employees should report any concerns with the facilities provided to either their immediate line manager or to the School Business Manager.

### **3.7 Working Hours**

- 3.7.1 The Trust recognises the Working Time Directive. Employees are invited to work overtime, when necessary, but are not coerced and are at liberty to refuse. Employees are not expected to work excessive hours. Employees who control their own diaries are reminded to avoid working excessive hours.

### **3.8 Training and Competence**

- 3.8.1 The Trust will ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. We will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be made available to all employees.
- 3.8.2 Most training will be provided to all employees using an online training facility. Those employees needing specific skills and knowledge will be identified and appropriate additional training will be given. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed/refreshed regularly. Periodic refresher training will be delivered using toolbox talks delivered locally and the School Business Manager will maintain a documented training matrix.
- 3.8.3 The Head Teacher will ensure that either the School Business Manager or their designated representative is IOSH Managing Safely trained. The relevant certificate of training to be held on the personnel file at the school.

### **3.9 Young Persons**

- 3.9.1 Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury. If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.



### **3.10 Disabled Persons**

- 3.10.1 Disabled persons will be employed, subject to a risk assessment, provided the individual can do the work required without excessive risk to him / herself and others and that the adjustments needed to accommodate the individual are not excessive. Special arrangements and equipment will be provided to allow them to work safely where appropriate. Personal Emergency Evacuation Plans will be prepared and documented and agreed with all those affected. The parent, guardian or carer may also be involved in these processes to ensure the precautions are suitable and adequate.

### **3.11 Maternity Risk Assessments**

- 3.11.1 There is a potential risk to any unborn child if the mother overexerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort. When an employee informs her immediate supervisor in writing that she is pregnant, a detailed maternity risk assessment will be recorded with her, and suitable precautions agreed immediately. This risk assessment will be reviewed monthly until the employee begins maternity leave. Manual handling tasks for the individual concerned will be avoided. On return to work a further risk assessment will be carried out and acted upon.

### **3.12 Accident & Near Miss Response, Reporting and Investigation**

- 3.12.1 An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.
- 3.12.2 All accidents and near misses must be reported immediately to the School Business Manager who will ensure that these are recorded in the Accident Book on the day of occurrence. It is the responsibility of the School Business Manager to ensure each incident is correctly recorded and that an appropriate investigation is carried out, if required.
- 3.12.3 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the relevant authorities by the School Business Manager on behalf of the Head Teacher. Those RIDDOR incidents will additionally be reported to the Chief Executive Officer or their designated executive lead quarterly in line with Audit & Risk committee meetings. Arrangements for incident escalation to the Trust Board in respect of other matters will be detailed within the Local School Emergency Plan.



- 3.12.4 Accident and Near Miss statistics will be compiled and will be provided to the Chief Executive Officer or their designated executive lead on an annual basis once considered by the Local Governing Body. The Chief Executive Officer will ensure that accident data is analysed with a view to preventing a recurrence, and that information and statistics are provided to the Trust Board.
- 3.12.5 The site of any accident or near miss should not be cleared without the authorisation of the School Business Manager as the Police, Health and Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.
- 3.12.6 All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by the School Business Manager with support from Gallagher School Share Competent Person as required. Time allocated to each investigation will depend on the seriousness of the accident.
- 3.12.7 During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment updated, and further measures introduced in order to avoid a re-occurrence.
- 3.12.8 The investigation aim should be:
- i. To ensure that all necessary information in respect of the accident or incident is collated.
  - ii. To understand the sequence of events that led to the accident or incident.
  - iii. To identify the unsafe acts and conditions that contributed to the cause of the accident or incident.
  - iv. To identify the underlying causes that may have contributed to the accident or incident.
  - v. To ensure that effective remedial actions are taken to prevent any recurrence.
  - vi. To enable a full and comprehensive report of the accident or incident to be prepared for all relevant parties.
  - vii. To enable all statutory requirements to be adhered to. The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.
- 3.12.9 Remember:
- i. Do not approach until it is safe to do so.
  - ii. Call a first aider or ambulance if necessary.



- iii. Report the accident to the School Business Manager.
- iv. Do not move anything except to release the injured person(s) until given specific authority to do so in case the police / HSE / EHO wish to investigate the incident.

3.12.10 The First Aider will:

- i. Only allow access if it is safe to do so.
- ii. Only allow those needed to assist at the scene and keep all others away.
- iii. Arrange medical assistance and other emergency services help as necessary.
- iv. Send somebody to find and liaise with Emergency Services.
- v. If relevant, ensure the COSHH Assessment is provided to medical personnel.
- vi. If possible, determine injuries.

