



**The Island  
Learning Trust**

# **Occupational Health and Safety Policy**

**(STATUTORY)**



Policy Reviewed:	September 2025
Next Review:	September 2026

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## Health and Safety Policy Statement of Intent

**The Island Learning Trust** (herein referred to as the Trust) is committed to ensuring the health, safety and welfare of its employees, pupils and anyone else affected by our activities, so far as is reasonably practicable.

The Trust fully accept its responsibilities under the Health & Safety at Work Act 1974 and all subsequent health and safety legislation.


In particular, the Trust shall seek to ensure that, so far as reasonably practicable:

- The Trust's premises and the means of access to and egress from them are maintained in a condition which is safe and without risk to health.
- That School environments are maintained in a condition, which is safe, and without risk to health.
- All equipment and methods of working are safe and without risk to health.
- Arrangements for the use, handling, storage and transport of articles and substances at work are adequate, to prevent risk to employees and other persons affected by the Trust's activities.
- All employees are provided with information, instruction, training and supervision necessary to ensure their health and safety at work and that of others affected by the Trust's activities.
- That adequate welfare facilities and hygiene standards are maintained throughout the schools.
- Competent people will be appointed to assist in meeting our statutory duties including, where appropriate, specialists from outside the Trust.

The Trust recognises its employees as its most valuable resource and will seek to promote their physical and mental health and welfare.

A formal and systematic procedure for the management of health and safety within the Trust will be implemented and appropriately resourced. This will incorporate the necessary organisational arrangements and monitoring procedures required to achieve proper working standards of health and safety.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

<b>Signed</b>		<b>Date</b>	<b>25/09/2025</b>
<b>Name</b>	<b>Debbie Rousell</b>	<b>Position</b>	<b>Chief Executive Officer</b>

## Trustee Board

To ensure that health and safety is effectively managed the **Trustee Board** shall:

- Ensure an effective Health and Safety Policy is established and supports all persons carrying out the policy.
- Ensure the policy is periodically reviewed and health and safety performances are appraised.
- Ensure the appointment of suitable and adequate 'competent persons', together with the provision of the necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.
- Ensure adequate resources are made available for managing Health and Safety and to provide adequate welfare facilities for staff and pupils
- Periodically carry out inspections and reviews to ensure a safe school environment

## Heads of school

The **Heads of school** are responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Regularly report to the Trustee Board on health and safety issues
- Seek advice from the appointed 'competent persons' or other organisations such as the Health and Safety Executive, as and when necessary
- Ensure that the Health and Safety Policy and the programme of implementation is understood at all levels.
- Ensure that health and safety responsibilities are properly assigned, accepted at all levels and ensure that all staff co-operate with the Health and Safety policy
- Ensure that there is a system of management of health and safety in place whereby all relevant hazards are identified and that the associated risks are, so far as is reasonably practicable, eliminated, reduced or controlled.
- Ensure that suitable and sufficient risk assessments are carried out and safe working procedures are developed.
- Ensure that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on the school site.
- Ensure appropriate training is provided to all employees and that management/employees are kept up to date with current health and safety legislation and best practice.
- Ensure all staff receive suitable and adequate training including induction training for new starters

- Ensure all accidents are reported and where necessary a full investigation is carried out, and ensure relevant accidents are reported to the Health and Safety Executive

### **Senior Leadership Teams**

The **Senior Leadership Team** within the school will support the Head Teacher in their role. They will:

- Understand the Health and Safety Policy
- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Assist the Head of school in the provision of training especially the provision of health and safety inductions for all staff
- Keep up to date with new developments in Health and Safety issues for schools
- Assist in the carrying out of accident investigations

### **School Estates Manager**

The **School Estates Manager** shall:

- Understand the H&S Policy and other safety procedures.
- Work with the appointed 'competent persons' to ensure suitable and sufficient risk assessments are carried out and safe working procedures are developed.
- To act on and report Health and Safety concerns to the Heads of school to ensure action can be taken and incorporated into the maintenance costs.
- Ensure that there are effective systems in place to competent sub-contractors are used.
- Check contractors comply with the school's requirements prior to undertaking work
  - Checking in on site
  - Supply risk assessments
  - Supply copies of any required work certificates e.g. hot works
  - Proof of adequate insurance prior to a contract being agreed.
- Ensure relevant staff have access to appropriate training
- Meet with the Caretakers//assistant caretakers on a regularly basis to ensure any building/grounds issues are dealt with in a timely manner
- Carry out regular site inspections with the Trustee Board
- Maintain records for site and equipment inspections, testing and maintenance.

## **Caretakers / Assistant Caretakers**

The **Caretakers / Assistant Caretakers** are responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Ensure that all work under their control is undertaken in a safe manner.
- Report any concerns regarding unresolved hazards in school to the Estates Manager or another member of the Senior Leadership Team immediately.
- Carry out a daily and weekly check of the grounds, building and equipment to spot any disrepair or other hazards.
- Carry out a weekly test of the fire alarm system and regularly test the emergency lighting system.
- Carry out water temperature checks and tests.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects
- Undertake any relevant training to that position.
- Assist in ensuring that suitable and sufficient risk assessments are carried out and safe working procedures are developed.
- Ensure workers under their control are aware of the relevant hazards and are aware of and comply with safe working procedures.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Ensure that relevant documentation for the premises and equipment inspections, are kept up to date and recorded on iAM Compliant
- Wear personal protective equipment when it is required and set a good example when working on the premises

## Employees

Employees should:

- Take reasonable care of their own health and safety and that of other persons that may be affected by their acts or omissions.
- Co-operate with the Trust to comply with health and safety legal requirements and comply with any instructions issued by the Head of school or Senior Leadership Team.
- Read and conform to the Health and Safety Policy and all relevant Trust safety rules and procedures
- Not misuse any equipment issued in the interest of health, safety or welfare
- Ensure that accidents and incidents are reported promptly and recorded on iAM Compliant
- Inform a member of the Senior Leadership Team of any situation which represents a serious and immediate danger.
- Report plant and equipment defects immediately.
- Keep all work areas clean and tidy.
- Use any equipment, materials or substances in accordance with any training or instruction provided.
- Not use, repair or maintain plant, equipment or machinery unless full training or instructions have been provided.
- Keep equipment in good condition.
- Know the location of the first aid boxes and be aware of the emergency / fire plans.
- Know the location of fire extinguishers and how to use them.
- Do not play dangerous or practical jokes or engage in horseplay.

## **Accident Reporting**

All accidents must be recorded as soon after the event as possible. Employees are required to report the following to the Trust:

- Any situation which may reasonably be considered a serious and immediate danger to health and safety
- Any matter which may reasonably be considered a shortcoming in health and safety arrangements
- Any accident or dangerous occurrence.
- Employees may also be required to provide witness statements on request.
- Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not school related.

For these purposes an **accident** 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.

**Near Miss Incident** – is an incident that has occurred which has the potential to cause harm or injury and is not reportable to the Health and Safety Executive (HSE)

**Minor Injury Accident** – is an accident which causes an injury that does not require expert medical treatment, does not require hospital treatment and is not reportable to the HSE

**Major Injury Accident** – is an accident that has caused a fatality or an injury which requires immediate expert medical attention possibly hospitalisation, seven or more days off work or is reportable to the HSE.

### **Accident Books**

Accidents should be recorded on iAM Compliant; Heads of Schools, Assistant Headteachers and Office Managers have access to this.

All employee accidents must be recorded on iAM Compliant and completed by the employee with the assistance of a **FIRST AIDER / MEMBER OF THE SENIOR LEADERSHIP TEAM / OFFICE MANAGER** to ensure it is completed fully and correctly.

All accidents recorded on iAM Compliant comply with the Data Protection Act 1998.

Cases of reportable diseases will only be accepted with written confirmation from a doctor.

### **Minor Pupil Accidents**

Where a pupil receives a minor injury (cut/graze/bump) the incident should be recording in the minor injuries book/sheets located in the Medical Rooms.

### **Reporting to Parents**

If a pupil receives, more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents from the school office.

Bumps to the head suffered by Early Years pupils must always be reported to parents who should be given the choice whether to collect them from school.

### **Major Injury / Accident**

In the event of a major injury or accident, a **MEMBER OF THE SENIOR LEADERSHIP TEAM** is to be informed immediately.

If any of the following incidents occur, in addition to the necessary notification to the Health and Safety Executive under RIDDOR, a further accident investigation should be carried out.

- Lost time injury – employee is required to go to hospital, doctors or is sent home following the incident
- Head injuries
- Musculoskeletal injuries
- RIDDOR reportable injuries, incidents or diseases

### **Off Site Accidents**

If an employee is working on third party premises, details of any accident should be reported to the host employer as well as to a **MEMBER OF THE SENIOR LEADERSHIP TEAM**.