3.12.11 The School Business Manager will:

- i. Investigate the cause keeping records of all incidents for reference.
- ii. Record information, conditions, statements, take photos, measurements, samples etc.
- iii. Ensure that the incident is recorded in the Accident Book.
- iv. Check the area is safe before restarting work.
- v. Report all incidents required under RIDDOR.
- vi. Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.

3.12.12 The School Business Manager will compile an annual analysis and evaluation of all reported incidents, near misses and incidents of ill health. This will be presented to the Local Governing Body meeting held between January and March of every year. This will allow the identification of patterns and trends and enable corrective action to be taken.

3.12.13 Contact Gallagher for guidance in the event of a serious accident or near miss.

### 3.13 First Aid

3.13.1 First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

3.13.2 Names of appointed first aiders are displayed on staff notice boards/school intranet. Non first aid trained persons can help the injured person if requested, provided they act ONLY under the



instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

- 3.13.3 First aid kits and eye wash stations are provided throughout our premises. A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a nominated person. Medicines are not permitted to be stored in First Aid kits.

### **3.14 Security and Safeguarding**

- 3.14.1 The Trust aims to provide a safe and secure environment for our employees, visitors, students and others who may visit our premises or use our facilities. Access is restricted to authorised persons. A security risk assessment is carried out and all reasonable steps are taken to prevent unauthorised access to our premises.
- 3.14.2 Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training. Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

### **3.15 Visitors**

- 3.15.1 Visitors must report their arrival and departure. They are then supervised while on site by the person responsible. Safety rules and emergency procedures will be communicated. Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate manager if there are any suspicions.

### **3.16 Alcohol, Drugs and Medication**

- 3.16.1 It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action. Any employee who is involved in taking such substances while not at work will be provided with advice and support in dealing with the situation provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the Trust in future.
- 3.16.2 Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if



appropriate, should obtain details from their child's GP or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

- 3.16.3 There is no legal duty requiring school or staff to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school or setting as other children. Our academies comply with local practices in relation to their own Medicines Administering Policies.

### **3.17 Personal Protective Equipment (PPE)**

- 3.17.1 PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work. Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning and testing. Employees are to check that their PPE is in good condition at all times and obtain replacements from their supervisor if required. No work is to be carried out without the appropriate PPE being worn in accordance with the relevant risk assessment. Training will be provided to individuals that need to wear PPE.
- 3.17.2 Constant supervision of PPE use and condition will be carried out by managers and supervisors. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

### **3.18 School Trips / Off-Site Activities**

- 3.18.1 Each academy complies with appropriate external guidance on off-site visits and school journeys.
- 3.18.2 Each academy will name a competent person who will be nominated as the Educational Visits Co-ordinator (EVC) who will be responsible for:
- i. Supporting the School Business Manager and governors with approval and other decisions.
  - ii. Assessing the competence of leaders and other adults proposed for a visit.
  - iii. Organise any required training for leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
  - iv. Organise thorough induction of leaders and other adults taking pupils on a specific visit.



- v. Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- vi. Review systems and, on occasion, monitor practice.

### **3.19 Stress**

- 3.19.1 Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems. Employees are told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.

### **3.20 Smoking and Vaping**

- 3.20.1 Smoking and vaping are banned inside our premises and grounds. It is a risk to health for smokers and those nearby and involves a risk of fire from unsafely discarded smoking materials. Smoking and vaping within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

### **3.21 Management of Contractors and School Managed Building Projects**

#### School managed building & refurbishment projects

- 3.21.1 The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.
- 3.21.2 Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by competent project managers/property consultants on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.
- 3.21.3 To ensure contractor competency the school uses competent project managers/property consultants to undertake appropriate competency checks prior to engaging a contractor i.e. (the contractor has sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done. Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.



- 3.21.4 Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree on the details of the risk assessments.
- 3.21.5 Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) the competent project managers/property consultants will be able to advise further on this.
- 3.21.6 The following system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public. Only approved contractors are to be engaged at Trust premises. The School Business Manager (or their appointed nominee) will maintain a register of approved contractors.
- 3.21.7 The School Business Manager will work together with the project managers/property consultants to appoint, control, and monitor the activities of all contractor's works. In co-ordination with the project managers/property consultants they will undertake an assessment of the contractor using the contractor assessment form. This is to ensure that they meet the minimum performance requirements.
- 3.21.8 The contractor must supply the following as a minimum:
- i. Method statements.
  - ii. Insurance Documentation.
  - iii. Risk assessments.
  - iv. Training records.
  - v. References.
  - vi. Maintenance records of kit.
  - vii. Workplan.
- 3.21.9 The School Business Manager (or their appointed nominee) will instruct contractors to report to Reception on the first day the work is to commence. All contractors must wait until collected by the School Business Manager from Reception. The School Business Manager which engages the contractor, will be responsible for providing induction training and for ensuring that the contractor complies with the above requirements while undertaking work.



- 3.21.10 The induction will consist of the following and will be part of a site tour (See the Local Emergency Evacuation Procedure):
- i. First aid procedures.
  - ii. Fire procedures.
  - iii. Welfare facilities.
  - iv. Car parking facilities.
  - v. Emergency contact numbers.
  - vi. Signing in and out procedures, this must be done on a daily basis.
- 3.21.11 The Contractor Induction Checklist will be completed on site as part of the contractor induction prior to any works commencing.
- 3.21.12 Any failure of the contractor to comply with the above will be recorded in writing and a copy of the report handed to and signed for by the contractor. Any responsible person may report unsafe conditions. It is important, for reasons of liability, that the person issuing the report does not state on the report the remedial action to be taken. All contractors must adhere to local induction instructions and sign to say they have received and understood the induction.
- 3.21.13 The School Business Manager (or their appointed nominee) will monitor the progress and activities of the contractor and ensure the safety & environmental requirements are complied with. For long term contracts regular meetings will be held with the contractor at which Health & Safety Environmental & quality issues will be discussed.
- 3.21.14 When it is known that hazards or potential hazards exist which could affect the contractor then this information will be passed to the contractor in writing and recorded in the contract documents. The School Business Manager (or their appointed nominee) engaging the contractor will ensure that internal procedures which may affect the contractors' employees are made known to the contractor and that the employees are fully aware of them.
- 3.21.15 Should an employee of a contractor have an accident or be involved in an environmental incident on Trust premises, the incident will be reported to the School Business Manager or their nominated representative.

## **3.22 Fire Safety**

- 3.22.1 A fire risk assessment is carried out at each Trust premises. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there



are any changes to the workplace (whichever is the soonest). Fire escape routes, doors and corridors must be kept clear at all times.

- 3.22.2 Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by a designated person. Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected daily by a designated person.
- 3.22.3 Where a Fire Alarm system has been installed, this is maintained under contract by an approved firm. Fire Points should not be interfered with in any way. Fire Points are inspected daily by a designated person. Emergency lighting is maintained by a specialist contractor.
- 3.22.4 Fire Alarms are tested once a week. Emergency Evacuation drills are practised on a termly basis. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.
- 3.22.5 Records of testing, maintenance and evacuations are held by the School Business Manager.

### **3.23 Fire Evacuation Procedures**

#### DO NOT TAKE PERSONAL RISKS

- 3.23.1 The Fire Assembly Point is signposted externally and detailed on “Fire Action Notices” within the premises.
- 3.23.2 In the Event of Fire:
  - i. Activate the nearest fire alarm.
  - ii. Contact the Receptionist, they will call the fire brigade.
  - iii. Leave the building immediately by the nearest Fire Exit and go to Assembly Point.
  - iv. Report the location of the fire to the Chief Fire Marshal.
- 3.23.3 On hearing the fire alarm:
  - i. Immediately shut down any equipment.
  - ii. Close all windows and doors (if possible and without endangering yourself).
  - iii. Leave the building immediately by the nearest Fire Exit and go to Assembly Point.
- 3.23.4 Remember:
  - i. Do not collect personal belongings.
  - ii. Do not panic or cause panic.



- iii. Do not run or shout.
- iv. Do not return inside the building until authorised to do so.
- v. Beware of emergency vehicles.