### **Visitors / Contractors**

- If a visitor/contractor has an accident, then the employee they are visiting or who is supervising their work is responsible for ensuring that it is reported immediately to a **FIRST AIDER** and recorded on iAM Compliant, no matter how minor they are.

### **Associated Documents**

- Accident / Incident reporting and follow up documents on iAM Compliant

## Accident Investigation & RIDDOR

The purpose of an investigation is to determine the facts of the incident to:

- Identify the causes (direct and indirect) and not to apportion blame
- Identify the necessary actions required to prevent a recurrence
- Identify the person(s) responsible for ensuring that the necessary actions are taken, with an agreed deadline

The depth of an investigation will depend on the seriousness of the accident/incident, and this in turn will indicate the type of approach to be taken (i.e.: formal/informal).

- An informal investigation will occur where accidents/incidents of a minor nature have happened.
- In the case of a serious injury, accident or occurrence as defined under RIDDOR, or where lost time has resulted, a more in-depth investigation may be required.

### Investigation Contents

#### Obtain General Information:

- Names of injured and extent of injury / damage / disruption
- The condition of any equipment / any substances in use or present
- The task that was being undertaken at the time of the accident / near miss
- The time, place and layout of area
- The environmental conditions (lighting, ventilation, slippery, obstructions, weather)
- Record conditions (take photographs, make sketches)

#### Obtain Witness Statements:

- Name, contact details and occupation of witnesses
- What did they observe and what did they do?

#### Established Circumstances:

- What was being done at the time and what happen?
- What were the events leading up to the accident?
- What was the accepted method for carrying out the task? Was it being followed?
- Was the individual competent to carry out the task (qualifications / experience)?
- Were they aware of the risk assessments for the task?
- Had the individuals been told to carry out the task, or were they acting on their own initiative?
- Has something similar happened previously?

#### Immediate Response to Accident / Near Miss:

- Was prompt and appropriate action taken (fire fighting, first aid, area made safe, access restricted etc)

#### Identify Underlying Causes:

- Was supervision and training adequate?
- Was equipment suitable for the task and was it maintained and tested adequately?
- What pressures / constraints, if any, were being applied?
- Was communication adequate between relevant parties?

#### Identify Preventative Measures:

- Was there an up-to-date risk assessment carried out for the task? Review the assessment!
- What safety precautions were in place and what safety precautions should have been in place?
- Was instruction and training appropriate to the task?

### **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGS (1995)**

The following accidents / incidents are reportable under RIDDOR:

#### Death or Major Injury

- An employee, or a self-employed person working on the School's premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken directly to hospital for treatment for an injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

#### Reportable Major Injuries

- Fractures other than to fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb leg, foot or toe
- Loss of sight (temporary or permanent) or a reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalpings (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### Over-seven-day Injury

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

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

There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example: -

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

### Reportable Diseases

- Carpal Tunnel Syndrome
- 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

### Exemptions

In general reports are not required for deaths and injuries that result from road traffic accidents unless the accident involved: -

- The loading / unloading of a vehicle
- Work alongside the road e.g. Construction or maintenance work
- The escape of a substance being conveyed by the vehicle
- A train

### Incident Contact Centre Details

Fatal and major injuries and incidents can be reported to Health and Safety Executive's Incident Contact Centre by telephone but reporting of work-related injuries and incidents is now predominantly through an on-line system.

- Telephone: 0845 300 9923
- Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk) or via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)
- E mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

The online forms are: (HSE Website)

- F2508 Report of an Injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

## **Alcohol, Drugs and Solvents**

### **Introduction**

The Trust recognises that it has a responsibility to provide a safe and healthy working environment for its employees and pupils and acknowledges that this may be jeopardized by those who misuse alcohol, drugs, novel psychoactive substances or solvents.

### **Definitions**

The policy applies to any form of “intoxicating substance” which may affect the ability of employees to undertake their work duties in a safe manner.

Substance abuse is divided into three main categories:

- Alcohol Dependence/Excessive Consumption
- Taking or possession of legal and illegal drugs, including prescription medications and novel psychoactive substances
- Solvent abuse (inhalation of glues or gases)

Substance dependency is a condition where an employee’s consumption of alcohol / drugs / novel psychoactive substances / solvents continually or repeatedly interferes with his/her health, attendance or work performance.

Substance intoxication is excessive consumption which may result in irresponsible behaviour, but which is not related to a physical or psychological dependence.

### **Principles**

- All employees, contractors, and visitors to school premises will be treated consistently and fairly in line with this policy.
- The rules on alcohol drugs, novel psychoactive substances and solvents will be strictly enforced.
- Misconduct in relation to alcohol, drugs, novel psychoactive substances and solvents will be dealt with in relation to the disciplinary policy.
- Problems with attendance or a long-term alcohol/drug related illness will be managed in line with the sickness absence policy and the capability policy.
- Those who admit to having a problem with alcohol, drugs, novel psychoactive substances and solvents shall be fully supported. Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol, drugs, novel psychoactive substances and solvents shall be treated as confidential.

## Rules

The Trust's policy is always that during working hours and whilst on the premises employees, contractors and visitors must be free from the influence of drugs or alcohol.

No employees, contractors or visitors shall: -

- Attend a school premises under the influence of alcohol, drugs (whether illegal or not) novel psychoactive substances or solvents.
- Be in possession of alcohol, illegal drugs or novel psychoactive substances
- Supply others with alcohol, illegal drugs or novel psychoactive substances
- Consume alcohol, illegal drugs or novel psychoactive substances.
- Ignore others who are supplying, consuming or abusing alcohol, illegal drugs or novel psychoactive substances.

In addition, employees, contractors and visitors must: –

- Ensure they are aware of the side effects of any prescription drugs
- Advise a **MEMBER OF THE SENIOR LEADERSHIP TEAM** immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.
- Be aware of one's own tolerance to alcohol

## Procedures

If the Trust believes or suspects any of its employees or contractor's employees have consumed alcohol, drugs or novel psychoactive substances during or just before commencing their duties, they will cease work immediately.

Personnel suspected of having consumed alcohol, drugs or novel psychoactive substances will be instructed by the **HEAD OF SCHOOL** to remain on the premises pending further investigation. Compliance with this request is mandatory and applies to all employees.

An employee who suspects that a fellow employee is intoxicated by alcohol, by the illegal use of drugs or novel psychoactive substances during their normal working hours, must inform a senior member of staff.

## Disciplinary

Contravention of the above rules or failing to submit an alcohol / drugs test will be considered to be gross misconduct, and the Trust will take disciplinary action for any breach of these rules, which may include dismissal.

In the case of contractors, services may be terminated immediately upon a breach of these rules.

In addition, possession of or dealing in illegal drugs on the premises will, without exception, be reported to the Police.

## For Cause Searching

Searches for alcohol, drugs or novel psychoactive substances may be conducted where the Trust has reasonable grounds to believe that these substances have been brought on to the premises without permission.

Searches may be conducted of individual's personal affects, and other areas in the premises under the individual's control.

This will only be done with the individual's permission but withholding consent will be regarded as gross misconduct, and the Trust will take disciplinary action which may include dismissal.

If drugs or alcohol are found or are in the possession of individuals this may also be regarded as gross misconduct and will normally result in dismissal.

### **Help and support**

The Trust will endeavor to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

It may occasionally be necessary to request that the employee refrain from work temporarily or undertakes restricted duties to ensure their own safety and that of others. The Trust may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Trust in finding treatment for a drug or Alcohol problem has the Trust's complete assurance of confidentiality.

## **Asbestos**

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes managing asbestos that may be present in 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 and asbestos insulation board
- Perforated ceiling tiles
- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

The Trust is not licensed to work with asbestos. To this end no employees or person acting on the Trust's behalf is to carry out any work on asbestos unless, they are a licensed contractor who has been employed for that specific purpose.

### **School Responsibilities**

A survey and risk assessment of all buildings will be carried out to find out if there is asbestos in the premises, its amount and what condition it is in. The Trust will then record the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in the premises.

A plan will be prepared that sets out in detail how ACMs are going to be managed, and this will be regularly reviewed and monitored.

Information on the location and condition of the material will be provided at each **SCHOOL RECEPTION** to anyone who is liable to work on or disturb it.

All surveys, assessments and any required sampling will be carried out by a suitably trained person.

### **Employee Duties**

Suspicion of the presence of a risk from asbestos is to be reported immediately to a **MEMBER OF THE SENIOR LEADERSHIP TEAM**, who will suspend all work and ensure personnel are protected from the hazard. They will ensure the asbestos is temporarily safe and organise a licensed contractor to confirm the presence of and remove any asbestos.

### **Maintenance and Retention of Records**

Records must be kept by each School of the following:

- Asbestos Surveys / Assessments and Management Plans
- Assessments of potential exposures involving asbestos
- Information, instruction and training given to employees
- Any occurrences of uncontrolled releases of asbestos
- Specialist Contractors asbestos disposal records / certificate.