### **3.24 Work Equipment**

- 3.24.1 The Trust will ensure that work equipment provided by the Trust is suitable and safe, meeting the required health and safety standards before it is first used. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.
- 3.24.2 Any problems found with work equipment should be reported to the School Business Manager. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced. Inspection, repair and cleaning are carried out only by authorised, trained and competent employees following specified procedures. The electrical supply to the item must be turned off during inspection / cleaning.
- 3.24.3 Records of inspections and repairs are held. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

### **3.25 Driving on Trust Business**

- 3.25.1 All vehicles owned or used on official Trust business will be maintained regularly by a qualified vehicle mechanic. In addition, they will be subject to a pre-use inspection by the driver or other authorised member of staff. Training will be provided.
- 3.25.2 Whether using their own or a Trust owned vehicle, only authorised persons may drive on Trust business. Authorisation will be given by the School Business Manager. Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold the relevant Minibus Driver Awareness Scheme (MIDAS) certificate. Training can be arranged via your line manager as required for business purposes.
- 3.25.3 A road fund licence and, where required MoT certification, for vehicles for which the Trust is responsible will be arranged by the School Business Manager. The Trust will arrange motor insurance.
- 3.25.4 Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must ensure that they hold the following licences or certificates:



- i. Driving licence.
  - ii. MoT certificate (where required due to the age of the vehicle).
  - iii. Motor insurance certificate confirming the existence of “Business Use” cover.
- 3.25.5 The School Business Manager will maintain a list of drivers who have been authorised to drive vehicles owned or leased by the school. The School Business Manager will check driving licences annually.

### **3.26 Safe Handling and Use of Substances**

- 3.26.1 The School Business Manager (or their appointed nominee) is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. CLEAPPS information can be used for this purpose where records exist.
- 3.26.2 Hazardous substances are defined by the COSHH regulations as:
  - i. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning labels.
  - ii. Biological agents directly connected with work including micro-organisms.
  - iii. Dust of any kind when present as a substantial concentration in the air.
- 3.26.3 Hazardous substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the School Business Manager (or their appointed nominee).
- 3.26.4 The School Business Manager (or their appointed nominee) will complete an assessment for any authorised products and an instruction for safe use in cleaning/maintenance activities. Teachers are responsible for those substances used in the practical curriculum that they are responsible for including safe storage and use. COSHH Assessments will be kept available for reference at all times, with an up-to-date library set held by the School Business Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.
- 3.26.5 Dust in the Technology lessons are controlled by LEV and experiments in science are carried out in a Fume Cupboard. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.
- 3.26.6 Bleach, or bleach-based products are not permitted on the premises. Substances which are assessed to be high risk will be substituted to a less harmful product. Maintenance, Examination



and Testing In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months by a competent person. A record of the results of all examinations must be kept for at least 7 years.

- 3.26.7 Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.
- 3.26.8 If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous. All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Risk Assessment before being used. All actions identified in COSHH Assessments are implemented. CLEAPSS data can also be used as an equivalent risk assessment.

### **3.27 Workplace Slips & Trips**

- 3.27.1 Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees. This includes the prohibition of high heeled shoes or “flip flops” at all times in our schools.
- 3.27.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.
- 3.27.3 Lids must be used when transporting containers of liquid, and food. Any other substances being used around the premises must be securely transported and stored. Any spillages, flooring defects or obstructions observed must either be removed or reported to the School Business Manager. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry. Relevant staff will be trained to respond promptly to spillages and appropriate cleaning equipment will be provided.

### **3.28 Working with Computers**

- 3.28.1 Where employees use computers routinely, (for more than 1 hour per day) workstations are set up correctly to suit the employee and appropriate equipment is provided. A detailed risk assessment will be recorded and reviewed annually and the steps taken to identify additional measures needed.



- 3.28.2 Employees identified as DSE users are entitled to an eyesight test by an optician at Trust expense. Subsequent to this, the Trust will make a contribution towards glasses that are required specifically for use with computers.

### 3.29 Manual Handling

- 3.29.1 Tasks will require physical effort (e.g. moving equipment, stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations. Manual handling will be carried out using suitable handling equipment where this is practical. For the remaining tasks involving significant manual effort, risk assessments will be written to reduce the risk to an acceptable level.
- 3.29.2 If due to the nature of the work the elimination of manual handling is not possible, these guidelines should be followed:
- i. Do not attempt physical effort if you are not confident of your capacity to do it safely.
  - ii. Plan your route to check for hazards and decrease distances when carrying items.
  - iii. Avoid unnecessary handling by the use of any mechanical aids provided.
  - iv. Place materials as close as practicable to workplace to limit distance, time and effort.
  - v. Avoid lifting any loads in excess of 25kg for men and 16kg for women – see HSE guidelines.
  - vi. Do not overload shelves.
  - vii. Ask for help or guidance if necessary.
  - viii. Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned.
  - ix. Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
  - x. Protect any sharp edges, leaks, etc.
  - xi. Wear uniform, gloves, apron, sensible shoes etc. as appropriate.
  - xii. During any repetitive work, allow sufficient time between lifts for resting.
  - xiii. Ensure good communication between all personnel involved in any shared lifting operations.
  - xiv. Avoid sudden movements (e.g. by catching a falling object).



- xv. Do not put any other person at risk.
- xvi. Individuals that are subject to a maternity risk assessment must avoid undertaking any manual handling operations.

### **3.30 Fixed Electrical Installations**

- 3.30.1 Only National Inspection Council for Electrical Installation Contracting (NICEIC) or Electrical Contractors Association (ECA) approved electricians are permitted to maintain electrical installations. They work to the current Institute of Electrical Electronics Engineers (IEE) Wiring Regulations. A full test of the installation is carried out at least every 5 years with records kept. Any changes and repairs are carried out by approved electricians to the same standard and are certified. Records are kept.
- 3.30.2 Fuse boxes and electrical cupboards must be kept secure from access by unauthorised persons. Any damaged or defective items observed should be reported immediately to the School Business Manager. Where fitted to building exteriors lightning conductors will be inspected by a competent person every 11 months. Fuse boxes and cupboards must not be considered as additional storage spaces. They must be kept clear of clutter.

### **3.31 Portable Electrical Appliances**

- 3.31.1 Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Trust or to an employee, and includes ancillary equipment such as extension cables. Employees must visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate manager and removed from service until replaced/repaired by a competent person. The use of insulating tape as a temporary repair is prohibited. Electric heaters will be regularly checked to identify overheating.
- 3.31.2 Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing by an electrical contractor or trained member of the site team. All portable equipment will be tested every 3 years or earlier determined by risk assessment. Any new appliances, including those belonging to employees, will be checked and approved by the School Business Manager before being used on the premises.
- 3.31.3 Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating. Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which will be tested regularly) and the user has received sufficient



training in relation to an RCD. Cables, extension leads, and multiplug sockets must not be daisy chained to make a longer cable.

### **3.32 Gas & Oil Appliances**

- 3.32.1 Gas and/or oil-fired boilers may be provided in some Trust premises for both heating and hot water. These are subject to regular annual maintenance by competent, approved contractors and should not be interfered with by staff. Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so). Isolation valves are to be identified with appropriate warning signage.

### **3.33 Work at Height**

- 3.33.1 Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects. As such, work at height will be avoided where practical.
- 3.33.2 Fixed ladders, stepladders and steps are provided as a means of access and for light/short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves. However, care should be taken not to store heavy or bulky items at height.
- 3.33.3 If stepladders are used, the following general rules will apply:
- i. Manufacturer's guidance will be followed.
  - ii. The stepladders in use will be to the BS EN 131 Commercial
  - iii. The stepladder must be of adequate length so the work can be done without over-reaching.
  - iv. The stepladder must be erected on suitable firm ground and never on loose materials.
  - v. Stepladders will be inspected monthly to ensure they remain fit for use with records kept.
  - vi. If any ladder is considered unsafe it must be reported to the School Business Manager and not used until it has been repaired / replaced.

### **3.34 Skin Conditions**

- 3.34.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology



departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

3.34.2 The following general protective measures are to be followed:

- i. All hand jewellery, other than wedding rings, should be removed whilst at work.
- ii. Tongs, etc. are provided for handling food and should be used wherever possible.
- iii. Hands should be thoroughly dried after washing.
- iv. Any skin rashes, itches, etc. should be reported immediately to your immediate manager.

### **3.35 Musculoskeletal Injury**

3.35.1 Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury). Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their line manager.

### **3.36 Food Safety**

3.36.1 All employees and contractors who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work. Catering Contractors will be employed on the basis that they have a fully developed Hazard Analysis Critical Control Point (HACCP) food safety management system in place, and evidence of staff training. Food Technology classes will follow HACCP principles and staff involved in teaching will be appropriately qualified and competent. Any employee or contractor whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick to their line manager and remain away from the premises for at least 48 hours.

### **3.37 Lone Working**

3.37.1 Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible. We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency. Each person will manage their own risk responsibly and ask for help or guidance as appropriate.