## Contractor Management & Permit to Works

### Contractors

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the safety and work of visitors and contractors.

- Contractors will not be permitted on the premises unless specifically authorized and will be required to comply with the Trust's Health and Safety Policy and relevant rules and procedures.
- The Trust will provide all 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 and safe systems of work
  - Emergency response procedures
  - First aid and welfare facilities
  - School rules and procedures
- All contractors must report immediately any accidents or incidents resulting in injury or damage to an employee at the premises. The Trust will record all accidents and incidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.
- All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- Only contractors that are on the 'Approved List of Contractors and Suppliers' will be authorized to carry out work for or on behalf of the Trust.
- Contractors will be required to complete a Contractor Questionnaire and will be subjected to an assessment of their competence and suitability before being placed on the approved list. This may include an assessment of the following documentation and systems:
  - Health and safety policy
  - Risk assessments and safe working procedures
  - Training records
  - Accident / incident records
  - Enforcement action records
  - Suitable references
- Contractors will also be provided with a copy of the Trust's 'Responsibilities and Safety Duties of Contractors' document and will be required to complete and return the contractor's acceptance form.

### Permits to Work (PTW)

When particularly hazardous maintenance/construction work takes place, it is the Trust's policy to control such work through a PTW system. A PTW is a formal authorisation to operate a pre-approved safe system of work.

The following types of activity will require a PTW, and it is therefore not allowed for such work to be undertaken without a permit to work having been issued:

- Hot work
- Roof work
- Work with asbestos
- Work on energised circuits

Permits should be issued regardless of whether the work is carried out by competent employees or contractors.

- The following procedure will apply to the issue of permits:
- The **ESTATES MANAGER** overseeing the work will also be responsible for identifying any permits to work which need to be issued
- Once work has been identified as requiring a permit to work, the **ESTATES MANAGER** completes the correct permit/s with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented and the start and finish time of the permit
- Both parties sign the permit confirming that work methods and precautions have been agreed and the work can begin
- The **ESTATES MANAGER** will monitor periodically that the work is being carried out in accordance with the agreed method
- The workers stop work and report back to the **ESTATES MANAGER** if they come across obstacles which alter the agreed safe system of work, introduce unforeseen hazards, require access to alternative areas, or require extension of the agreed time frame
- At the end of the permitted time, the permit is cancelled. This involves the final sections being signed by both parties to indicate that the work is finished and the work area is safe. If a time extension is required, then a new permit to work is issued.

It is the role of the permit issuer to check that precautions are in place as opposed to simply asking workers to confirm that they are. For example, where safety equipment is required to be set up, then this should be reviewed once in position and before work starts.

### Associated Documents

- Contractors – Approved List (iAM Compliant - Documents)
- Contractors – Responsibilities and Safety Rules (iAM Compliant - Documents)
- Contractors – Questionnaire (iAM Compliant - Documents)
- Contractors – Work Permit (iAM Compliant – Documents)

## Display Screen Equipment (DSE)

The law relating to the use of DSE, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.

### Definition of “user”

A DSE User is an employee who habitually uses DSE as a significant part of their normal work. If someone uses DSE continuously for periods of an hour or more on most days worked, they are likely to be classified as a user.

### Risk Assessment

The Trust will carry out an analysis of every workstation in order to assess and reduce the risks involved.

These self-assessments will take place on the introduction of new DSE or on the movement or change of location of DSE. Assessments will also be reviewed on a regular basis, and appropriate records will be kept.

New office-based employees will complete a self-assessment / questionnaire during the **FIRST MONTH OF EMPLOYMENT**. It is the duty of the **HEAD OF SCHOOL/MEMBER OF THE SENIOR LEADERSHIP TEAM** to provide this to all new starters.

Self-assessments may be carried out by the individual user using the appropriate self-assessment format in conjunction with adequate information, instruction and training. (See ‘*DSE Set Up Guidance*’ document). This will then determine whether any further action is required.

Matters to be considered 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

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. It is the responsibility of the **HEAD OF SCHOOL / MEMBER OF THE SENIOR LEADERSHIP TEAM** to ensure that these are rectified.

### Employee Information

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

Employees are actively encouraged to rotate their job tasks to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the **HEAD OF SCHOOL / MEMBER OF THE SENIOR LEADERSHIP TEAM**.

In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the **HEAD OF SCHOOL / MEMBER OF THE SENIOR LEADERSHIP TEAM** as soon as possible.

### **Eye and Eyesight Tests**

Employees who are DSE users are entitled to an eyesight test at regular intervals. The Trust will meet the costs of these tests. It should be noted that these tests are limited to an assessment of the visual capacity needed to see the screen and are not a substitute for regular more comprehensive general eyesight tests.

Employees are expected to seek approval from the **HEAD OF SCHOOL / MEMBER OF THE SENIOR LEADERSHIP TEAM** prior to arranging an eye test. The test can be carried out by an optician of the employee's choice, provided that the cost of the eye test does not exceed **£30**. (The employee must obtain a receipt from the optician for the eye test)

It is the employee's responsibility to decide to have the eye test carried out and where possible, the employee is expected to arrange an appointment for the beginning or end of the day. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

### **Supply of glasses**

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, the Trust will pay for the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then they will need to contribute an additional amount towards the cost.

### **Requirements for the Workstation**

Workstations must meet minimum specified requirements as described in the schedule to the Display Screen Equipment Regulations.

**Equipment** - Workstation components must have certain features which allow them to be adjusted so that the User can maintain a satisfactory posture and workstation layout. The use of this equipment should not be a source of risk for the User.

### **Display screen**

- The screen should be of a sufficient size and clarity to facilitate easy reading.
- Characters must be well defined, clearly formed, of adequate size and with adequate spacing between the characters and lines to facilitate easy reading.
- The image on the screen should be stable and free from flicker. The refresh rate should provide flicker-free images. Characters should not remain superimposed on the screen creating confusing displays.
- Brightness and contrast should be easily adjustable, and adjustable to the working environment.
- The screen should swivel and tilt easily and freely to suit the User's needs. All controls should be within easy reach, and all display and indicator lights should be readily visible from the normal operating position.
- It should be possible to use a separate base for the screen or have an adjustable table.
- The screen should be free from reflected glare and reflections.

### **Keyboard**

- It should be tilt able and separate from the screen to allow a comfortable working position to be achieved.
- The space in front of the keyboard should be sufficient to provide support for the hands or arms of the User.
- The keyboard should have a matt surface to prevent glare.
- The symbols on the keys should be legible from the working position and not worn away. The keys should be sufficient in size to minimise the possibility of error during use.

### **Work desk or work surface**

- Shall provide a sufficiently large, low reflective surface (matt finish) and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- Document holders if used, should be stable, adjustable and positioned to avoid uncomfortable head and eye movements.
- There should be adequate space available to allow Users to find a comfortable position i.e. provide enough leg clearance and be at a working height which is comfortable.

### **Work Chair**

- Shall be stable (e.g. 5 castor) and allow the User easy freedom of movement. It should allow the User to achieve a comfortable position.
- The seat back rest shall be adjustable in height.
- The seat shall be adjustable in both height and tilt.
- Arm rests may be preferred by some operators.
- A footrest must be made available to any User who requests one. However, footrests should not be used when they are not necessary as this can result in poor posture.

### **Environment**

- The workstation should be of a size that allows the User enough space to change position and vary movements. There should be sufficient space to allow the User to get in and out of the workstation.
- The space made available to a User / Operator must comply with The Workplace (Health, Safety and Welfare) Regulations 1992 and provide a minimum volume per person of 11m<sup>3</sup>.
- Lighting (natural or artificial) should provide sufficient contrast between the screen and background environment, considering the visual requirements of the User.
- Possible disturbing glare and reflections should be prevented by co-ordination of workstation layout with the positioning of artificial light sources.
- Blinds or other adjustable coverings should be fitted to windows to reduce daylight falling directly onto the screen.
- Noise levels from equipment belonging to workstations, or other ancillary equipment should be such that attention is not distracted or disturb normal conversation.
- Electronic equipment can be a source of dry heat that may affect the thermal environment around the workstation. Ventilation, heating and humidity should be maintained at levels that prevent discomfort for the User/Operator.

### **Software**

- Software must be suitable for the task.
- Software must be easy to use and adaptable to the knowledge and experience of the User.
- Systems must display information in a format and at a pace that is adapted to the User.
- Software should protect workers from the consequences of error, by providing warnings and information, and by enabling “lost” data to be recovered.

### **Daily work routine**

Employees should ensure that their activities working with DSE are interrupted periodically by breaks or changes of activity, thereby reducing the workload at the display screen. e.g. filing, organising other work, delivering completed work and so on.

- Short, frequent breaks are more beneficial than occasional, longer breaks.
- Breaks should allow the User to vary their posture, and could include exercise routines including blinking, stretching, and focussing the eyes on distant objects.
- Breaks should be taken before the onset of fatigue and not used in order to recover from it.
- Breaks or changes of activity should be included as part of the working period.

### **Laptops**

Laptop computers are subject to the DSE Regulations 2002 if they are habitually in use by a DSE user for a significant part of their normal work. Work hazards associated with laptop computers, like other hazards in the workplace, need to be properly assessed and controlled to minimise the risks to the health of the ‘user’, so far as is reasonably practicable. The ‘user’ has a responsibility to co-operate in assessing those risks and in complying with any control measures implemented for reasons of health or safety.

Where the assessment indicates that DSE provision will be subject to prolonged use the DSE Regulations requires the keyboard and display screen to be separate and independently adjustable. Laptops do not normally meet this requirement unless ‘docking stations’ are provided; neither do they provide the conditions required by the Schedule in terms of the ergonomics of the workstation.

It is therefore normally inappropriate to use laptops routinely and their use is only appropriate for directed work which is occasional and for short periods of activity, or for use as an additional or temporary IT resource. As a result, it is School policy that:

- Where a laptop is used at the employee’s permanent base, the workstation will be subject to a DSE assessment
- Those who use a laptop as their main computer will be supplied with a separate keyboard and mouse and depending on the outcome of the DSE assessment may be supplied with a separate screen or docking station.
- Where employees experience problems in carrying the laptop the school will provide suitable carrying equipment.
- Employees will receive specific guidance on the safe use of laptops as well as general DSE equipment.

### **Associated Documents**

- Display Screen/Workstation – Risk Assessment (iAM Compliant – Forms)

## **Electrical Safety**

The Electricity at Work Regulations 1989 (EAWR) set out the standards which apply to the use of electricity in the workplace. The Management of Health and Safety at Work Regulations 1999 require that risk assessments are undertaken to evaluate risks and identify the necessary preventive and precautionary measures to avoid accidents and incidents.

### **Fixed Electrical Installations**

The fixed installations and systems will meet the required standard (e.g. BS 7671), will be maintained in a safe condition and will be routinely inspected. The school will use the recommended inspection periods in IEE Guidance Note No. 3 (Inspection and Testing), which is every 5 years and inspections will be carried out by a NICEIC approved contractor.

Adequate socket-outlets will be provided to avoid overloading, or the excessive use of extension leads.

Employees are required to report any defective electrical installations or systems to the **ESTATES MANAGER** or a **MEMBER OF THE SENIOR LEADERSHIP TEAM**.

### **Temporary Installations**

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three months. It should be installed by a qualified electrician.

### **Electrical Work**

All work on electrical equipment, or systems that involve the exposure of conductors, must be carried out with the supply switched off, isolated and secured against re-energisation.

A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose. An approved qualified electrician must carry out this type of work.

Only the Trust's approved electrical contractors are authorised to carry out this work.

### **Live Working**

Live working must be avoided wherever possible. Work on or near live conductors is only permitted when essential for equipment fault diagnosis.

Only competent qualified electricians can be authorised to carry out live working. A permit to work is required before working live.

All practicable precautions must be taken when working live to ensure the safety of personnel including:

- The use of special tools, rubber mats and gloves
- The presence of another authorised person who understands the activity and who is able to handle an emergency (e.g. remove the victim from further danger and administer first aid).
- The erection of safety barriers to keep unauthorised persons out of the work area.

### **Portable Electrical Equipment**

All portable electrical equipment will be safe and suitable for the work in which it is used. It will be maintained in a safe condition and subject to a system of visual inspection and testing. All portable electrical equipment brought on to the premises by employees (e.g. heaters, fans etc.) and contractors must be tested before use.

Employees should inspect equipment prior to use and are required to report any defective equipment to the **ESTATES MANAGER / CARETAKER** or a **MEMBER OF THE SENIOR LEADERSHIP TEAM** and remove from service if considered to be detrimental to safe usage.

Care must also be taken to ensure the safety of other employees and pupils when it is necessary to use equipment with trailing leads across gangways and work areas.

High risk equipment and equipment used in outdoor environments will be fitted with Residual Current Devices (RCD's).

### **Information and Training**

Adequate training and information will be provided to all employees regarding the safe use of electrical equipment.

The Trust will only permit suitably competent persons to carry out any work on electrical installations, systems and equipment.

All contractors will be informed of, and comply with, the Trust 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:

- A register of portable electrical equipment and the details of inspections and checks.
- Safety information provided to and by contractors.
- Details of inspections and tests conducted on fixed installations. 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.

### Test and Inspection Periods

Maximum intervals for inspection and testing are as follows:

Equipment / application	Voltage	User Check	Formal Visual inspection	Combined Inspection & test
Battery operated power tools and torches	Less than 25 volts	No	No	No
25V portable hand lamps (confined or damp situations)	25-volt Secondary winding from transformer	No	No	No
50V Portable hand lamps	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Yearly
110 V Portable handheld tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Before first use on site and then 3 monthly
230V portable and handheld tools, extension leads and portable floodlighting	230-volt mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230V equipment such as lifts hoists and fixed floodlighting	230V supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs Fixed **		Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230-volt Office equipment	Monthly	6 monthly	Before first use on site then yearly
Permanent Office equipment	230-volt Office equipment	Monthly	6 monthly	Before first use then yearly

## **Fire Safety**

The Trust will take such general fire precautions as to ensure the safety of all employees and other persons that may be affected by its activities.

### **Fire Risk Assessment**

A fire risk assessment will be completed for the premises by a competent person, and this will be periodically reviewed. Any recommended fire safety measures arising from the assessment will 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.

### **Fire Alarm System**

Where fitted 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.

The following should be carried out with respect to automatic fire detection systems:

- **Daily** inspect the panel for normal operation of the system. Record any defects and **report them to a MEMBER OF THE SENIOR LEADERSHIP TEAM.**
- **Weekly** test and examination to ensure that the system is capable of operating under alarm conditions. Operate a trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation; each zone is being tested quarterly for a monitored system and weekly for an un-monitored system. Each time a zone is tested a different trigger device should be used.
- **Six monthly** inspection and test by the installer.
- **5 yearly** wiring check I.E.E. Wiring Regulations.

### **Fire Detectors**

- Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

## **Fire Fighting Equipment**

The premises will be equipped with appropriate fire-fighting equipment, where considered to be necessary. All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.

Fire Extinguishers will be subject to:

- **Weekly** inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- **Annual** inspection by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools etc, specified therein.

At intervals not exceeding those detailed in the above British Standard within Annex A, Item A1, test discharge the extinguishers. Spare cartridges should be obtained in advance, and testing should be programmed throughout the year, etc, (an ideal opportunity for staff training). An annual inspection should be done during test, (see above).

## **Emergency Evacuation**

- All emergency routes and exits will lead to a place of safety and must be always kept clear. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors.
- All emergency exit doors will allow easy and immediate opening. They must also remain unlocked and unfastened whilst the building is occupied.
- The Trust will prepare and publish a Fire / Emergency Plan for the premises incorporating responsibilities for fire safety matters

Emergency lighting will be installed where necessary and this will be subject to regular maintenance, inspection and testing.

- Because of possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked following the manufacturer's instructions.
- **Monthly** test of self-contained luminaires, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.
- **Annual** test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply for a continuous period of 1 hour for 3-hour duration units and 15 minutes for 1-hour units. During the test check all luminaires for proper function.
- **Three yearly** tests for full duration of self-contained and central battery systems which have specified duration category more than one hour. During the test check all luminaires for proper function.

### **Fire Drills**

WHOLE TERM (3) fire drills should be conducted each school year, to simulate fire conditions i.e., one escape route obscured, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. **Do not call the fire brigade** for the purposes of a drill, it is an offence.

A suitable record of such drills shall be kept and maintained.

### **Information & Training**

Employees, contractors and visitors 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 will include actions to take on discovering a fire, hearing the fire alarm, location of the assembly point, calling the fire brigade, making safe power supplies, use of fire alarms and fire extinguishers, and the means of escape.

This training will be provided at induction and repeated periodically in accordance with the Fire Risk Assessments and/or when required.

The Trust will ensure that all visitors to the premises are briefed on the evacuation procedure, issued with a visitor identification card and always supervised by a member of staff.

### **Duties of Employees**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that are introduced.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are always clear and that no combustible or flammable materials are stored in corridors or on stairs.

### **Fire Extinguisher Information**

A few tips on safe use of extinguishers:

- Raise the alarm before tackling the fire
- If possible, work in pairs
- If practicable, take a second extinguisher with you and test first
- Ensure you always have a means of escape – don't get trapped with the fire between you and the fire exit
- Withdraw immediately if the fire begins to get out of hand.