### 3.38 Control of Asbestos

- 3.38.1 Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities. The Trust takes the management of asbestos seriously and complies with all required legislation to protect our employees from exposure to asbestos as far as is reasonably practicable.
- 3.38.2 Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.
- 3.38.3 The Asbestos Register is made available to all contractors and site staff who will carry out intrusive work at the premises.
- 3.38.4 Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/exclusion zones will be put in place. Individuals that carry out intrusive works will be appropriately trained.
- 3.38.5 If anyone suspects they have discovered or disturbed asbestos, they should:
- i. Not disturb it further.
  - ii. Ensure that access to the affected area is prevented.
  - iii. Report it immediately to the School Business Manager at Academies and Office Manager at Trust Offices.
  - iv. Ensure that any clothing or work equipment that may have been covered in dust or debris is appropriately disposed of.

### 3.39 Legionella

- 3.39.1 Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium. Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop. However, it should be noted that most people who are exposed to legionella do not become ill.



- 3.39.2 Legionella surveys and risk assessments will be carried out by approved contractors. A legionella management plan is provided and followed. Depending on the nature of the water system at each premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required. The School Business Manager will ensure that these checks, which will be detailed in the legionella management plan, are in place. Individuals that undertake testing and maintenance duties will be appropriately trained.

### **3.40 Waste Management**

- 3.40.1 Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to recycling/landfill sites. Materials are recycled where practical. Hazardous waste is collected separately and disposed using suitably registered contractors. Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

### **3.41 Emergency Procedures: School Closure, Critical Incident & Business Continuity**

- 3.41.1 It is a requirement of each school to have a separate procedure for managing an Emergency, which should be followed in the event of:
- i. People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury.
  - ii. Premises issues – Fire, explosions, floods, subsidence.
  - iii. Technological – Computer or network related issues.
  - iv. Severe weather conditions.
- 3.41.2 It is the responsibility of the School Business Manager in liaison with the CEO to decide on closure on grounds of health and safety. In the event of a decision to close on these grounds, Trustees will be informed.

### **3.42 Permits To Work**

This procedure covers the requirements for issue and operation of Permits to Work throughout the Trust. Where a person is required to work in highly hazardous situations where accidental or unauthorised action could take place which might cause injury to that person, then a “Permit to Work” system will be employed to ensure that a safe system of work is adopted by all



concerned. Every employer has an obligation under Section 2 of the Health and Safety at Work etc to ensure as far as it reasonably practical, the health, safety and welfare of all his employees at work by providing and maintaining systems of work that are safe and without risks to health.

#### 3.42.1 Permit to Work Form

- i. A Permit to Work is a specially designed form issued only by a responsible person, indicating that certain tests have been made, that special precautions have been taken, that it is safe to work to proceed for a specified period in the plant or area indicated and possibly specifying any additional precautions which must be observed by persons carrying out the work. The responsible person charged with the certification and issue of the “Permit to Work” will be the person in charge of the normal operation of the maintenance or production unit, process or area in which the work is to be carried out and the “Permit to Work” should be issued to the person in charge of those who are to carry out the work. The issuer and receiver must not be the same person. The Permit to Work has been designed to comply with the above requirements.

#### 3.42.2 Issue and Operation

- i. The person who will actually perform the work and also their supervisor will sign the Permit to work indicating that they have read and understood the conditions and any limitations of work imposed by the Permit to Work. The Permit to Work must remain in the possession of the person carrying out the work. Where several persons of the same trade are involved on the same job, then the permit will be held by the senior person, (e.g. Engineer, Supervisor, Charge hand etc).
- ii. It is good practice for the permit to work to be displayed in a prominent position on the equipment concerned to indicate that work is in progress thereon. Where persons of more than one trade are employed on the same job, separate Permits to Work, or copies thereon, will be issued for each trade.
- iii. The Permit to Work will remain in force until the expiry of the time limit (if any) or until the end of the particular shift. A Permit to Work can be run for the full length of a task or job. However, where there are any changes in the circumstances around the task or job, (e.g. change of personnel, change of contractor, change in equipment used or any other event that may affect the continuity of the job), then a new Permit to Work should be issued for each day, or shift, and whenever there is a change of labour.



- iv. Where specific isolation of any energy supply to any industrial machinery and/or equipment is required then an effective Lock Out Tag Out Procedure must be followed to ensure that personnel are protected from the risks of live machinery or electricity. Further guidance is provided in Lock Out Tag Out Procedure below.
- v. When the work is completed, all permits will be returned, duly endorsed, to the person who issued them and only then can the plant, switchgear etc. be handed over for normal use. This part of the procedure is just as important as the original certification.
- vi. The holder of the permit must ensure that the process, or area is clear of all persons working under the permit and that any item of equipment brought in for that work which might prove hazardous under process conditions has been removed and in addition must ensure that guarding and other safeguards has been removed and that the plant is in all respects safe for normal use.