Fire extinguishers come in different types, not all types are suitable for all categories of fires, and in fact most have only one or two applications. Many people find that when trying to specify types of extinguishers they run into problems.

Fire Types
<p><b>Class A: Wood, Paper and Textiles</b> - These fuels might include wastepaper, furnishings, and the fabric of a building, for instance doors, floorboards etc.</p>
<p><b>Class B: Flammable Fluids</b> - Normally hydrocarbons, these include petrol, oil and many types of paints, thinners and solvents.</p>
<p><b>Class C: Gas</b> - Fires caused by leaking gas, these should never be extinguished by anyone other than a trained fire-fighter.</p>
<p><b>Class D: Metals</b> - Various metals will burn; these include magnesium, titanium, lithium and aluminium. If you have these risks, you should take advice from your local fire service.</p>
<p><b>Class E</b> - when this is used it normally refers to fires with an electrical complication. However, electricity itself does not burn.</p>
<p><b>Class F: Cooking Fats and Oils</b> - Essentially commercial deep fat fryers.</p>
Fire Extinguishers
<p><b>Water</b> - are only type rated for class A fires and presents risks when used in the vicinity of electrical equipment or on burning oils. Water fire extinguishers are <u>solid red</u> in colour.</p>
<p><b>AFFF (Aqueous Film Forming Foam)</b> - are suitable for Class A fires and Class B fires. Foam fire extinguishers are <u>red with a cream panel</u> above the operating instructions.</p>
<p><b>CO2</b> - are suitable for use on Class B fires and fires with an electrical complication. Carbon dioxide fire extinguishers are painted <u>red with a black panel</u>, with a distinctive horn-shaped nozzle at the side or hose and horn on larger sizes</p>
<p><b>Powder</b> - are suitable for use on Classes A B C and electrical fires. It is a highly effective but does present other problems. It drastically reduces visibility; it can cause choking and respiratory distress in confined spaces. These are <u>painted red with a blue panel</u>.</p>
<p><b>Wet Chemical</b> - designed specifically for use on deep fat fryers. They are also usually rated for class A and B fires. An essential piece of equipment where deep fat fryers are used. Wet chemical fire extinguishers are <u>red with a yellow panel</u>.</p>

#### **Associated Documents**

- Fire – Evacuation Procedure (iAM Compliant - Documents)
- Fire – Logbook (iAM Compliant - Documents)

## First Aid

The Trust will ensure that adequate and appropriate equipment, facilities and personnel are provided to enable first aid to be given to employees, pupils and other persons if they are injured or become ill at work.

### Risk Assessment

The level of provision of first aid facilities will be determined by an assessment of the circumstances and risks involved. The assessment will consider factors including:

- Size of the school
- Building layout
- Accident history
- Proximity of premises to emergency medical services
- First aid cover in times of sickness or annual leave.

First aid needs are to be reassessed at 12 monthly intervals or upon any significant changes.

### Duties of First Aid Personnel

First aiders are responsible for:

- Providing treatment within the limitations of their competence and summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Ensuring the first aid facilities are available and boxes are stocked according to the issued instructions.
- Keeping up to date with the latest techniques and developments in first aid

### Duties of Employees

- Any employee who has an accident or who feels unwell should contact a **FIRST AIDER** who will ensure assistance is provided.
- Employees should not attempt to give first aid treatment unless trained to do so
- Employees are reminded that no one should leave the premises due to an accident or illness without first consulting a **MEMBER OF THE SENIOR LEADERSHIP TEAM**.
- Loss or damage to first aid equipment, or lack of supplies should be reported to the **SENIOR MIDDAY FIRST AIDER**.

## **Transport to Hospital - Procedures**

### **For employees:**

- Any vehicle can be used to transport an individual with a minor injury. A **FIRST AIDER** (where available) should accompany the injured party. The first aider should not be the driver.
- Anyone who has suffered a serious injury should be taken to hospital in an ambulance

### **For pupils:**

- Where the injury is an emergency, an ambulance will be called, following which the parents will be called.
- Where hospital treatment is required but not in an emergency, the First Aider will contact the parents for them to take over responsibility for the pupil.

## **First Aid Boxes**

An appropriate number of first aid boxes will be kept at each School. These will be controlled by the **FIRST AIDERS** on site.

First aid kits will also be provided for staff to take on school visits off site.

As a guide, where no special risks arise in the workplace, a minimum of first aid items would be:

- Leaflet: Basic advice on first aid work.
- 20 individually wrapped sterile adhesive dressing
- Two sterile eye pads
- Four triangular bandages
- Six safety pins
- Six medium sterile wound dressing (Approx. 12cm x 12cm)
- Two large sterile wound dressing (Approx. 18cm x18cm)
- Two pair of disposable gloves.
- Body fluid / Blood protection

All first aid boxes / kits and eye wash stations will be inspected every month.

## **Medical Room**

This facility should contain the following:

- Sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Range of first aid equipment and proper storage
- Chairs / Bench
- Blankets
- Soap
- Clean protective garments for first aiders
- Suitable refuse container

## **Medicines**

### **For employees:**

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice.

Tablets and medicines should not be kept in the first-aid box.

Some employees carry their own medication that has been prescribed by their doctor (eg an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (eg by a nurse). However, in the case of adrenaline there is an exemption to this restriction, which means in an emergency a layperson is permitted to administer it by injection for the purpose of saving life.

### **For pupils:**

The Trust acknowledges that pupils may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury.

The Trust will administer medication provided that the parent(s) of the pupil adheres to the following safety guidelines:

- The Trust will administer medication in school provided a letter giving written permission and with full instructions regarding frequency and dosage etc. has been received
- Medication must be received by the school in the original, intact container or packaging. The pharmacy label should be clear and not obstructed in any way
- Medication should be brought to school by a responsible person. This person will, if possible, be the parent.

## **EpiPen**

The use of an EpiPen to treat anaphylactic shock is an example of an exemption from the restriction imposed by the medicine's legislation. Therefore, first-aiders may administer an EpiPen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an EpiPen, and where the first aider is trained to use it.

## **Associated Documents**

- First Aid Signage (iAM Compliant - Documents)
- First Aid Risk assessment (iAM Compliant – Risk register)

## **Hazardous Substances**

The use of and exposure to hazardous substances in the workplace is governed by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Control of Substances Hazardous to Health (Amendment) Regulations 2004. Other relevant legislation includes the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP), and with the associated specific Approved Codes of Practice (HSG 193) and guidance notes issued by the Health and Safety Executive.

### **Substances**

A substance can be a liquid, solid, dust, gas, fume or micro-organism and the health hazards from substances can be divided into the following categories: -

- External contact - corrosive, skin absorption, dermatitis, etc e.g cement, acids, epoxy resins etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- Ingestion - swallowing.

Hazards may be classified as very toxic, toxic, harmful, irritant, corrosive, biological, highly flammable, flammable or a combination of these.

### **Trust Responsibilities**

The Trust acknowledges that no substance can be considered completely safe and will protect all employees and other persons potentially exposed to hazardous substances, so far as is reasonably practicable, by elimination, substitution or use of strict control measures.

The Trust will: -

- Arrange a written Risk Assessment, for substances, processes, health hazards etc normally used or encountered on site, and this information will be made available to all employees who may be affected.
- Arrange for any necessary equipment and hygiene facilities and protective clothing etc to be planned before work commences.
- Ensure all employees are aware of the legal requirements, the product data sheets, and the container labels and have received adequate instruction and training.

### **Safety data sheets**

Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet. Note: medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet.

Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Part 15 of the sheet, which tells you what the dangers are.
- Parts 4 to 8, which tell you about emergencies, storage and handling.

The Trust will ensure that an up-to-date register of all substances is maintained and that up-to-date Material Safety Data Sheets (MSDS) will be kept for all substances.

If the intention is to use a chemical for the first time, then the relevant MSDS needs to be obtained before the chemical is ordered.

### **COSHH Assessments**

COSHH assessments will be completed and recorded for all hazardous substances and chemicals used by the school's employees.

No hazardous substances are to be issued unless they are approved for use by a **MEMBER OF THE SENIOR LEADERSHIP TEAM**. An assessment will be carried out using the hazard data sheets before any substances are made available for issue.

Where it is decided that substances are non-hazardous or risk levels are low, details can be entered onto the 'Summary of COSHH Precautions Form' rather than undertaking a full COSHH assessment.

If chemicals need to be mixed with other materials, each must be assessed to ensure that no adverse reaction will occur. The MSDS will provide information on incompatible chemicals. The importance of this procedure must not be overlooked as even everyday cleaning agents can cause a serious reaction if mixed.

### **Training**

All employees will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks, including the use of required personal protective equipment.

### **Employee Responsibilities**

All employees will be expected to co-operate in respect of any controls which have been introduced, to ensure the safe use and storage of substances on site.