#### 3.42.3 Typical Applications

Typical applications for permits to work are:

- i. Installations, maintenance, and commissioning of electrical equipment of 415v and above including distribution and supply systems.
- ii. Installation, maintenance and commissioning of gas plant and equipment including supply pipework.
- iii. Installation, maintenance and commissioning of pressurised steam or air systems or plant including associated pipework.
- iv. All work involving excavation or penetration of the ground inside or outdoors.
- v. All work undertaken in an enclosed or confined space.
- vi. All work involving asbestos containing materials.
- vii. Roof work etc. where there is a risk of falling from height.

#### 3.42.4 Methods of Operation

The Permit allows two distinct methods of undertaking the activities required:

- i. Where standard work instructions exist and the staff carrying out the work have been trained in them then in this situation, the permit is used to control dates and times of work to be done and clearly define the people involved.



- ii. Where standard work instructions do not exist, the permit is used to clearly indicate all the known hazards and specify the control measures to be taken along with clear definition of dates, times and people involved.

#### 3.42.5 Authorised Persons

- i. Persons authorised to complete permits to work will be appointed by The School Business Manager.

### 3.43 Lock Out & Tag Out Procedures

These procedures ensure that an adequate management process is in place to protect personnel from the risks associated with sources of stored energy. For example, mechanical, gravitational, hydraulic, pneumatic, and electrical energy that maybe present during the servicing, repair or maintenance works of pressure systems, machinery or other equipment. Common examples are: electrical capacitors, springs; elevated components; rotating flywheels; hydraulic lift systems; air, gas, steam, water, oil pressure.

Identify appropriate methods for attaching appropriate locks or locking devices and tags in such a way as to disable or isolate machines and equipment to prevent unexpected energisation, start up or release of stored energy in order to prevent injury to personnel or damage to equipment. This procedure should not be used as a substitute when specific safe systems of work are called for, e.g.:

- High Voltage Electrical.
- Pressure Systems.

Specific Permits to Work and Safety Switching Schedules are to be agreed and implemented in accordance with Permit to Work Procedure issued using a Permit to Work Form.

Each lock/locking device must be fixed in such a way as to prevent persons from operating the equipment or machinery at the point of isolation unless they resort to the use of tools or undue force. Unauthorised removal of any part of a lock out/tag out device is strictly prohibited and shall be deemed as gross misconduct. The basic procedure for implementing Lock Out/ Tag Out is outlined below:

- All steps should be carried out by trained and authorised personnel. Personnel must not perform or attempt to perform a Lock Out Tag Out on equipment that they are not experienced and competent to do so. All records produced are to be retained in the appropriate site file for twelve months should be available for inspection for five years.



#### 3.43.1 Preparation

- i. Identify the type of energy used, (e.g. electrical) and the potential risks, considering the type and magnitude of the energy and how it can be controlled by risk assessment.

#### 3.43.2 Notification

- i. Locate the isolator(s) and prepare to 'lock off' the energy source. Inform any operators and supervisors who may be affected by the isolation of the machinery and make them aware of the work being carried out. Ensure that all affected staff understand the lock out procedure.

#### 3.43.3 Shut Down

- i. TURN OFF the equipment or machine, following established procedures, ensuring that there are no increased hazards from the equipment stoppage. Isolate equipment from energy sources by disconnecting switches, circuit breakers valves etc. Any stored energy in the equipment should be released, for example by bleeding off pressure, allowing equipment to cool, discharging capacitors, draining lines or any other method specified in specific lock out procedures for individual machines.

#### 3.43.4 Lock Off

- i. Lock off all energy sources in the safe/off position at each isolating device/point, using the specified lock out devices.
- ii. Apply a LOCK that nobody can turn any switch or valve whilst the work is in progress. Warn against accidental use by attaching LOCK OUT WARNING TAGS. If several employees are working on the same equipment, make sure each person puts in place their own IDENTIFICATION LABEL and their own SAFETY PADLOCK as appropriate.

#### 3.43.5 Test

- i. Check all of the machine controls and electrical circuits to ensure energy is completely isolated.
- ii. Release stored energy.
- iii. Verify machine is in a 'zero energy state.'
- iv. Operate controls to verify isolation before returning to 'off' position.
- v. Check any pressure/temperature gauges.
- vi. Use specific test equipment.



#### 3.43.6 Carry Out Works

- i. Perform works, maintenance/servicing/repairs as required.

#### 3.43.7 Return To Service

- i. When the work is completed:
- ii. Remove all lock out/tag out devices and proceed to test.
- iii. Ensure that all tools and mechanical and electrical devices have been removed.
- iv. Lock out devices must only be removed by the person who applied them.
- v. Where several employees are working on the same piece of equipment, the team supervisor must remove their lock out device last.
- vi. Warn all personnel before re-energising the machine.
- vii. Check the work area to ensure that all employees are at a safe distance from the machine/equipment.
- viii. Restore the energy supply to the machine/equipment.

### 3.44 Premises Management

- 3.44.1 The following will be in place across all schools. All architectural glass located lower than 1.5m from the floor is manufactured in wired, toughened or laminated safety glass. All upper floor windows are either locked or have restrictors that cannot easily be tampered with. Finger guards are fitted in Nursery/Infant areas to doors etc. Any furniture over 1.2m in height is secured against the wall. Fountains have mats to soak up spills or are located on non-slip flooring. Heavy/bulky items are not stored above average shoulder height. Lighting is adequate in all areas. There is a ground keeping team or contract in place. Any ponds on site are fenced and have adequate protection. A poisonous plant survey has been undertaken. There are adequate and documented gritting procedures in place during Winter months. Fragile roof areas are easily identifiable and the precautions in place are acceptable. STATLOG is being used and records are kept up to date.

### 3.45 Traffic Management

- 3.45.1 Every workplace must be organised so that pedestrians and vehicles can circulate safely. Workplace traffic routes must be suitable for the people and/or vehicles using them. Pedestrian movement also counts as 'traffic'. Where vehicles and pedestrians share a traffic route, they



must be safely separated. School Business Managers must ensure that a suitable and sufficient risk assessment has been completed and that all reasonably practicable control measures have been implemented to ensure the safety of staff, pupils, visitors, contractors and anybody who may be affected by traffic movements around the school premises. Control measures can include clearly marked pedestrian and vehicle routes, raised kerbs, directional signage, and designated parking areas for visitors depending on the site location and conditions.

### **3.46 Radiation**

- 3.46.1 School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused. The school is expected to follow the latest version of CLEAPSS guidance in order to comply with legislation. It will also need to appoint a local Radiation Protection Adviser.
- 3.46.2 The local rules for the use of ionising radiations have been adapted from the CLEAPSS model and it is a function of the Teacher in Charge of Science to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training. The Radioactive Sources History (i.e, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the local Science Prep. Room. The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the local Science Prep. Room. The Monitoring Record of tests for leakage of radioactive sources and contamination by radioactive sources is kept in the Science Prep. Room. Testing normally takes place each year September. It is the function of the Head of Science to ensure these records are all kept up to date.

### **3.47 Pressure Vessels**

- 3.47.1 Pressure vessels used in the school science departments include autoclaves and domestic pressure cookers (used as autoclaves).
- 3.47.2 Because of the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations 2001. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure regulating and other safety valves could lead to an explosion.



3.47.3 To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- i. Establish the safe operating limits of the equipment;
- ii. Provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- iii. Ensure that the equipment is properly maintained;
- iv. Have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment;
- v. Arrange to have examinations carried out by a competent person at the intervals set down in the scheme;
- vi. Keep adequate records of the most recent examination.

3.47.4 Autoclaves and pressure cookers need an annual inspection under the Pressure Systems Safety Regulations. The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the insurance company. Records of examinations will be kept by the Head of Dept.

### **3.48 Fume Cupboards**

3.48.1 The school will need to arrange regular testing of fume cupboards at a maximum interval of 14 months. Teachers and support staff will be trained to carry out a quick check before use. Records of the tests will be kept on file by the Head of Dept.

### **3.49 Inspection of PE Equipment**

3.49.1 All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept. PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed. Games posts to be kept in good condition, lighter portable posts secured to prevent them falling over free-standing posts secured and all posts checked regularly. It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.



### **3.50 External Play Equipment**

- 3.50.1 External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and it is the responsibility of the School Business Manager (or their appointed nominee) to conduct and record a formal termly inspection of the equipment. Equipment is also subject to an annual inspection by a competent contractor. All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The school will ensure that there is a risk assessment in place that enables students to learn how to handle equipment safely according to their age and strength.

### **3.51 Policy Amendments for Local Matters**

- 3.51.1 If this Health and Safety Policy needs to be amended for any other local or specific health and safety matters then it should first be discussed with the CFO or Competent Person.