Where Personal Protective Equipment has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer's recommendations and safe working instructions.

All employees are expected to report any concerns to a **MEMBER OF THE SENIOR LEADERSHIP TEAM**. These will be dealt with promptly.

### **Storage**

The Trust will provide appropriate storage according to the properties of each chemical. The type of storage necessary will be determined by reference to the MSDS. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents (due to the risks of explosion).

### **Employee Guidance**

- Ensure you are in possession of the assessment/data sheet required, PPE and understand the requirements before using the substance.
- Follow the manufacturer instructions
- Use PPE as instructed.
- Avoid contact with the skin
- Do not breathe the fumes / dust
- Wash thoroughly before eating and using the toilet
- If the substance is flammable, do not smoke or use with or near naked flames.
- Do not mix substances unless instructed how to do so.
- Clean all spillage in accordance with the manufacturer's instructions
- Dispose of waste products in accordance with the manufacturer's instructions

### **Labelling and Storage of Substances**

Employee should always observe these points about labelling:

- Never leave substance containers unlabelled
- Never put substances into incorrectly labelled containers
- Never use substances from unlabelled containers
- The outside of containers should be kept clean and care taken not to obliterate the label.  
When pouring from a bottle, always turn the label uppermost, so that any spillage will not damage the label

### **Associated Documents**

- Hazardous Substances - COSHH Assessment (iAM Compliant - Risk Register)

## Health & Safety Monitoring, Inspections & Audits

### Legal Requirements

The Management of Health and Safety at Work Regulations 1999 (Reg 5), require employers to

**Monitor** – measure what they are doing to implement their health and safety policy, to assess how effectively they are controlling risks and how well they are developing a positive health and safety culture. Monitoring includes:

- Having a plan and making adequate routine inspections and checks to ensure that preventative and protective measure are in place and effective.
- Adequately investigating the immediate and underlying causes of incidents and accident to ensure remedial action is taken

**Review** – periodically reviewing the whole health and safety management system.

### Arrangements

The **HEAD OF SCHOOL** will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

The **HEAD OF SCHOOL** will ensure that places of work and equipment are inspected regularly and in accordance with statutory requirements.

Records of safety inspections and audits will be kept in order that the Trust can monitor the health and safety performance and improve the overall safety culture within the schools.

### Employees

All employees will be expected to bring to the attention of a **MEMBER OF THE SENIOR LEADERSHIP TEAM** any areas where the Health and Safety Policy appears inadequate.

### Inspections

Safety inspections will be used to identify areas where safety procedures /systems can be strengthened, reduce the risk of accidents and to ensure that the general duty to provide a safe school environment is provided.

Site Inspections will monitor the safety standards on a routine basis and may cover the following areas:

- Premises Safety
- First Aid Facilities
- Fire Safety
- Equipment and Plant
- Signing and Lighting
- COSHH
- Housekeeping

### Associated Documents

- Inspection – Weekly/Monthly Compliance Checks (iAM Compliant - Compliance)

## **Information, Instruction, Training & Consultation**

### **Information Instruction and Training**

Providing adequate training to employees is a requirement of the Health and Safety at Work Act 1974 and other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment.

- The Trust 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.
- Information, instruction and training will be provided to new staff as soon as is practicable after commencement of employment.
- Instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices.
- Records will be kept of all training provided to employees.
- Detailed and specific departmental training will be provided to all new employees to supplement their general induction training.
- It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include first aiders and fire wardens.
- Further training will be provided, if necessary, to existing employees if they transfer to a different department, take on new responsibilities, are exposed to new or increased risks or if there is a significant change in the work equipment, environment or systems of work in use.
- Temporary employees will be provided with general health and safety instructions (e.g. emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities.

### **Induction Training**

Health and safety induction training for new employees will take place on the first day of employment or as soon as practicable after joining. It will include:

- Presentation of the health and safety policy and handbook
- Accident reporting procedures and first aid facilities
- Fire prevention and emergency evacuation procedures
- General safety rules and safe working procedures / instructions and risk assessments
- Identification of particular hazards which exist at the workplace
- How to obtain advice or report any concerns regarding health and safety
- Welfare provisions
- Site tour
- Job role and responsibilities

A record of Induction Training must be kept.

### **Consultation**

It is now a duty to consult employees by virtue of The Health & Safety (Consultation with Employees) Regulations 1996. Where employees are not represented by safety representatives under the 1997 Regulations, the employer shall consult those employees in good time on matters relating to their health and safety at work and in particular with regard to:

- The introduction of any measure at the workplace which may substantially affect the health and safety of those employees.
- Arrangements for appointing or nominating persons in accordance with Regulation 6(1) and 7(1)(b) of The Management of Health & Safety at Work Regulations 1992 S.I 1992 2051.
- Any health and safety information he is required to provide to those employees under any of the relevant statutory provisions.
- The planning and organisation of any health and safety training he is required to provide to those employees under any of the relevant statutory provisions.
- The health and safety consequences to those employees with the introduction (including the planning thereof) of new technology into the workplace.

Employees are encouraged to participate in any safety meetings that are held and to raise any concerns about health, safety and welfare matters.

Employees 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.

### **Associated Documents**

- Training – Induction Record (Heads of School)

## Legionella Management

### Legal Requirements

It is the Trust policy to properly maintain our water systems to prevent the growth of legionella bacteria. We are required by regulations to ensure that we evaluate the risk from legionella bacteria and where such a risk exists, we implement effective management arrangements to prevent the growth of these bacteria in our water systems.

The main legislation of relevance is the Control of Substances Hazardous to Health Regulations 2002. Detailed arrangements required are also set out within the HSE's Approved Code of Practice (L8) - Legionnaires Disease: The Control of Legionella Bacteria in Water Systems

### Risk Assessment

Each school will appoint a "responsible person" who will have responsibility for ensuring that the legionella prevention plan is implemented.

They will ensure that a competent specialist water company undertakes a risk assessment of the hot and cold-water systems and air conditioning equipment, for the purposes of identifying legionella risks.

The assessment will be reviewed periodically and whenever there are changes which could invalidate the assessment, we will implement the recommendations arising.

### Routine Testing and Maintenance

Routine testing and maintenance will be carried out in accordance with the findings of the risk assessment.

This will include routine water temperature checks, de-scaling and cleaning of water equipment including showerheads and regular flushing through of outlets not in regular use.

This maintenance and testing programme will be undertaken by the **ESTATES MANAGER / CARETAKERS**

In the event of difficulties in implementing the risk control programme or test results falling outside of the required limits, the **CARETAKERS** will report this immediately to the **ESTATES MANAGER** to ensure the necessary action is taken as necessary to resolve the problem.

### Records and Reporting

Maintenance and testing logs will be kept on iAM Compliant, up-to-date and available for inspection.

Risk assessments will be available at each school to which they relate. These will be on iAM Compliant

In the unlikely event of any employee contracting legionellosis or of the release of legionella bacteria we will make any statutory reports required under RIDDOR.

### Associated Documents

- Inspection – Water Testing (iAM Compliant - Compliance)
- Water Hygiene Risk Assessment iAM Compliant - Risk register

## Lone Working

The Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For the purposes of this policy, a **Lone worker** is defined as 'persons who work by themselves without close or direct supervision'.

### Risk Assessment

There is generally no reason why workers should not work alone subject to the special risks being assessed and controls being implemented. All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.

Factors to be considered in the risk assessment will include, risk of violence, plant and equipment, work at height, chemicals, the worker's medical fitness, access and egress to the area and manual handling requirements

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.

### Controls

Lone working must not be allowed in respect of tasks involving the use or handling of other plant/machinery, substances or goods that cannot be carried out safely by one person.

All lone working activities or situations must have suitable emergency procedures, and first aid facilities and lone workers must receive adequate information, instruction and training before commencing any work.

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, regular voice contact with lone workers or mobile first aid kits.

It is the responsibility of the **SENIOR LEADERSHIP TEAM** to monitor the tasks being carried out by their staff and to ensure prohibited lone worker tasks are not carried out by one person. They also need to ensure that any lone worker follows good working practices and safe systems of work.

All lone workers are expected to co-operate fully with any instructions given by the Trust. They are also expected to follow the Trust's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

## **Machinery and Equipment**

### **Legal Requirement**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that any equipment which the Trust provides for use at work is suitable for its intended use, can be used safely, is maintained in a safe condition, inspected as necessary, effectively guarded and only used by operators who have received adequate information, instruction and training.

The regulations also require that when the Trust purchases new equipment, we ensure that it complies with the Supply of Machinery (Safety) Regulations 1992, as amended 1994. Where we import machinery from outside of the EU, or produce machinery in-house, we are wholly responsible for ensuring that it conforms to these regulations.

In addition to these general machinery / work equipment regulations the Trust must also comply with other legislation relating to the control of vibration, the use of lifting equipment, equipment which operates under pressure and gas appliances.

### **Machinery & Equipment**

The Trust will ensure: -

- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts of machinery will be suitably and adequately guarded.
- Investigate any machinery accident in accordance with Trust policy and implement any improvements required
- Enforce the rules and take disciplinary action against staff in the event of serious or repeated non-compliance.

### **Risk Assessment**

A risk assessment of all machinery has been carried out to identify whether there are any hazards associated with its use in our workplace. All new machinery will be added to the inventory/RA and will be inspected and logged monthly on iAM Compliant.

### **Training**

Employees will receive suitable and adequate information, instruction, training and supervision. This will include dealing with breakdowns, blockages, maintenance and repairs, as appropriate.

This training may be provided by several sources including suppliers, as well as training on the job by the relevant **MANAGER** or experienced employees.

All records of staff training will be kept on individual employees' personnel files.

Where required, staff will be provided with suitable information in the form of warning signs and written instructions for the safe use of the equipment. The Trust will ensure that safe working practices are being followed, including the correct use of guarding, the use of the right machine for the right job and the wearing of PPE.

Any potentially dangerous machinery is restricted to authorised and trained users over the age of 18

### **Maintenance**

- All equipment will be maintained in efficient order and in good repair under a planned preventative maintenance schedule.
- Where necessary, machinery is subject to external servicing and inspection, including statutory inspections.
- The **ESTATES MANAGER / CARETAKERS / ASSISTANT CARETAKERS** will carry out regular inspections of machinery including safety devices.
- Any maintenance must be carried out by competent employees and / or approved competent contractors
- 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.

### **Employee Responsibilities**

Employees should: -

- Carry out a visual inspection before using equipment and report any defective equipment immediately to a **MEMBER OF THE SENIOR LEADERSHIP TEAM**. Defective equipment should not be used.
- Only use equipment for the purpose or operations for which it is suitable or intended and only use equipment that they have been trained and authorized to use.

### **Associated Documents**

- Inspection – Equipment and Ladders (iAM Compliant - Compliance)
- Caretaker/Assistant Caretaker-Use of equipment/plant (iAM Compliant risk register)

## Manual Handling

The Manual Handling Operations Regulations 1992 apply to the physical handling of loads by employees including lifting, pushing and pulling. They place a duty on the Trust to:

- Avoid hazardous manual handling operations where possible
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable.

The main injuries associated with manual handling include:

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

### Definitions

**Manual Handling Operations (MHO)** - are the transportation or support of any load by hand or bodily force-including lifting, putting down, pushing, pulling, carrying or moving. A tool being handled in the process of its intended use is not considered as a MHO however, the actions necessary to get the tool to and from the place of work are classified as MHO's. Pulling upon levers or handles, or upon ropes to secure a cargo, does not fall within the definition.

**Load** - is any item or object that is being transported or supported including the handling of an animal or person.

### Risk Assessments

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.

All manual handling assessments will be designed to look at the following areas:

- The tasks involved
- The individual capacities required
- The loads involved
- The working environment involved

Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.

### Training

Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all relevant employees involved in manual handling tasks.

The selection of persons to carry out manual handling or lifting tasks will also be based on the training given, age, physique etc.

For employees who are not expected to carry out heavy lifting and have not therefore received any training, the Trust will ensure that they are aware that they are not permitted to undertake this type of activity.

### **Employee responsibilities**

- Employees are responsible for following any instructions given and making use of any lifting equipment provided.
- New and expectant mothers and others who have a health condition which puts them at increased risk of injury are not permitted to carry out manual handling activities.
- Employees must inform a **MEMBER OF THE SENIOR LEADERSHIP TEAM** if they have a health condition which increases their risk of injury.

### **Guidance**

- The Trust will wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
- Where required, team lifts will be identified through the risk assessment process.
- Personal Protective Equipment, such as gloves and safety footwear will be provided where necessary.
- Where it is possible the Trust will mark pieces of equipment, packages etc. with load information, e.g. weight, centre of gravity.

### **Associated Documents**

- Manual Handling Assessment (iAM Compliant – Risk Register)

## New & Expectant Mothers

The Trust is required to undertake risk assessments for the work of new and expectant mothers under the Management of Health and Safety at Work Regulations 1999 (as amended). It is also required by the Workplace (Health, Safety and Welfare) Regulations 1992 to provide rest facilities for employees who are pregnant or are nursing mothers.

### Definition

A new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

### Employee Duties

All expectant mothers must inform the Trust in writing of their pregnancy. In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that the Trust is informed of the pregnancy as soon as is practicable.

The Trust reserves the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.

Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from a **MEMBER OF THE SENIOR LEADERSHIP TEAM** before undertaking the task about which she has a concern.

### Risk Assessments

When the Trust undertakes general risk assessments of the work activities, risks to individuals, including employees who are women of childbearing age, new mothers and those who are pregnant will be considered.

Additional specific risk assessment for each individual employee who is pregnant, has returned to work following birth, or is a nursing mother will also be carried out. These assessments consider HSE guidance, and any concerns raised by the individual employee.

These risk assessments are undertaken by a **MEMBER OF THE SENIOR LEADERSHIP TEAM** with input from the individual employee.

Risk assessments are reviewed at least every three months whilst the employee is pregnant and working, and then on the return to work. They are also reviewed if there have been changes in the matters to which they relate, or incidents which indicate the assessments might not be valid.

In addition, where a pregnant worker uses a computer for a significant part of their work, the Trust will review the individual's workstation assessment.

## **Controls**

Where hazards that could pose a risk to new or expectant mothers are identified the Trust will take appropriate action to remove or reduce the risk. This may include:

- Temporarily adjust working conditions and/or hours of work, or if not reasonable/practicable to do so
- Offer suitable alternative work if available.
- Suspend the employee from work (on paid leave) for as long as is necessary to protect her health and safety or that of her child. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.

Occupational medical advice will always be obtained if there are medical issues or risks which are not obvious and easy to control.

The Trust reserves the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.

Following the assessment specific guidance and instruction will be provided and this will apply prior to the absence period and, upon her return, whilst she is breast feeding.

## **Return to Work**

Under health and safety legislation an employee may not return to work having taken less than two weeks' maternity leave.

## **Associated Documents**

- New & Expectant Mothers Assessment (iAM Compliant - Risk Register)

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

### **Legal Requirements**

The Trust will provide and maintain personal protective equipment as required 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.

The Trust recognises the need to reduce the risks that cannot be eliminated or avoided, to as low a level as is reasonably practicable. Therefore, in addition to other risk reduction controls Personal Protective Equipment (PPE) will be utilised.

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.

### **Trust Responsibilities**

The Trust must ensure that they: -

- Carry out assessments to identify suitable PPE.
- Arrange for adequate storage of PPE.
- Train staff in the safe use of PPE.
- Replace PPE as necessary and at no cost to the employee.
- Inform every employee of the risks that exist.

### **Employee responsibilities**

- To use all PPE supplied as instructed and in the correct manner
- To carry out the required inspections on PPE
- Immediately report lost or damaged items to a **MEMBER OF THE SENIOR LEADERSHIP TEAM**
- Inform the Trust of any medical condition that affects the wearing of PPE

### **Supplies of PPE**

All PPE identified as necessary will be supplied free of charge and will initially be issued during an employee's induction period.

Replacements PPE is available for "fair wear and tear".

The issuing of PPE will be recorded.

### **Associated Documents**

- PPE – Issue Record Form (iAM Compliant - Documents)

## Risk Management

The Trust will institute a programme of hazard identification and risk assessment of all its activities to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.

These assessments are required by numerous pieces of legislation including the Management of Health and Safety at Work Regulations 1999 (as amended), which set out the general risk assessment requirements.

All risk assessments will be fully documented, recorded and will be reviewed periodically. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must also be reviewed.

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** - something that has the potential to cause harm.
- **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 to eliminate, reduce or control the risks in question and therefore allow the activity etc to be carried out safely.

### **HAZARD X LIKELIHOOD = RISK**

**HIGH RISK:** Indicates significant exposure to injury / illness which must be addressed as soon as possible. Consider risk control measures already being taken and make recommendations necessary to reduce the risk 'as low as reasonably practicable'.

**MEDIUM RISK:** By definition, these risks may not be considered 'high' but nonetheless require the introduction of safety management control measures to minimise the exposure to injury/illness – implementation not so urgent but without undue delay.

**LOW RISK:** These are not of immediate priority - deal with other risks unless it is easy and/or cheap to further reduce the risk.

### 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
- 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

### **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'.

The type of control is dependant entirely upon the risk being faced. However, as the following hierarchy of controls should where possible be applied:

- 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

### **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 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.

### **Associated Documents**

- Risk Assessment – Template (iAM Compliant - Risk Register)

## Safe Working Procedures

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe working procedures are developed, understood and followed.

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

- The work or tasks being carried out and the associated hazards
- Any existing instructions or procedures
- Who is doing the work and the skills / abilities of the people
- The level of control and supervision required
- The equipment and the personal protective equipment required
- The associated training requirements
- Communication requirements
- Emergency planning issues
- Monitoring, review and updating requirements

It will be the responsibility of the **SENIOR LEADERSHIP TEAM** to ensure that Safe Working Procedures are:

- Developed and that these are relevant to the activities of the school.
- Documented in an approved format.
- Brought to the attention of all employees and other persons that they affect.
- Regularly monitored, reviewed and amended where necessary.

## Smoking

### **Purpose**

This policy has been developed to protect all employees, pupils, contractors and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

### **Policy**

It is the policy of the Trust that the whole of each school premises are smoke free.

### **Implementation**

All staff are obliged to adhere to and support the implementation of the policy.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within each of the premises.

### **Non-Compliance**

Disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

## Stress

The Health and Safety at Work Act 1974 requires the Trust to take reasonable steps to look after employees' mental health and welfare. This requires the Trust to ensure that staff do not have excessive demands placed on them by their job and that the workplace is free of bullying, harassment and violence.

Whilst the Trust will strive to achieve the above, it is legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to advise a **MEMBER OF THE SENIOR LEADERSHIP TEAM**.

While this policy provides a framework for managing work related stress within the Trust, circumstances may dictate that the response to a particular situation requires some modification of this procedure.

### Trust Responsibilities

- Undertake an assessment of the significant risks relating to work related stress faced by employees.
- Provide employees with information, instruction and training to assist them in recognising situations which are adversely stressful or symptoms of stress in individuals.
- Adopt suitable measures to minimise exposure to work related stress, including procedures for dealing with absence from work due to stress and when returning to work after a prolonged absence.
- Ensure that all staff at risk from work related stress, receive adequate training in the measures required to minimise the risk to themselves.
- Implement any reasonably practicable measures to prevent recurrence and overcome the harmful effects of any work-related stress that may have occurred in the past.
- Provide access to confidential and accredited counselling for staff affected by stress caused by either work or external factors.

### Employees Responsibilities

- Report to a **MEMBER OF THE SENIOR LEADERSHIP TEAM** any incidents of work-related stress regardless of the circumstances.
- Avoid knowingly putting themselves or others at risk of work-related stress through their own acts or omissions.
- Take work related stress seriously. It must not be accepted as "part of the job"
- Understand that bullying and harassment is unacceptable behaviour.
- Accept opportunities for training/awareness training when recommended.
- Accept opportunities for counselling when recommended.

### Definition of Stress

Work related stress (WRS) is normally defined as "the adverse reaction people have to excessive pressures or other types of demands placed on them".

This makes an important distinction between beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and work-related stress, which is the natural but distressing reaction to demands or "pressures" that the person perceives they cannot cope with at a given time.

### **When should a Stress Risk Assessment be carried out?**

- If the Trust is formally informed by an employee that they are experiencing work-related stress
- If a member of staff is off work as a result of work-related stress
- If a **MEMBER OF SENIOR LEADERSHIP TEAM** recognises significant signs of stress in an employee or has an employee who is off sick on several occasions with illnesses which are very likely to be attributable to stress e.g. persistent headaches, anxiety, stomach disorders, exhaustion etc.
- If the Trust is aware of a potential hazard which could significantly affect the mental and/or physical health of one or more of their employees. This could, for example, be major changes taking place in the department, new IT systems being put in place etc.

### **STRESS GUIDANCE FOR SCHOOL LEADERSHIP TEAM**

From time-to-time employees may experience stress. It can result from pressures coming from their home life, their work life and in some instances both. Normally it is very transitory and has no adverse effects on their overall health but if the stress is ongoing, it can have very damaging effects on both the health and well-being of employees. The Health and Safety Executive (HSE) have published Management Standards relating to the management of work-related stress which they expect all organisations to implement.

The employer is only legally responsible for the stress arising from the work life of an individual. Most employers, however, have found it very prudent to take the stress arising from an individual's home life into account and offer support and guidance in respect of both work-related stress and home related stress should it be required.

#### **There are circumstances which require immediate action. For example, if the Trust:**

- Is informed by an employee that they are experiencing stress either verbally or in writing.
- Recognises significant signs of stress in an employee or has an employee who is off sick on a number of occasions with illnesses which might be attributable to stress e.g. persistent headaches, anxiety, stomach disorders, exhaustion etc.
- Has an employee who is on sick leave as a result of work-related stress:
- Is aware of a potential hazard which could significantly affect the mental and/or physical health of one or more of their employees. This could, for example, be when major changes are taking place in the department, new IT systems being put in place etc.

### **EMPLOYEE'S STRESS INFORMATION**

From time to time, we all experience stress. It can result from pressures coming from our home life, our work life and, in some instances both. Normally it is very transitory and has no adverse effects on our health but in some instances, it can be ongoing and cause damage to both our mental and physical health. All of us have a responsibility to look after ourselves at work and there is effective action we personally can take to manage any stress we might experience. However, there are times in life when support, advice or guidance can be extremely helpful.

If you feel that you are experiencing stress or feel that you are under pressure at work and that it may lead to ill health, arrange to meet with a **MEMBER OF SENIOR LEADERSHIP TEAM** to discuss your concerns (you can do this verbally or in writing). You may bring a work colleague to the meeting for support if you wish (unless the causes are not work related when the presence of a friend or relative may be more appropriate). It should be noted that "off the record discussions" cannot be conducted.

#### **Associated Documents**

- Stress - Risk Assessment (iAM Compliant - Risk Register)

## Working at Height

The Trust will ensure that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling. It will also endeavour to comply with the relevant legal requirements, as contained within the Working at Height Regulations 2005.

### Definition

For the purpose of definition, work at height means:

- Any work in any place, including a place at or below ground level
- Obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace, where, if measures required by the Work at Height Regulations 2005 were not taken, a person could fall a distance liable to cause personal injury.

### Trust Responsibilities

- Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
- 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.
- All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
- All equipment used in connection with work at height must be properly inspected and maintained.
- All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
- 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. Those that use ladders, stepladders, podiums, scaffolds and other access equipment will be trained to do so

### Employee Responsibilities

All employees are expected to always adopt safe working practices and to follow any safety instructions.

Employees are also expected to assemble and use any work equipment in accordance with the manufacturer's instructions and any training.

Employees are expected to make visual inspections of access equipment before it is used. If any defects are found on access equipment, it should be immediately taken out of use and it should be reported to a **MEMBER OF THE SENIOR LEADERSHIP TEAM.**

## Young Persons

The Trust will ensure that employed young persons are protected from any risks to their health and safety which result from their lack of experience, their absence of awareness of risks or their lack of maturity.

In law, a young person is not yet 18 but who is over the minimum school age. Anyone below the school leaving age is a "child". The legislation described below protects those on work experience as well as those in employment.

The Trust are required to undertake risk assessments for the work of young workers by the Management of Health and Safety at Work Regulations 1999 (as amended) (MHSWR). Fire safety legislation also requires that the additional risks to young workers are considered within fire risk assessments.

There are protections within the Working Time Regulations 1998 for young workers, in respect of hours of work, night work, rest from work and paid annual holidays.

### Risk Assessment

- No young person must be allowed to start work until a risk assessment has been completed by a **MEMBER OF THE SENIOR LEADERSHIP TEAM** that will be responsible for the young person.
- No young person must be allowed to carry out work where the risk assessment identifies a significant risk which cannot be eliminated.
- When carrying out or reviewing risk assessments particular account must be taken of the special risks that could be incurred to young persons including:
  - Their inexperience, lack of risk awareness and immaturity
  - The layout of the workplace or the work equipment involved
  - Any harmful chemicals, agents or processes present or used.
  - The organisation of processes and activities
  - The health and safety training provided for young persons

### Training

An induction plan will be developed incorporating any additional instruction, information and supervision as determined by the risk assessments. The induction information provided to the young worker makes it clear which tasks they are authorised to carry out.

### **Guidance**

- The Trust will not employ a young person to carry out any work which is:
  - Beyond their physical or psychological capacity
  - Involves exposure to harmful chemicals or agents
  - Involves exposure to radiation
  - Involves an increased risk of accidents due to their lack of experience etc.
  - Involves a risk to health from cold, heat, noise or vibration.
- Where the young person is 16 years or less the parents or guardians will be notified of the outcomes of the risk assessment and details of any safeguards which will be used to safeguard the health and safety of the child.

### **Working Time**

Young workers are entitled to:

- A limit of eight hours' working time per day and 40 hours per week
- Twelve hours' rest between each working day
- Two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

### **Associated Documents**

- Young Persons - Risk Assessment (iAM Compliant - Risk Register)